

**Undergraduate**  
**2020**



# **WELCOME GUIDE**

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**UNIVERSITY OF LEEDS**



# KEY DATES

Find the key dates for the academic year, including term dates, exam periods and more at [www.leeds.ac.uk/academic\\_year](http://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](http://courses.leeds.ac.uk). Please check this website before making any decisions.



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## WELCOME TO LEEDS

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.

If you're unable to travel to campus immediately, 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](https://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.

Keep up to date with the latest information and find out more about our online welcome and induction resource at [students.leeds.ac.uk/newstudents](https://students.leeds.ac.uk/newstudents)

### FOLLOW US

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



[uolcurrentstudents](https://www.facebook.com/uolcurrentstudents)




[@UoLStudents](https://twitter.com/UoLStudents)



[universityofleeds](https://www.instagram.com/universityofleeds)

### FIND YOUR WAY AROUND

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

# BEFORE YOU ARRIVE

It's time to start preparing for your new life as a University of Leeds student. This section 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](http://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](http://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](http://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 (including parents or guardians) are at [students.leeds.ac.uk/contactonyourbehalf](http://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

If you're taking a partial Tuition Fee Loan, you'll need to let us know by contacting our Student Fees team at [ugfees@leeds.ac.uk](mailto:ugfees@leeds.ac.uk)

Find out more about government funding and how to apply at [www.gov.uk/student-finance](http://www.gov.uk/student-finance)

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

## FUNDING FOR DISABLED STUDENTS

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

[disability@leeds.ac.uk](mailto:disability@leeds.ac.uk)  
[students.leeds.ac.uk/fundingfordisabledstudents](http://students.leeds.ac.uk/fundingfordisabledstudents)

## 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 full-time student you may be eligible for non-repayable Leeds Financial Support, which is linked to your annual household income. Your household income is assessed by Student Finance England (or the equivalent organisation) when you apply for a means-tested government Maintenance Loan. If you're eligible, Leeds Financial Support will be awarded by the University, so you don't need to apply for this separately. Once you've started at Leeds, we'll send an email to your University email account about how this support will be paid to you.

[www.leeds.ac.uk/universitysupport](http://www.leeds.ac.uk/universitysupport)

### Scholarships

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

[www.leeds.ac.uk/academicscholarships](http://www.leeds.ac.uk/academicscholarships)

# MANAGING YOUR MONEY

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

Your first few weeks at University will probably be more expensive than an average week. As well as budgeting for essentials like food and travel, you'll need to put money aside for any events that you want to take part in. Leeds University Union organises lots of events and activities throughout the year and although many are free, you may need to pay for some.

## OPEN A STUDENT BANK ACCOUNT

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

Student accounts often come with benefits, including interest-free overdraft facilities and various freebies, but shop around to make sure you get the right one for you. To open a student account you should contact the bank directly, remembering you'll need official ID, such as a passport, as well as your confirmation letter from UCAS or a bank letter from us.

[students.leeds.ac.uk/bankaccounts](http://students.leeds.ac.uk/bankaccounts)

Find some of the best deals on offer at [www.moneysavingexpert.com/students](http://www.moneysavingexpert.com/students)

## TIPS TO HELP YOU MANAGE YOUR MONEY

- Don't spend your Maintenance Loan as soon as you get it, as you'll need it to last the whole term.
- Work out a monthly budget and stick to it.
- Save money by buying second-hand books, getting student travel tickets, learning to cook and sharing the cost of food with your flatmates.
- Look out for paid student ambassador roles on campus or find part-time work that fits around your studies at [luu.org.uk/jobs](http://luu.org.uk/jobs)
- Get student discounts with the NUS TOTUM card or join UNiDAYS for free.

