Doctoral College Induction Module: Support across the University

|  |
| --- |
| Support and wellbeing |
| We hope that you enjoy your time at Leeds but we know that some postgraduate researchers (PGRs) will sometimes face challenges or need support during their academic studies. We have a network of wellbeing and support services to support you.Find out more about the support available on our [For Students website](https://students.leeds.ac.uk/#Support-and-wellbeing) as well as below and throughout the [Doctoral College Handbook](https://ses.leeds.ac.uk/info/22215/research_degree-related_policies/1030/regulations_codes_policies_and_procedures_for_postgraduate_researchers). |
| Student counselling and wellbeing |
| Student Counselling and Wellbeing offers free and confidential support to students and PGRs during their studies.The service provides both face-to-face and online counselling, wellbeing and mental health support, same day drop-in sessions, workshops and self-help resources.The [Counselling, wellbeing and mental health support pages](https://students.leeds.ac.uk/info/100001/counselling_and_wellbeing/957/counselling_wellbeing_and_mental_health_support) on the For Students website provides more information about the services available, how to register with the service, drop-in sessions and other support available. |
| Disability services |
| Disability Services provide support to both registered, and prospective, students and PGRs who have disclosed a disability. Disability Services provides specialist guidance, support and adjustments for your academic studies.The [Disability Services page on the For Students website](https://students.leeds.ac.uk/info/10710/disability_services) provides more information about the type of support available, how to register with the service and funding available for disabled students and PGRs.There is also further specific information available about [Disability Support for Postgraduate Researchers](https://students.leeds.ac.uk/info/1000064/who_we_support/740/disabled_postgraduate_researchers) and how to access this support.If you are experiencing any long-term health impacts from Covid-19 or have a diagnosis of Long Covid which impacts on your day-to-day activities (which has or is expected to last 12 months or more), you should also register with Disability Services who will advise further on support and reasonable adjustments for your research degree studies and assessments.  |
| Global Community Team |
| Our Global Community Team welcomes all UK and International students to be part of our Global Community at Leeds. Activities including [Global Café](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstudents.leeds.ac.uk%2Fglobalcafe&data=05%7C01%7CS.L.Barker%40leeds.ac.uk%7Cfc978496fca945517dc808da9711d76a%7Cbdeaeda8c81d45ce863e5232a535b7cb%7C1%7C0%7C637988400119474205%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=snLYM29h5qvN5WjzipicDABKv6QGa9e1Ei%2F%2F%2B713vEw%3D&reserved=0) and the [University Buddy Scheme](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstudents.leeds.ac.uk%2Funiversitybuddy&data=05%7C01%7CS.L.Barker%40leeds.ac.uk%7Cfc978496fca945517dc808da9711d76a%7Cbdeaeda8c81d45ce863e5232a535b7cb%7C1%7C0%7C637988400119474205%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=osASRBcsr%2FKiM0oWjEkKLra1uVRbtzAxAp23eY5oaks%3D&reserved=0) run throughout the year to help you connect with other students from across the UK and all around the world.   For International students, [Prepare for Leeds](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstudents.leeds.ac.uk%2Finfo%2F1000080%2Fprepare_for_leeds&data=05%7C01%7CS.L.Barker%40leeds.ac.uk%7Cfc978496fca945517dc808da9711d76a%7Cbdeaeda8c81d45ce863e5232a535b7cb%7C1%7C0%7C637988400119474205%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=3x6Ao9Y1YDokZEOmUaX6WzV%2Fa5hZJvEYuedb8B6yJic%3D&reserved=0) has information about planning your journey and the [steps you need to complete](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstudents.leeds.ac.uk%2Finfo%2F21503%2Fyour_first_week_at_leeds&data=05%7C01%7CS.L.Barker%40leeds.ac.uk%7Cfc978496fca945517dc808da9711d76a%7Cbdeaeda8c81d45ce863e5232a535b7cb%7C1%7C0%7C637988400119474205%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=M6RyQ3PAwOGZ1HQA4cSATTLJuimtfkvdkU41Iaz4DEY%3D&reserved=0) and how to get started when you arrive. International orientation is the perfect way to find out more about the University of Leeds and about living in the UK. [Visit our International Orientation page](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstudents.leeds.ac.uk%2Forientation&data=05%7C01%7CS.L.Barker%40leeds.ac.uk%7Cfc978496fca945517dc808da9711d76a%7Cbdeaeda8c81d45ce863e5232a535b7cb%7C1%7C0%7C637988400119474205%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=NB01wSEtx39dCBbTPUClQ80mlaDeNLKkdb%2F7YgXuGKs%3D&reserved=0" \o "https://students.leeds.ac.uk/orientation" \t "_blank) to find out more about orientation sessions, social activities and tours on offer. Our[international student support teams](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstudents.leeds.ac.uk%2Finfo%2F10500%2Finternational_students%2F877%2Finternational_student_advice_and_support&data=05%7C01%7CS.L.Barker%40leeds.ac.uk%7Cfc978496fca945517dc808da9711d76a%7Cbdeaeda8c81d45ce863e5232a535b7cb%7C1%7C0%7C637988400119474205%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=xRbexd8tzHzDVeHrZ4d%2FsvctavndSf3uNncEVtUUDWM%3D&reserved=0)are here to answer your questions, give advice on immigration rules and requirements and help you make the most of your time at Leeds.You can find more information about living in the UK and joining our Global Community activities by visiting our[International Students’ webpages](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstudents.leeds.ac.uk%2F%23International-students&data=05%7C01%7CS.L.Barker%40leeds.ac.uk%7Cfc978496fca945517dc808da9711d76a%7Cbdeaeda8c81d45ce863e5232a535b7cb%7C1%7C0%7C637988400119474205%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=JNHA7BKX9u6PmiAbUAkGF2SUmOcixFpIdODpsOnOf04%3D&reserved=0). |
| Language Centre |
| The Language Centre provide free English language workshops and one-to-one consultations that you can take alongside your degree.In addition there are resources to help develop your confidence in using academic language or learn a new language.Visit the [Language Centre](https://www.leeds.ac.uk/language-centre) to find out more about the support and resources on offer.If concerns are raised about your written or spoken English language skills during your First formal progress report this may be flagged to the Faculty Director of PGR and you may be referred to the Language Centre for additional support. |
| Organisational Development and Professional Learning |
| Organisational Development and Professional Learning (OD&PL) offer a wide range of both self-directed and workshop provision covering personal and professional development and career development for researchers.You can find out more about the courses and support on offer on the [OD&PL website](https://researchersupport.leeds.ac.uk/postgraduate-researcher-development/). |
| Careers Centre |
| The Careers Centre provides a wide range of services to help you prepare for your future, such as careers events aimed at researchers, links to specialist websites and downloads, vacancy sources and one-to-one appointments.They can also offer advice on writing CVs, completing job applications, taking online tests and succeeding at assessment centres.To find out more about the resources and events on offer, or to arrange an appointment, visit the [Careers Centre webpage for Researchers](https://careerweb.leeds.ac.uk/researchers). |
| IT support |
| If you have an IT issue and need support you should visit the [IT Knowledge Base](https://it.leeds.ac.uk/it) website. Here you can find self-help articles, updates and information or you can raise an incident with the IT helpdesk through the webpage.If you need to speak to a colleague on the helpdesk you can phone them directly on 0113 3433333 or book an appointment through the website. |
| The Library |
| Researcher@Library teams help staff and PhD researchers with open access, research data management, literature searching and increasing citations: online, in person and through workshops and events. You can find more information on the [Library website](https://library.leeds.ac.uk/info/1400/study_and_research_support) about the support available, library opening times, facilities and to access online resources. |
| Security |
| It’s important to be prepared and take simple steps to stay safe and to know what to do if you’re a victim of crime. 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.The University also has a [SafeZone app](https://estates.leeds.ac.uk/our-services/security-services/#property) that everyone on campus can use to ask for help. It is there to give you extra peace of mind in addition to the other support offered by the University.The app is linked to the University’s Security team who are on call to help you 24/7.The app is free and easy to use. It has three main functions:1. For help with a physical or mental health incident, press the green First Aid button if you are unable to follow local procedure, and a member of the Security team will assist you.
2. Press the blue ‘Non-Urgent’ button to connect to Security in a non-emergency situation, for example, if you are locked out of a building.
