Welcome

Many congratulations on achieving your place in the School of Chemical and Process Engineering. We are really looking forward to welcoming you to the University of Leeds!

Things to do before you arrive in Leeds

We recommend you complete the following activities before you arrive, where possible:

- **Online registration**
- **IT induction**
- **What is Microsoft Teams? & What is Collaborate Ultra?** – We will use these systems during induction week and for teaching activities so please download MS Teams to your device and familiarise yourself with these systems.
- **Library ‘Quickstart’** – Your guide to using the libraries at the University of Leeds. There is also a very useful resource about ‘becoming an online learner’.
- **International Orientation** – Explore our online resources to help you get familiar with your new academic life.
- **Welcome Event for Mature Students**

Useful links for new students:

- **Flying Start** - designed to help you understand what studying at University really means.
- ‘Getting Started at Leeds’ - This will be ready on 14th September and you will be informed about where to find the resource by way of regular communications and newsletters.
- **Leeds University Union** - LUU’s mission is to help you ‘Love Your Time at Leeds’!
- **SES Welcome page for students** – a useful page for new students with information on a variety of topics.

Key Dates

**University term dates**
**Student Calendar**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday 21st – Friday 25th September</td>
<td>Induction week</td>
</tr>
<tr>
<td>Monday 28th September</td>
<td>Semester 1 Teaching begins</td>
</tr>
<tr>
<td>Friday 23rd October</td>
<td>Deadline for changing Semester 1 and Semester 3 modules</td>
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<td></td>
<td>Deadline to <a href="#">notify Student Services of any religious commitments during exams</a></td>
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<tr>
<td></td>
<td>Deadline to <a href="#">submit evidence to Disability Services for January 2021 exams</a></td>
</tr>
<tr>
<td>Monday 26th October</td>
<td>Deadline to register online – If you have not registered by this date you will be permanently withdrawn from your programme.</td>
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A full timeline of important dates and deadlines will be available in the [School of Chemical and Process Engineering Organisation in Minerva](#) from the start of term.
Registration

Registration is a requirement of your studies each year. New students must complete any academic verification checks required and may be required to verify their identity. Both new and returning students should go to minerva.leeds.ac.uk Student Services area to complete the online registration steps.

Unless you are awaiting documentation to complete registration, you are expected to register by 9th October.

If you have any problems with registration:

1. Read our guidance pages http://students.leeds.ac.uk/registration
2. Email registration@leeds.ac.uk
3. From 2nd September – 25th September, call the Student Information Helpline on 0800 915 0402 (within UK) or 0113 343 7000 (outside UK)

If you still cannot register after trying the above, you must make sure you have discussed this and made arrangements for your registration with the Fees Team or your parent School. This may involve waiting for further documentation before you can progress further.

If you reach the above date and you are still not registered, please contact the relevant staff again.

Failure to register by Monday 26th October will result in your account being shut down and withdrawal from your studies at the University of Leeds, therefore it is vital that you take action as soon as possible.

We look forward to having you register with us for the coming academic year.

Module Enrolment

If you are registering on the MSc Chemical Process Engineering you are not required to complete module enrolment as all 180 credits are compulsory. There are no optional modules.

If you are registering on one of our other MSc programmes you are required to choose optional modules. You will be contacted by email with a link to an online ‘Optional Module Form’. You will have the opportunity to discuss your optional module choices during induction week. You must then complete the online form and the Student Support Office will add the module to your student record by Friday 25th September.

In all cases, students are not required to complete online module enrolment during the registration process. The Student Support Office will complete this process for you to ensure that students are enrolled on the correct modules at the correct time.

You can find the optional modules for your programme in the online Taught Postgraduate Programme Catalogue.
**Induction (21 – 25 September)**

Induction will primarily be conducted online via Collaborate Ultra and Microsoft Teams. Meeting invitations and links will be sent to you no later than Friday 18th September. **Please note – These timings are provisional and subject to change.**

