YOUR ARRIVAL

A welcome guide to the University
KEY DATES

Make a note of these key dates so you don’t miss anything.

TERM DATES

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WELCOME TO LEEDS

We are pleased to welcome you to the University of Leeds. It’s great that you’re here and part of our global community. Our students come from all over the UK and from more than 170 different countries around the world, making Leeds a vibrant, multicultural city to live in.

We know it’s important for you to settle in quickly, so we’ve produced this guide to help you get started and settle in. Look out for new events throughout the year and see what you can get involved with.

Whenever you arrive in Leeds, we have a range of support services, activities and events, which will help you get started and settle in.

FEELING AT HOME IN LEEDS ONLINE GUIDES

Life in a new social, cultural and academic environment is exciting but can feel challenging. Feeling at Home in Leeds online guides help you settle in, adapt to changes and make the most of all the opportunities for learning and personal growth. Explore the videos and stories in the guides to hear from other students about their experiences.

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

We hope you enjoy the start of your time at the University of Leeds.
WELCOME AND ARRIVAL

Your first few days will be busy and full of new experiences. Don’t worry if you haven’t studied in the UK before, there are lots of tips and information sessions to help you settle in.

YOUR FIRST FEW DAYS

There are many places where you can ask questions and speak to our teams to help you settle in quickly.

INTERNATIONAL STUDENT SUPPORT

Our teams are here to help and support you all year round. We offer information and immigration advice to help you have the best possible experience in Leeds.

International Student Office, Level 11, Marjorie and Arnold Ziff Building (9 77) +44 (0) 113 343 3930 internationalstudents@leeds.ac.uk

INTERNATIONAL WELCOME PACK

Your welcome pack includes essential information explaining what you need to do in your first few weeks. There are also city centre and campus maps and information about Leeds University Union.
# ARRIVAL CHECKLIST

Now that you’ve arrived and are ready to settle in, take a look at what you need to do next using this checklist.

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# YOUR FIRST FEW WEEKS

You’ll spend your first few weeks at University finding your way around and making new friends. There’ll be lots of induction activities and welcome events to help you get started.
TALKS AND ORIENTATION EVENTS

We have a range of sessions to help you settle in and find out what you can get involved with.

WELCOME TALKS

You’re invited to a welcome session, for guidance on registration, local transport, shopping, banking and other essential information to help you get started.

If you’re a Language Centre, Study Abroad, Exchange or Erasmus+ student, you’ll have a welcome talk included in your orientation programme - check your timetable or programme for the date, time and location.

For all other students, we hold welcome talks every week throughout the year. Book your place on a welcome talk and find out more about the orientation programme at students.leeds.ac.uk/orientation

STUDY ABROAD, EXCHANGE AND ERASMUS+ ORIENTATION SESSION

If you’re a Study Abroad, Exchange or Erasmus+ student you should attend this compulsory meeting. You’ll be given important information about support, immigration, studying in the UK, getting the most out of your time at Leeds and much more. You should also attend your parent school welcome meeting, or see your Study Abroad Coordinator if you can’t attend one. Check your emails for dates, times and locations.

POSTGRADUATE RESEARCH INDUCTION FOR NEW POSTGRADUATE RESEARCHERS

Induction events are scheduled throughout the year, with an opportunity to meet fellow postgraduate researchers and learn more about the University and research.

More information about induction for postgraduate researchers is available at students.leeds.ac.uk/researchinduction

There are also other events, including seminars and training sessions run throughout the year by Leeds Doctoral College.

IMPORTANT DOCUMENTS

COLLECT YOUR BIOMETRIC RESIDENCE PERMIT

If you have a Tier 4 (General) student visa or a Short-term study visa and are attending a course for six months or longer, you’ll need to collect your Biometric Residence Permit (BRP) when you arrive in Leeds. This is the visa that covers the full duration of your course.

If you provided the University of Leeds Alternative Collection Location (ACL) code in your immigration application, you’ll collect your BRP from the University as part of the registration process (page 14). When your BRP is ready to collect, we’ll send you an email to explain what you need to do and where you need to go. You should wait for this email before coming to collect your BRP.