You can also get free, confidential and impartial advice from Leeds University Union (📍 32). [luu.org.uk](http://luu.org.uk)

## FINANCIAL HARDSHIP SUPPORT

If you find yourself in unexpected financial difficulty during your course, contact our Student Funding team as soon as you know there's an issue, so they can advise you on what help is available. Find out more at [students.leeds.ac.uk/financialhardship](http://students.leeds.ac.uk/financialhardship) or email [funding@leeds.ac.uk](mailto:funding@leeds.ac.uk)

**Open a student bank account – you'll need your confirmation letter from UCAS or a bank letter from us**





## 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 might need to verify your results before you can start to register. If you've taken any qualifications in the UK during 2019/20, we'll be able to verify this through UCAS without seeing your certificates. If you've taken school leaving, vocational or professional qualifications before 2019/20, or outside the UK, you should bring your original 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 29)
- buy membership to our sports, health and fitness facilities, including our indoor sports centre on campus, The Edge (see page 30)

If you're staying in University accommodation, you'll automatically get Edge Club membership. If you want more flexible access times, you can upgrade your membership during your online accommodation induction (see page 14) or anytime at

**[sport.leeds.ac.uk/student-membership](https://sport.leeds.ac.uk/student-membership)**

To complete your registration, we'll need to check your identity (see page 26).



## 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](https://students.leeds.ac.uk/registration)**


### STEP 2

Go to **[mypassword.leeds.ac.uk](https://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 the emails you've received from us and on the letter posted to you with this guide. It's different to your UCAS number.

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](https://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 26).

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](https://students.leeds.ac.uk/registration)**

**Start online registration  
from 2 September 2020**



## MODULE ENROLMENT

Once you have your University username and password, you can start enrolling on your course modules from 2 September. Some modules may be popular or have limited spaces which can fill up quickly, so you should enrol as early as possible.

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

Most 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.

Our discovery modules are based around 10 discovery themes. You can explore these themes and create a shortlist of the discovery modules you're interested in at [leedsforlife.leeds.ac.uk/broadening](https://leedsforlife.leeds.ac.uk/broadening)

## STEP-BY-STEP GUIDE TO MODULE ENROLMENT

### STEP 1

Familiarise yourself with module enrolment at [students.leeds.ac.uk/modules](https://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](https://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](https://minerva.leeds.ac.uk) by clicking  in the top right.



**Enrol for optional and discovery modules as soon as possible, as spaces can fill up quickly**





## 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](https://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](https://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](https://library.leeds.ac.uk/skills)

## PLUS PROGRAMME

If you've entered the University through an access route such as Access to Leeds, you'll automatically be offered extra support through the Plus Programme. Support is available from the start of your course to help you adapt to university life and ensure you can access personal and professional opportunities at Leeds.

[students.leeds.ac.uk/plusprogramme](https://students.leeds.ac.uk/plusprogramme)

## 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 help at [theplusprogramme@leeds.ac.uk](mailto: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](https://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](https://www.gov.uk/coronavirus)

Find out how Leeds City Council is managing COVID-19 locally at [www.leeds.gov.uk/coronavirus/managing-coronavirus-in-leeds](https://www.leeds.gov.uk/coronavirus/managing-coronavirus-in-leeds)

### MENINGITIS VACCINATIONS

You need to check you have the right vaccinations before you arrive in Leeds, specifically against meningitis ACWY and MMR (measles, mumps and rubella). It's likely you've already had some vaccinations when you were younger, but you should talk to your usual doctor to make sure you're appropriately vaccinated. Alternatively, vaccinations are also available from the Leeds Student Medical Practice (see page 32), which you should arrange as soon as possible after arriving in Leeds. [students.leeds.ac.uk/healthcare](https://students.leeds.ac.uk/healthcare)

### MEDICATION

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

### DENTAL TREATMENT

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

[students.leeds.ac.uk/healthcare](https://students.leeds.ac.uk/healthcare)

### SUPPORT FOR DISABLED STUDENTS

If you're a disabled student it's important you contact our Disability Services as soon as possible. It's better if you contact us before you start your course, so we can discuss your support needs and get everything in place.