<table>
<thead>
<tr>
<th><strong>Monday 21st September</strong></th>
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<tr>
<td>1.45pm</td>
<td>Introductory session on how to use Collaborate and make the most out of your induction.</td>
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<td>15 minutes</td>
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<tr>
<td>2.00pm</td>
<td>Welcome from the Head of School &amp; Director of Student Education</td>
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<td>1 hour</td>
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<table>
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<tr>
<th><strong>Tuesday 22nd September</strong></th>
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<tbody>
<tr>
<td>10.00am</td>
<td>Meet your Programme Lead</td>
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<td>30 minutes</td>
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<tr>
<td>10.30am</td>
<td>Module Enrolment - This session is for students who need to discuss their module enrolment options.</td>
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<td></td>
<td>1 hour drop-in session</td>
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<tr>
<td>2.00pm</td>
<td>Study Skills: Introduction to academic and language support and ‘Step up to Masters’</td>
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<td></td>
<td>1 hour 30 minutes</td>
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<table>
<thead>
<tr>
<th><strong>Wednesday 23rd September</strong></th>
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<tbody>
<tr>
<td>10.00am</td>
<td>Student Support Office, Student Reps and Societies</td>
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<td></td>
<td>30 minutes</td>
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<tr>
<td>10.30am</td>
<td>Global Community - This fun interactive session is about getting to know each other and creating a School community.</td>
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<td>1 hour</td>
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</table>
| 12.00pm                     | Meet your Personal Tutor (online)  
This is one of the opportunities where you may meet with your personal tutor and tutorial group. Further details will follow by email once you have been allocated a personal tutor. |
|                             | 1 hour |
| 2.00pm                      | Study Skills: Time management and skills development |
|                             | 1 hour 30 minutes |

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<tr>
<th><strong>Thursday 24th September</strong></th>
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<tbody>
<tr>
<td>10.00am</td>
<td>Study Skills: Getting ready for week 1</td>
</tr>
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<td>1 hour 30 minutes</td>
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</table>
| 2.00pm – 5.00pm             | Meet your Personal Tutor (in person/online)  
This is one of the opportunities where you may meet with your personal tutor and tutorial group. Further details will follow by email once you have been allocated a personal tutor. If your personal tutor can only meet online during induction week, we will still welcome you to an in-person meeting with another academic for your group to meet if you are able to do so. |
|                             | 1 hour |

<table>
<thead>
<tr>
<th><strong>Friday 25th September</strong></th>
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<tbody>
<tr>
<td>10.00am</td>
<td>Study Skills: Developing your technical vocabulary (for international students)</td>
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<td></td>
<td>1 hour 30 minutes</td>
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<tr>
<td>2.00pm</td>
<td>Quiz - There are prizes to be won so join us at the end of the week for a general knowledge quiz!</td>
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<td>1 hour 30 minutes</td>
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<tr>
<td>4.00pm</td>
<td>Q&amp;A session - If you have any questions, please join key academic staff and student support staff for an informal drop-in Q&amp;A session.</td>
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<td>1 hour</td>
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Email

The University of Leeds uses Office 365 email. You are provided with an account when you join the University and will be able to use it straight away. Your email address will be in the format username@leeds.ac.uk. You must use your University of Leeds email account for all University-related communications. You can find out more about your University IT account during the IT induction (IT essentials).

You are expected to check your University emails regularly. This is the most important and direct means of communication. Failure to read emails will not be accepted as an excuse for not knowing something.

What will studying in the School of Chemical and Process Engineering be like in 2020/21?

The University is currently preparing for the re-opening of the campus in September. It is putting in place appropriate measures, such as social distancing and routes around buildings, to ensure that it is COVID-19 secure. Please be reassured that your personal safety is our top priority and this is guiding the planning right across the University.

Also of real importance to us all is to ensure that you have the opportunity to experience a high-quality student experience and get the most out of being one of our students. Key to this is ensuring you become an integral part of our School community.

We are aware that there may be circumstances including complexities of travel arrangements (including self-isolation on arrival in the UK), caring responsibilities, and health issues that may result in your arrival to the University being delayed. In such cases, we will ensure you are able to engage fully with your learning from a distance until you are able to join us here in Leeds.

We also wish to be completely transparent as to how the academic year will run. We recognise that there will still be concerns about safety, wellbeing and hygiene, and these will impose constraints on how we deliver our programmes, particularly in the first Semester (autumn term in 2020). We cannot be certain about the public health situation over the next 12 months; nevertheless, we are committed to being fully prepared, not only for the safe delivery of teaching, but also maintaining the quality of your learning opportunities and your overall student experience.