If you provided a Leeds postcode in your immigration application instead of the ACL code, you’ll need to collect your BRP from a selected Post Office or library in Leeds. For more details, check your UKVI decision letter you received when your visa was issued.

You should collect your BRP within ten days of your arrival in the UK. If it is not available when you arrive in the UK, you should collect it within ten days of your BRP being ready for collection. students.leeds.ac.uk/brpcollection

REGISTER WITH THE POLICE

If your visa, BRP or decision letter tells you to register with the police, you must start the police registration process within seven days of arrival. You’ll need to collect your BRP first, as this is one of the documents you’ll need. students.leeds.ac.uk/policeregistration

ORIGINAL ACADEMIC DOCUMENT CHECKS

You may need to show original academic documents before you can start online registration. If you’re required to show your documents, take them to:

All undergraduates and taught postgraduates
Go to your school (subject) office or relevant admissions office. Ask staff at the Student Services Centre (77) if you are not sure where to go.

All postgraduate researchers
Go to the Student Services Centre Counter in the Marjorie and Arnold Ziff Building (77).

PROOF OF AGE AND ID

In many shops and venues you can use a CitizenCard as proof of age or ID instead of carrying your passport or driving licence with you.
COMPLETING REGISTRATION

All students at the University need to complete registration. Your timetable will be produced when you start the registration process and you’ll also have the opportunity to sign up for Leeds University Union membership.

Once you’ve registered, you’ll be able to start your studies or research, attend lectures and seminars, and use the library and computer facilities. You’ll also be able to collect your student ID card.

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

STUDY ABROAD, EXCHANGE AND ERASMUS+ STUDENTS

You’ll receive an email from our Study Abroad Office before you arrive with information about how to register. Follow these instructions to complete registration.

LANGUAGE CENTRE STUDENTS

You’ll receive guidance from the Language Centre to help you with the registration process. If you have any difficulties, the Language Centre will be able to help you.

For more information, check your timetable or visit the Language Centre, Level 2, Parkinson Building (60).

INTERNATIONAL FOUNDATION YEAR STUDENTS

You should have received joining instructions with your offer letter. Follow these instructions to complete registration. If you have any questions, visit the International Pathways Centre, Level 12, Marjorie and Arnold Ziff Building (77).

STEP-BY-STEP GUIDE TO REGISTRATION

This is a step-by-step guide to completing registration and collecting your student ID card. It is possible to complete your identity check (see page 14) before you complete online registration. Remember that you need to complete both to be fully registered.

Read your registration guidance (page 10–14).

Show your original academic documents, if required (page 9).

Log on to Minerva at minerva.leeds.ac.uk

Start the online registration process (page 14).

On step six, confirm how any fees will be paid, or show your sponsor or scholarship letter (page 15).

Complete identity check and collect your student ID card (page 14).

When showing documents or collecting your student ID card, make sure you join the correct queue. Look out for signs in the Student Services Centre or speak to a member of staff.

Hold messages

You may see an on-screen hold message during online registration – a ‘hold’ will stop you moving on to the next registration stage until you have done something. Read the information in the message and follow the on-screen instructions – make a note of it or take a screen shot.

Bring a document with your student ID number on it, your passport and visa with you. You may also be asked to visit one of our other teams for a visa check.

If you can’t log on there may be a number of reasons for this. Follow the on-screen instructions and contact the Registration Helpline if you need help.

+44 (0) 800 915 0402
+44 (0) 113 343 7000

When showing documents or collecting your student ID card, make sure you join the correct queue. Look out for signs in the Student Services Centre or speak to a member of staff.
GET YOUR USERNAME AND PASSWORD

You’ll need your University username and password to use computers on campus, start registration on Minerva, access your email, connect to wi-fi and much more. There are two ways of getting your username and temporary password:

From a University computer
2. Enter the word mypassword (all lowercase letters with no spaces) into both the username and password boxes.
3. Enter your student ID number (found on your offer letter) and your date of birth.