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/settingupyoursupport](https://students.leeds.ac.uk/settingupyoursupport)

For more information about Disability Services (📍 55A), email [disability@leeds.ac.uk](mailto:disability@leeds.ac.uk) or visit [students.leeds.ac.uk/disabilityservices](https://students.leeds.ac.uk/disabilityservices)

 @UoLDisability

**Check with your usual doctor that you have the right vaccinations**





## PREPARE TO MOVE

### UNIVERSITY ACCOMMODATION

If you applied for University accommodation before the 1 July 2020 deadline, we'll email your offer of accommodation before 9 September 2020, so make sure you check your emails regularly, including your junk mail. You can add **accommodation-NOREPLY@leeds.ac.uk** to your safe senders list to make sure the email goes to your inbox.

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

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

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

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

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

**0113 343 7777**  
**accom@leeds.ac.uk**

Join the official Facebook group for your residence to find out what's going on and to chat to your new flatmates before you arrive.



**UOLResLife**

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

### Safe accommodation

We're all more mindful of our own personal safety and the safety of those around us. Be assured, we're taking steps in response to COVID-19 to create an environment where you feel confident, relaxed and safe.

We're introducing a staggered and contactless arrivals process, as well effective social distancing measures, so you'll be able to meet new people and socialise in a safe way. All our residences will be cleaned more regularly and hand sanitiser will be provided for you to use. Our experienced accommodation team will also be available to help you. For the latest updates, visit **accommodation.leeds.ac.uk**

### Changing your accommodation

If you're not offered your first choice of accommodation, don't worry. Give yourself a bit of time to settle in and make new friends. If you don't feel the accommodation is right for you, contact Accommodation Services about a room swap from early October.

### Planning your arrival

Your accommodation contract will tell you your specific contract start and end dates. Generally, depending on which block you're allocated within your residence, your contract will start between Saturday 12 and Saturday 19 September 2020. It's important you arrive during your booked time slot, so you can move in safely.

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

### Parking permits

Parking on campus during term time is only available for students with a disability Blue Badge. To park on campus with a Blue Badge you'll need to apply for a University disabled parking permit.

There's limited car parking available at some of the residences off campus. For more information and to apply for a permit, visit **accommodation.leeds.ac.uk/carparking**

## STEP-BY-STEP GUIDE TO CONFIRMING YOUR UNIVERSITY ACCOMMODATION

### STEP 1

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

### STEP 2

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

### STEP 3

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

**Complete the online induction for your  
University accommodation and book  
your arrival slot**

## PRIVATE ACCOMMODATION

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

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

If you're starting a degree apprenticeship and earning a salary from your employer, you'll need to pay Council Tax for your property.

[www.leeds.gov.uk/council-tax](http://www.leeds.gov.uk/council-tax)

If you have questions about living in private accommodation during the COVID-19 pandemic, there's lots of help available. The students' union and Unipol, a student housing charity located next to campus, offer free, independent advice on all aspects of living in private accommodation.

[luu.org.uk](http://luu.org.uk)

[unipol.org/leeds](http://unipol.org/leeds)

## TV LICENSING

If you plan to watch on-demand or live TV, using your own TV or any other device, you may need to buy a TV licence.

[www.tvlicensing.co.uk/students](http://www.tvlicensing.co.uk/students)

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



## YOUR PERSONAL BELONGINGS

Make sure any electrical items and other valuables, such as a bike, are security-marked with your name and postcode and make a note of their make, model and serial number. You can register these items for free at [www.immobilise.com](http://www.immobilise.com)

If you're staying in University accommodation, information on the insurance cover in our residences and which of your belongings are covered can be found at [accommodation.leeds.ac.uk/insurance](http://accommodation.leeds.ac.uk/insurance)

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

If you've arranged private accommodation, you'll need to check if you're automatically covered for contents insurance or if you need to take out your own policy.



## LIVING AT HOME

You might decide the best option for you is to live at home and commute to campus. Depending on how often you need to travel to campus, make the most of your journey time by using it for reading, catching up on notes or listening to lectures, if you can.

If you're not living with other students, there are plenty of ways you can make new friends and get involved. Leeds University Union has hundreds of clubs and societies, so you can meet new people with the same interests as you and even join your course society.

Leeds Uni Commuters Society also offers socials, mentoring and workshop sessions to help you integrate into student life and make new friends outside of your course.