In Semester One (September 2020 to January 2021):

- We are planning for the majority of your learning activities to be delivered online.
- In modules with practical activities, a reduced schedule will be run so as to ensure appropriate social distancing can be implemented.
- Tutorials/small group activities will mainly be facilitated sessions using online platforms.
- Both pastoral and academic support will be fully available and provided online.
- A number of opportunities for face-to-face interaction, where it is safe to do so, will be arranged.
- Our staff and student-led societies (ChemEng Society, SPE – Society of Petroleum Engineers) will be working hard to ensure you become fully integrated into our School community, even though there may be fewer activities on campus in your first semester.
In Semester Two (from January 2021):

- We will deliver face-to-face teaching sessions if social-distancing restrictions are no longer required.
- If social-distancing remains in place, we will use a combination of online and on-campus delivery as appropriate to the public health situation.
- If there is a resurgence of the health pandemic necessitating a return to more stringent isolation, we will be fully prepared to offer you a high-quality education online, including interactive sessions with staff and students.

Around Campus

At the time of writing (September 2020), campus is being gradually re-opened after a lengthy period when most facilities have been closed. We expect the following facilities, among others, to be physically open (following processes and guidelines which have been modified in light of the pandemic):

- Leeds University Union and its bars, shops and cafes
- Sports and physical activity facilities
- Catering facilities
- Student Information Points across campus
- Socially-distanced study spaces within our libraries
- Bookable study spaces within the University’s computer clusters

Other support services including counselling, wellbeing and mental health support will be available but largely online initially.

Hygiene, Personal Protective Equipment, and what to do if you become unwell?

At the time of writing, face coverings are expected to be worn in communal indoor spaces on campus. In the School of Chemical and Process Engineering, PPE will be required for working safely in our laboratories. Hand sanitizing facilities will be available throughout campus and should be used frequently.

The University is developing protocols for what you should do if you become unwell with COVID-19 symptoms. The current government advice is:

- you should arrange to have a test to see if you have COVID-19;
- you must self-isolate until you have a negative test result or, if you test positive, for at least 10 days;
- If you live with others, all other household members must stay at home until you test negative or, if you test positive, for 14 days.

IT requirements for studying online

Because much of your study this year will be online, you will need to have a computer and good quality internet connection (Wi-Fi in the University’s Halls of Residence will be sufficient). We suggest that you bring a laptop or tablet, with Windows 10 operating system, inbuilt webcam, microphone and audio.

If you are not in a position to bring such equipment please contact the Student Support Office.
Student Support Office (SSO)

From admission through to graduation, the Student Support Office (SSO) provides support for all taught undergraduate and postgraduate students. The Student Support Office can provide advice on matters such as:

- Registration and Module Enrolment
- Module and Programme Changes
- Timetabling
- Coursework Submission
- Absences and Attendance Monitoring
- Assessment and Results
- Mitigating Circumstances
- Disability Support

To contact the Student Support Office in the School of Chemical and Process Engineering, please email scapestudentadvice@leeds.ac.uk. The team are currently working remotely from home and will respond to your email as soon as they can between the hours of 9am and 5pm, Monday to Friday.

If you are on campus and need to ask a question, there are a number of Student Information Points which are clearly signposted and will be operating with distancing measures in place.

Virtual Reception Desk

The Student Support Office will be running a ‘Virtual Reception Desk’ via Microsoft Teams from Monday 21st September to Friday 2nd October. If you have a question during this period, please send a message using the chat function to ‘SCAPE Student Advice’ and one of the team will get back to you between 9am - 5pm, Monday to Friday. This is in addition to contacting scapestudentadvice@leeds.ac.uk.

Meet the Team

School Education Service Managers
The School Education Service Managers (SESM) manage the School’s Student Education Service, which handles the administrative procedures related to Student Education.

Deborah Blake
Email: D.Blake@lubs.leeds.ac.uk
Deborah is available on Monday, Tuesday and Wednesday.

Victoria Masters
Email: V.Masters@leeds.ac.uk
Victoria is available on Thursday and Friday.
Claire McConnell
Senior Education Service Officer (Examinations and Quality)

Claire oversees the areas of examinations and quality for the School. Working alongside the School Taught Student Education Committee (STSEC) she is responsible for ensuring that the School deals with examination and teaching quality processes within the University regulations. Claire is also responsible for preparing the School teaching timetable and resolving any timetable issues that may arise.