From your home computer
1. Visit mypassword.leeds.ac.uk
2. Enter your student ID number and your date of birth.

Once you’ve got your temporary password you’ll need to change it. It’s not possible to change your username.
passwordreset.leeds.ac.uk

If you can’t get your username or password when you complete these steps, contact our Registration Helpline.
+44 (0) 800 915 0402
+44 (0) 113 343 7000

DOCUMENTS FOR REGISTRATION

To register you’ll need:
- your student ID number (for more details of where you can find your student ID number visit students.leeds.ac.uk/whateyouneedtoregister)
- your home address (your address in your home country)
- your term-time address (your address in Leeds or the local area)
- the address and telephone number for one or more emergency contact
- your passport or identity document
- your visa – if non EU/EEA/Swiss
- your academic offer letter
- original academic qualification certificates
- English Language test report or proof of English course attendance – if this is a condition of your offer
- proof of fees paid – if you paid in advance
- sponsorship letter or proof of funding – if you are sponsored or have a scholarship

Remember to bring formal translations if your documents are not in English.

GETTING HELP WITH YOUR REGISTRATION

If you can’t log on or have problems completing any part of registration you can ask for help by contacting the Registration Helpline, which is available:
Monday to Friday
09.00–17.00, during term time
+44 (0) 800 915 0402
+44 (0) 113 343 7000
registration@leeds.ac.uk

If you’ve been unable to register online, or have any queries about paying your fees, you can get help and advice from the Student Services Centre Counter in the Marjorie and Arnold Ziff Building (977).

REGISTRATION STEPS

There are two steps to the registration process, which you can complete in any order:
- Part A – online registration
- Part B – identity checks and collecting your student ID card

You’ll need to complete the online registration process on Minerva at minerva.leeds.ac.uk Check page 12 for information about how you get your username and password to log on.

Before you can complete all the online stages of the registration process, you may have to visit some places in person to show your original academic or financial documents. It can take a few days to complete registration so don’t worry about this. You can leave the online registration process at any time and return to it later. The information you’ve already given will be saved.

After your documents have been checked, your student record will be updated and you can complete the next stages of the registration process.

Sometimes it can take up to 24 hours for your student record to be updated before you can start the next stage of registration. Ask the member of staff who checks your documents to tell you how long you’ll need to wait.

If you have a visa you may be asked to visit the International Student Office before your student ID card is issued, so any final checks can be made.

To complete your identity checks and to collect your student ID card, you’ll need to take identity documents and a document which shows your student ID number, for example an electronic or printed copy of your registration certificate or your offer or CAS letter.
PART A: ONLINE REGISTRATION

Computers and printers are available across campus in the computer clusters and libraries, for you to complete online registration and module enrolment. For more information on the location of these facilities, visit it.leeds.ac.uk

To start registration go to minerva.leeds.ac.uk and log in using your University username and password.

Click "in the top right, log in, then click ‘Registration’ and follow the on-screen instructions.

PART B: IDENTITY CHECKS AND COLLECTING YOUR STUDENT ID CARD

We also need to check your identity as part of registration. You’ll need your passport and visa/immigration permission (if applicable), as well as a document with your student ID number on it, like your registration certificate or offer letter.

If you chose to collect your Biometric Residence Permit (BRP) from the University, you’ll collect this at the same time as your identity check. You’ll only be able to collect your BRP after you have received an email from the University to say that it is ready to collect, so wait until then.

When you have received this BRP collection email, or if you already have all of your documents, visit the Student Services Centre Counter in the Marjorie and Arnold Ziff Building (77).

It’s very important to make sure you complete registration as Home Office regulations require the University to report international students who do not complete the registration process.

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

PAYING FEES

As part of the online registration process, you’ll need to confirm how any fees will be paid.

If you are on a pre-sessional course with the Language Centre, check how you’ll pay your fees at www.leeds.ac.uk/languages

All other students need to choose one of the following payment options. When you make a payment or payment arrangement, you should keep your confirmation email for future reference. More information about payment options can be found at students.leeds.ac.uk/waystopay

One payment method is by Flywire, which allows you to make simple payments to the University in a range of currencies.