[luu.org.uk](http://luu.org.uk)

For the latest information on how COVID-19 is affecting travel on public transport, visit [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)



# BEFORE YOU ARRIVE – CHECKLIST

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

Tuition fee arrangements and funding	Page	✓
Bring your official letter from your sponsor, if applicable	5	
Apply for government funding as soon as possible, if you haven't already	6	
Contact Disability Services about applying for the Disabled Students' Allowance, if applicable	6	

Managing your money	Page	✓
Open a student bank account – you'll need official ID and your confirmation letter from UCAS or a bank letter from us	7	
Make sure you know your National Insurance number if you want to work part time or register to vote	7	

Registration and module enrolment	Page	✓
Start online registration from 2 September 2020	8	
Bring your original academic certificates with you, if applicable	8	
Save an electronic copy of your registration certificate	9	
Pack 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 26	9	
Enrol for optional and discovery modules as soon as possible, as spaces can fill up quickly	10	

Find out how our online welcome and induction resource can help you at [students.leeds.ac.uk/newstudents](https://students.leeds.ac.uk/newstudents)

Health advice	Page	✓
Check with your usual doctor that you have the right vaccinations	13	
Bring one month's supply of medication with you if you're on a repeat prescription	13	
Contact Disability Services to discuss your support needs, if applicable	13	

Prepare to move	Page	✓
Accept your University accommodation contract within four days and pay your deposit	14	
Complete our online accommodation induction and book your arrival slot	14	
If you're moving into University accommodation, join the official Facebook group for your residence	14	
Apply for a University disabled parking permit, if you have a disability Blue Badge	15	
If you're moving into private accommodation, make sure you have the contact details for your landlord and arrange a time to collect your keys	16	
Buy a TV licence	16	
Security-mark your electrical items and other valuables, such as your bike, and register them online for free	16	
Check the contents insurance cover for your University residence or private accommodation and get additional cover if needed	16	

# ARRIVING IN LEEDS

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



## MOVING INTO YOUR NEW HOME

### UNIVERSITY ACCOMMODATION

Before arriving in Leeds, you should have completed our online accommodation induction (see page 14) and booked a time slot to arrive at your residence, so you can move in safely.

Shortly before you arrive, we'll email you with more details on the check-in process and how to get to your residence. It will include information about the COVID-19 safety measures that will be in place on arrival, so make sure you read this carefully. There's very limited parking at our residences, so on moving-in days you'll usually need to drop your things off and find somewhere to park.

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

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

You should also look out for notices telling you about any events in the residence, particularly the warden's introductory meeting.

If you have any problems with your accommodation, make sure you tell someone.

**0113 343 7777**

**[accom@leeds.ac.uk](mailto:accom@leeds.ac.uk)**

**[accommodation.leeds.ac.uk](https://accommodation.leeds.ac.uk)**

**Collect your keys and complete  
the online inventory for your room**





## PRIVATE ACCOMMODATION

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

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

[luu.org.uk](http://luu.org.uk)  
[unipol.org/leeds](http://unipol.org/leeds)

Find out more about living locally and being a Leeds resident at [sustainability.leeds.ac.uk/your-community](http://sustainability.leeds.ac.uk/your-community)

**Contact your landlord or letting agency straight away about any concerns**

## GETTING AROUND

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

Leeds is a compact city and it's easy to get around whether you're on foot, cycling or on a bus. Find out more about travel options in Leeds at [sustainability.leeds.ac.uk/sustainable-transport](http://sustainability.leeds.ac.uk/sustainable-transport)

## CYCLING AND WALKING

Most students live within easy walking distance to campus, helping you save money on travel costs. Leeds City Council is also improving existing cycle lanes and creating a network of new pop-up lanes, making it safer to cycle around the city.

If you're thinking about cycling to campus, there are bike racks you can use with your own lock to secure your bike. All our residences also have secure bike storage.