Email: c.l.mcconnell@leeds.ac.uk

Lindsay Morris
Education Service Officer and School Disability Co-ordinator

Lindsay is available to talk about pastoral issues, personal circumstances, and/or offer advice to students who have or think they may have a disability, any of which may impact on your work or ability to study. She can provide guidance and arrange extensions for assessed work, if necessary. Lindsay works closely with the School’s Special Cases Committee.

Email: l.morris@leeds.ac.uk

Liam Scannell
Education Service Officer

Liam oversees the School’s attendance monitoring procedures and is the study abroad contact within the Student Support Office.

Email: l.scannell@leeds.ac.uk

Joanne Binns-Hall
Education Service Assistant

Jo assists with several SSO activities, e.g. attendance monitoring and maintenance of student records.

Email: j.binns-hall@leeds.ac.uk
Student Voice

The School runs a **Student Staff Forum (SSF)** that meets several times a year to consider student ideas and concerns. This is an opportunity for students to raise general concerns and course-related matters. Any matters raised are subsequently considered by the School Taught Student Education Committee and, if necessary, forwarded to other Committees for consideration and action.

**What is a Course Rep?**

- Course Reps are students who want to help to improve their course.
- Course Reps have a specific group of students who they work with to do this i.e. their programme groups.
- Course Reps are often given different titles across the University to reflect their constituents such as Module Rep, Peer Rep, Student Rep or Programme Reps.

**What does a Course Rep do?**

- They collect information by listening to students’ views.
- They attend Student Staff Forums and relay the views of the students they represent.
- They report back to students any useful feedback or outcomes from the forum.
- They work with the School Rep to take issues higher than course level when necessary.

**What are the benefits?**

- The opportunity to improve your course.
- The opportunity to improve your skills and build confidence.
- Training and support from your Union and School Rep.

We aim to recruit one rep per programme.

This is a really good opportunity to present your views and the views of your peers, to influence School decision making and to enhance your non-academic CV.

If you think you may enjoy doing this, we would like to hear from you.

Please fill in an application form telling us briefly why you think you would be good at the role. The deadline to apply to be a Course Rep is Friday 2nd October. Successful applicants will be contacted by email with further information.

**Would you like to be the Postgraduate School Rep?**

We are also looking for a Postgraduate School Rep in the School of Chemical and Process Engineering. School Reps are student leaders empowered to make positive, student-led change within their School. They represent the views of students in their School and work alongside Course Reps and staff to improve their School. They do these things by taking student feedback to University and LUU meetings and events, and by informing students of positive changes made.

Applications open on **Wednesday 16th September 2020**, and close at **12pm (noon) on Wednesday 7th October 2020**. Recruitment will be done by Leeds University Union (LUU) via an online form and candidates will give a short presentation and answer questions at an interview on MS Teams.
Your Programme

Specific information regarding your programme and its modules can be found on the Taught Postgraduate Programme Catalogue:

- MSc Advanced Chemical Engineering
- MSc Chemical Process Engineering
- MSc Energy and Environment
- MSc Materials Science and Engineering
- MSc Petroleum Production Engineering

Changing Module

If you are considering changing a module, you should seek advice from your Programme Lead, as well as the relevant Module Leaders, and submit a Change of Module form to the Student Support Office before the end of week 4 in the relevant semester.

Attendance Monitoring

The University regards attendance at face-to-face teaching activities, and engagement with online teaching, integral to your learning experience.

Regular attendance and engagement is a compulsory requirement for all modules and the University takes these regulations very seriously.

Assessments are set on the assumption that you have attended all teaching on a module.

For more information see here, and also the Faculty of Engineering and Physical Science’s policy on attendance which can be found in the 'Chemical and Process Engineering' organisation on Minerva.

Personal Tutor

Throughout your studies at Leeds you will be assigned a Personal Tutor whom you will meet regularly. You can find out who your Personal Tutor is via Minerva or the Leeds for Life website.