3. The red ‘Emergency’ button is for threatening situations when you are in immediate danger.

Another feature of the app is the check in timer which you can use to share your location with the Security team if it would help you to feel more comfortable, for example if you are working alone in a building. Set the timer and if they don’t hear from you by the time it runs out, they’ll check in to see if you’re ok.The check-in function has a drop-down menu with a Notes section. You should include details of your location and your activity, as well as the details of who to contact in case of emergencies.You can use the SafeZone app on the main University campus and the University sports facilities at Weetwood and Bodington.These areas are geofenced which enables the app to connect to the Security team. If you use the app outside geofenced areas, you will still be able to call 999 in an emergency.Whether or not you are in a geofenced area, the coordinates of your location will be displayed on your screen.The [Estates & Facilities website](https://estates.leeds.ac.uk/our-services/security-services/) has more information about downloading the app and contact details for the Security team. |
| Report and Support |
| Report and Support is an online tool managed by the University's Harassment and Misconduct team. If you ever experience or witness something inappropriate, or something that makes you feel uncomfortable, you can use Report and Support to report it and get help and support.You can use the [online disclosure forms](https://reportandsupport.leeds.ac.uk/) to let the University know that something has happened. You can report this anonymously, or if you provide your contact details you can get some support. A member of the Harassment and Misconduct Team will contact you to help you understand your options through a confidential, non-judgemental conversation. You can also explore a range of articles which contain information about support on campus and across the city, and also how to support someone you know through a traumatic experience. |
| Leeds University Union |
| Leeds University Union is an independent organisation that represents students and PGRs and their interests to the University of Leeds. As well as providing areas to relax and socialise, LUU is home to more than 300 clubs and societies, hosts events, activities and volunteering opportunities. LUU has a dedicated Help and Support team there you whenever you need them. LUU Advisers offer independent, confidential, expert advice to all Leeds students and PGRs. Visit Leeds University Union [online](https://www.luu.org.uk/) or [in person](http://www.leeds.ac.uk/campusmap?location) to find out more. |
| Financial support |
| Being stuck in debt or facing financial difficulties is a worrying experience for anyone, but there is help available, including financial support.Registered students and PGRs at the University of Leeds who are facing genuine or unexpected financial difficulties can apply to the [University Financial Assistance Fund](https://students.leeds.ac.uk/info/10231/university_financial_assistance_fund) for help towards the payment of essential living costs. |
| Graduate School support |
| One of the main contacts for support will be your [Faculty Graduate School](https://students.leeds.ac.uk/contactyourschool). They can advise, support and signpost queries or concerns about any aspect of your research degree.As well as your Graduate School team, each faculty has a Head of Graduate School and Directors for Postgraduate Research who are available for you to speak to about any concerns. |
| Chaplaincy |
| Chaplaincy services for the University are located in the Emmanuel Centre, next to the Laidlaw Library. The Chaplaincy is available to support staff, students and PGRs whether you have faith or no religious belief.Visit the [Chaplaincy pages](https://chaplaincy.leeds.ac.uk/) for more information, as well as contact details and an introduction to the three University Chaplains.Anthea Colledge, chaplain at the University, will be running a monthly PGR networking event *“What I wish I’d known when I started my PhD”*. Current PGRs and recent graduates will share their top tips for the Leeds PhD and answer your questions. Please [click here](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2Fr%2FanYgfemzvu&data=05%7C01%7CL.E.Kuzlik%40leeds.ac.uk%7C2d60a192dd9e4a10779108da7a073ea2%7Cbdeaeda8c81d45ce863e5232a535b7cb%7C1%7C0%7C637956468778265256%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=3UHL%2F1MEc63wYi6jf3wqlm82OEj52gdvTGqvpbOjA2I%3D&reserved=0) to be added to the mailing list for future meetings. |
| University Buddy Scheme |
| The [University Buddy Scheme](https://students.leeds.ac.uk/universitybuddy) offers friendship and peer support to help you feel at home and part of our community, as well as enjoying getting involved in student life. You can apply at any point during your student journey, and you'll be matched with a new or returning student from anywhere in the University at the same study level as you and with someone who has similar interests. |
| Student Information Service |
| If you aren’t sure who you need to speak to and have a question, or need support, you can get in touch with the friendly team in the [Student Information Service](https://students.leeds.ac.uk/info/10700/support_and_wellbeing/1665/student_information_service) (SIS). You can call them, email them, or visit them at one of four Student Information Points on campus. |