The University's Bike Hub is located on campus, between the EC Stoner Building (📍 73) and the Roger Stevens Building (📍 89). The Hub offers low-cost bike hire, as well as bike maintenance support and route advice. It may take some time before we can reopen this facility, so for the latest information, visit [sustainability.leeds.ac.uk/bike-hire](http://sustainability.leeds.ac.uk/bike-hire) or email [bikehub@leeds.ac.uk](mailto:bikehub@leeds.ac.uk)

## BUS

Leeds has an excellent bus service, with frequent buses running throughout the day and into the early hours. There are fewer seats available due to social distancing, so make sure you allow plenty of time for your journey.

All our student residences are on, or close to, frequent bus routes, making it easy for you to travel to and from the University. Single journeys on First Bus, between our campus and University residences, cost just £1.20 on the First Bus app or £1.30 by contactless with student ID. If you're going to travel regularly by bus, there are a various discounted student travel tickets available to help save you money.

Find out more, including the latest COVID-19 safety measures in place on local buses, at [www.firstgroup.com/leeds](http://www.firstgroup.com/leeds) [www.arrivabus.co.uk/yorkshire](http://www.arrivabus.co.uk/yorkshire)

## KEEPING SAFE

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

If you've been studying late or you've been on a night out, you can use Leeds University Union's Nightbus, which will take you from Leeds University Union (📍 32) to your home (within the outer ring road) for just £1. The service runs every week night during term time from 6.30pm until late. Spaces are limited on each journey to ensure social distancing, so you should always plan an alternative way home.

There are several taxi firms across Leeds. We recommend you download their app for safe travel home, so you can pay by card if you find yourself without any cash.

Health and safety information will be given to you during your induction sessions. [students.leeds.ac.uk/safety](http://students.leeds.ac.uk/safety)

## ARRIVING IN LEEDS – CHECKLIST

Get ready for the start of your course by working through our online welcome and induction resource. Find out more at [students.leeds.ac.uk/newstudents](https://students.leeds.ac.uk/newstudents)

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

Moving into your University accommodation	Page	✓
Make sure you have an electronic or printed copy of your contract ready to show at your residence	21	
Collect your keys and move in	21	
Complete the online inventory for your room	21	
Attend the warden's introductory meeting at your residence	21	

Moving into your private accommodation	Page	✓
Collect your keys and move in	22	
Take photos of the property, including any wear and tear, and make a note of the meter readings	22	
Contact your landlord or letting agency straight away about any concerns, such as missing or damaged items	22	

# 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](https://students.leeds.ac.uk/idcheck)

You'll need your passport to complete your identity check. If you don't have a passport and you're not planning to get one before you arrive on campus, 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](https://students.leeds.ac.uk/idverification)

Once you've completed your identity check, you'll find information about getting your student ID card at [students.leeds.ac.uk/studentcard](https://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](https://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](https://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](https://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](https://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**  
[it.leeds.ac.uk](https://it.leeds.ac.uk)  
[itservicedesk@leeds.ac.uk](mailto:itservicedesk@leeds.ac.uk)

 [@ITServicesUoL](https://twitter.com/ITServicesUoL)



## LIBRARY INDUCTION

We have four main libraries on campus: the Laidlaw (📍 63), Edward Boyle (📍 83), Brotherton (📍 59) and Health Sciences (📍 95). The Laidlaw Library is designed for undergraduate study and has the books on your recommended reading lists (apart from health subjects). Each library 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](https://library.leeds.ac.uk/quickstart)

For more information about our library welcome activities, visit [library.leeds.ac.uk](https://library.leeds.ac.uk) or email [library@leeds.ac.uk](mailto:library@leeds.ac.uk)



## 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](https://minerva.leeds.ac.uk) and click the 'Learn' tab then 'Organisations'.

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



## CAMPUS LIFE

### YOUR STUDENTS' UNION AND FRESHERS' EXPERIENCE

We hope you've already heard lots of great things about Leeds University Union (LUU) (📍 32), your award-winning students' union right at the heart of campus.

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](https://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 your flatmates and people on your course.