Regular group tutorials are also held between the personal tutor and all their tutees at a particular level. You will meet with your tutor group less often as you progress through your degree but can always contact your Personal Tutor for guidance or to arrange an ad hoc individual meeting.
Assessment

The procedures for assessment and examinations including classification, assessment feedback, submitting coursework, mitigating circumstances, resit information and how to appeal against results can all be found in the Code of Practice on Assessment which can be found in the ‘Chemical and Process Engineering’ organisation on Minerva.

Academic Integrity

All taught students are required to undertake an academic integrity tutorial and test that can be found in Minerva. More information on how to access the tutorial and test can be found on the Minerva Support website.

Coursework

All coursework should be submitted electronically via Turnitin on Minerva.

Penalties for Late Submission
If you submit work after the deadline, a penalty is deducted from the mark for that piece of work. For every period of 24 hours or part thereof that your assessment is overdue, you will lose 5% of the total marks available for the assessment.

Coursework Deadline Extensions
If you require an extension for a piece of coursework, you must submit a mitigating circumstances form to the Student Support Office.

Examinations

You are responsible for finding out the dates of your exams and what you are permitted to take with you. You might also need to have personalised arrangements made for you to be able to sit your exams. To find out more about examination timelines and special arrangements see the Student Education Service website.

MSc Classification and Graduation

To be awarded an MSc, students must attempt 180 credits and pass a minimum of 150 credits, including any pass for progression/award modules (see programme catalogue for details of these), with a weighted average of at least 50%. The classification thresholds for taught postgraduate programmes are:

- 7.00 or over: Pass with Distinction
- 6.00 – 6.99: Pass with Merit
- 5.00 – 5.99: Pass
- 4.99 or lower: Fail

The pass mark for all level 5 modules is 50%.
Support and Wellbeing

Accommodation

The University accommodation website includes information for students living in University residences including how to pay and what to do when you are moving out.

All University residences have wardens (members of University teaching or administrative staff) who students can go to during term time for help or advice. To find out who your University residence warden or sub-warden is see here.

Disability Services

Disability Services provides advice, guidance, and support to both current and prospective disabled students at the University of Leeds. For school specific support please contact the School’s Disability Co-ordinator, Lindsay Morris.

Faculty Employability Suite

The Faculty of Engineering and Physical Sciences has a dedicated Employability Team. They arrange timetabled sessions embedded alongside academic lectures – with additional workshops, drop-ins and company presentations taking place throughout the year. If you have any questions for the team please see the EPS Employability organisation on Minerva or email EPSemployability@leeds.ac.uk.

Finance

Paying fees and arranging your funding are an essential part of academic life. The Finance web pages explain the dates, deadlines and processes that you need to follow.

International Students

The International Student Office provides specialist immigration advice along with welcome and orientation support specific to the needs of international students, including information about becoming a part of our global community.

Leeds Nightline

Leeds Nightline is student society based at Leeds University Union offering a listening and information service for students in Leeds. For more information about this service including operating hours and contact information see their website.

Leeds Student Medical Practice

Leeds Student Medical Practice specialise in caring for the students of Leeds and their immediate families. They are located near to the University of Leeds, just a couple of minutes walk from Woodhouse Lane.

You can also find a list of other local medical practices on the NHS website.
Mature and Part-Time Students

The Lifelong Learning Centre (LLC) promotes programmes, pathways and support for adult, part-time and foundation level students especially, although not exclusively, those from disadvantaged and under-represented groups.

Mitigating Circumstances

Mitigating circumstances are significantly disruptive or unexpected events which are beyond your control and may have affected, or will affect your academic performance.

If you experience difficulties that begin to affect your studies, e.g. illness, injury, bereavement, you should do the following as soon as possible:

- Contact the Student Support Office
- Read the Mitigating Circumstances guidelines
- Submit a Mitigating Circumstances form and original documentary evidence (e.g. doctor’s note)

If you would like to speak to somebody for advice about your mitigating circumstances, please email scapestudentadvice@leeds.ac.uk and a member of the Student Support Office will arrange a call with you via Microsoft Teams.

Prayer, Contemplation and Faith-Based Support

The University has a number of quiet spaces, prayer facilities and faith-based support available on campus giving you the chance to take a break, reflect, and connect with local faith communities to find further support and information see Prayer, Contemplation and Faith-based Support.

Pregnant Students and Student Parents/Carers

You are not under any obligation to inform the School if you are pregnant, a parent or registered carer whilst you are a student here. However, the School will not be able to provide support to you if we are unaware.

For further information if you are pregnant, have children or other caring responsibilities see here.

Religious Festivals and Events

See the University Equality and Policy Unit’s Festival Events Calendar for a list of religious festivals and events.

Security Services

The University’s Security Service operates 24 hours a day, every day of the year. They offer crime prevention advice, patrol the campus, investigate crimes and respond to alarms and emergencies.

To get support if you are the victim of crime or to anonymously report a hate crime see here.

Sports/Fitness

There are a number of ways to stay fit and healthy whilst studying at Leeds. The Edge is the University’s fitness, sport and wellbeing complex.
Leeds University Union Student Advice provides confidential and independent free help and advice to all students at the University of Leeds in a range of areas including:

- Consumer problems
- Domestic violence
- Employment, and can offer help and support for students who may be experiencing
- Housing (such as disrepair or deposits)
- Money (such as problems with student loans, or debts) and
- University procedures (appeals, plagiarism).
- Victim of a crime

Read the sections below to find out more about the services available to you to support your health and wellbeing during your time at University, or take a look at the health and wellbeing section of the For Students website.

Student Counselling and Wellbeing

The Student Counselling and Wellbeing service is a multi-professional team of Counsellors, Mental Health Advisors and Wellbeing Practitioners offering a range of services to support students during their time at the University of Leeds. You can find out more about the range of services offered by both the University Counselling and Wellbeing team and the University Mental Health Advisors in the Support and Wellbeing section of the For Students website.

Student Services Centre

For help with Student ID cards, Bank Letters and Council Tax Exemption Certificates the Student Services Centre counter is located in the Marjorie and Arnold Ziff Building. For a full list of the services they provide, their contact details and opening hours, see the Student Services Centre Counter section of the For Students website.

Togetherall (formerly Big White Wall)

If you are going through a tough time you can access free online support with Togetherall. Whether you are struggling to sleep, feeling low, stressed or not coping, Togetherall can help you get support, take control and feel better.

The service provides 24/7 online peer and professional support, with trained counsellors. Togetherall provides a safe space online to get things off your chest, explore your feelings and learn how to improve and self-manage your mental health and wellbeing.

Useful Support Contacts

For contact details of all of all our professional help teams across the University and Leeds University Union see here.
Health and Safety

Please read the University Health and Safety Policy.

Please take time to read the advice on what you can do to help keep you and your belongings safe.

When on campus, you should report an incident to a member of staff as soon as possible. If an incident occurs out of hours (5pm-9am) you should contact the Security Office (Emergency no. 0113 343 2222). The Security Office operates 24-hours a day, every day of the year.

Email: security@leeds.ac.uk
Phone: Emergency: 0113 343 2222 Non-emergency: 0113 343 5494
Location: 175 Woodhouse Lane

First Aid

In the Faculty of Engineering and Physical Sciences, all our first aiders carry pagers. If you need to call for a first aider while you are in Faculty buildings, call 0113 343 9393 (extension 39393 from an internal phone) and give the following information:

- the SCHOOL where the injured person is located
- the ROOM where the injured person is located
- the NATURE of the injury
- the NUMBER you are calling from (if known)

Outside the Faculty of Engineering and Physical Sciences or normal working hours (9am - 5pm) you should call Security on 32222 (0113 343 2222 from a mobile).

Fire Alarm

If you discover a fire, tell a member of staff immediately or break the glass on the nearest alarm point. If you hear the fire alarm, leave the building immediately by the shortest route, not using the lifts.

The Fire Alarm sirens are continuous, very loud and unmistakable and there are no ‘false alarms’. Everyone must evacuate the building when they sound. The Fire Instructions are printed on blue notices displayed in every room.

The nominated Assembly Point is St. George’s Field at the back of the Chemical and Process Engineering Building. You must not re-enter the building (even if the fire alarm stops) until a person in authority (Security Officer or Fire Warden) has stated that it is safe to do so.

You will also be provided with the Student Handbook, the Code of Practice on Assessment and the Code of Practice on Attendance. These documents and lots of other information can be found in the 'Chemical and Process Engineering' organisation on Minerva.

If you have any questions about anything contained in this handbook please contact the Student Support Office.

You can also find lots of useful information on the Student Education Service website.