[luu.org.uk](https://luu.org.uk)

If you want to find out which might suit you, try LUU's 60-second quiz at [findyourfit.luu.org.uk](https://findyourfit.luu.org.uk)



[leedsuniversityunion](https://leedsuniversityunion)



[@LeedsUniUnion](https://@LeedsUniUnion)



[leedsuniunion](https://leedsuniunion)

**Check out Leeds University Union's welcome talks, events and activities**





## 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.

If you're staying in University accommodation, you'll automatically get Edge Club membership of our sports, health and fitness facilities, including our indoor sports centre on campus, The Edge (📍 101). You can upgrade your membership, giving you more flexible access times, or become a member at [sport.leeds.ac.uk/student-membership](https://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](https://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](https://luu.org.uk)

Beyond your health and wellbeing, getting involved in sport also gives you the opportunity to compete in the British Universities & Colleges Sport (BUCS) leagues.

[sport.leeds.ac.uk](https://sport.leeds.ac.uk)



[theedge.leeds](https://theedge.leeds)



[@TheEdgeLeeds](https://twitter.com/TheEdgeLeeds)



[TheEdgeLeeds](https://www.instagram.com/TheEdgeLeeds)

[Find out more about The Edge](#)



## 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 (📍 29). Where possible, our products are locally sourced, seasonal and Fairtrade. For the latest COVID-19 updates about our catering facilities, visit [gfa.leeds.ac.uk](https://gfa.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.

[gfa.leeds.ac.uk/club](https://gfa.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 (📍 32) 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](https://luu.org.uk)



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

**#2023  
PLASTIC  
FREE**

The University and Leeds University Union have made a pledge to remove single-use plastic by 2023.

[sustainability.leeds.ac.uk/plasticfree](https://sustainability.leeds.ac.uk/plasticfree)



## SUPPORT AND WELLBEING

### REGISTER WITH A DOCTOR IN LEEDS

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

You can also find a local NHS doctor at [www.nhs.uk/service-search](http://www.nhs.uk/service-search)

**Register with a doctor in Leeds**

### STUDENT SUPPORT

You're bound to have a few butterflies when you think about going to university for the first time, 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 about our support services through the UniLeeds app or at [students.leeds.ac.uk/supportandwellbeing](http://students.leeds.ac.uk/supportandwellbeing)

Leeds University Union (📍 32) 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](http://luu.org.uk)

We know studying at university is very different from what you've been used to, but we'll guide you through this transition. You'll 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](http://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 (📍 77), 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](http://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](http://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.

### WORK EXPERIENCE

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](https://careerweb.leeds.ac.uk)**



### STUDYING ABROAD

Studying abroad is a chance to experience another culture, make new friends and broaden your outlook. Being able to adapt to new surroundings and learning important life skills while studying abroad will put you ahead of the competition when you graduate. And it's amazing fun too.

**[students.leeds.ac.uk/studyabroad](https://students.leeds.ac.uk/studyabroad)**

### 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](https://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](https://students.leeds.ac.uk/globalcommunity)**

**f** **[globalcommunityleeds](https://globalcommunityleeds)**

Find out more about all the new and exciting opportunities available to you at **[students.leeds.ac.uk/opportunities](https://students.leeds.ac.uk/opportunities)**



# YOUR FIRST FEW WEEKS – CHECKLIST

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](https://students.leeds.ac.uk/newstudents)

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

Your first weeks	Page	✓
Start online registration, if you haven't already	8	
Complete your identity check and find out how to get your student ID card	26	
Complete your online IT induction	27	
Download the UniLeeds app	27	
Complete your online library induction	28	
Register with a doctor in Leeds	32	


Welcome events and activities	Page	✓
Find out about your University school welcome and induction activities	28	
Check out Leeds University Union's welcome talks, events and activities	29	
Find out more about The Edge	30	
If you're a mature student, find out how the Lifelong Learning Centre can help you settle into University life	33	
Take a look at the Careers Centre website to see what opportunities and support are available to you	34	
Find out more about study abroad and volunteering opportunities	35	
Check out the Global Community opportunities	35	



## 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](mailto:disability@leeds.ac.uk)

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