Do not use cash or bank draft as a payment method. Do not use third party agents to transfer payments to the University of Leeds, as this can significantly increase your risk of being exposed to financial crime.

PAYMENT IN FULL

Make your payment online (step six of the online registration process), at students.leeds.ac.uk/feescharges or in person by card at the Cashiers counter in the Student Services Centre, Marjorie and Arnold Ziff Building (77).

PAYMENT IN INSTALMENTS

If you choose to pay in two instalments you’ll need to pay half of your tuition fee before you register, then set up an agreement to pay the second half of your fees by direct debit from a UK bank account later in the year.

SPONSORED STUDENTS

If your fees are being paid by a third party organisation, you’ll need to email your sponsor letter to sponsors@leeds.ac.uk

If you have a partial sponsorship which doesn’t cover your full fees, you’ll need to arrange payment of the remaining amount by one of the methods mentioned previously.
FRAUDULENT PHONE CALLS
We are aware that international students at universities in the UK can be targeted by fraudsters, pretending to work for the Home Office UK Visas and Immigration (UKVI), or for the police or another official authority in their home country. These fraudsters phone students and say there is a problem with their visa or tell them they are suspected of a crime such as money laundering. The fraudsters usually ask for payment and personal details. If you receive such a call, end the call immediately, block the number that called you and seek advice from the International Student Office.

students.leeds.ac.uk/fraudulentcalls

MANAGING YOUR MONEY
It’s likely that your first few weeks at University will be more expensive than an average week. You’ll need to think about budgeting for essentials like food and travel expenses, as well as saving money for any social events you want to take part in. While many events and activities are free, you may need to pay for some.

Many retailers offer a student discount with a TOTUM card or the UNiDAYS app, but if you’re not sure just ask, as it may not be advertised. You can apply for a TOTUM card online at www.nus.org.uk or sign up for a free UNiDAYS account at www.myunidays.com

Student Advice in Leeds University Union (32) can help with budgeting and offer advice on managing your money and financial issues. luu.org.uk/student-advice

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

OPENING A BANK ACCOUNT
You may want to open a UK bank account to pay your fees in instalments and to set up regular payments for items such as bills.

DECIDING WHICH ACCOUNT TO OPEN
If your visa is for 12 months or more, you’ll have a large choice of bank accounts available to you. If your visa is for less than 12 months you’ll have a more limited choice of bank accounts you can open.

We have created a bank account comparison table to help you choose your bank account. Check to see what documents are needed and how long you need to be in the UK to open each specific account. You can find it at students.leeds.ac.uk/bankaccounts

BANK INTRODUCTION LETTER
Most banks will need to see a letter from the University to open an account for you. During online registration enter your correct permanent home address outside of the UK and term time address inside the UK. The University will then email your bank introduction letter to you the following working day. If you make any changes to your addresses or your name, you’ll receive an email with an updated letter the following working day. Make sure both addresses are correct and are not left blank, as these can be reasons for not receiving a letter correctly.

This bank letter can be used at the Leeds branches of Barclays, HSBC, Lloyds and Santander. If you choose to bank elsewhere, and need a bank introduction letter, you can collect this from the Student Services Centre Counter in the Marjorie and Arnold Ziff Building (77).

HELP WITH OPENING A BANK ACCOUNT
Come and talk to us if you have any problems opening an account.

Contact our international student support teams in the Marjorie and Arnold Ziff Building (77). students.leeds.ac.uk/internationalstudents
You may need to select the modules that will make up your programme of study. Find out about the different types of modules and whether this applies to you.

FULL-TIME UNDERGRADUATE AND TAUGHT POSTGRADUATE STUDENTS

Once you have your University username and password, you can start building your timetable by enrolling on your course modules. Remember to refer to the pre-arrival information sent to you by your school. If you need any help, you’ll be able to contact your school directly.

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

OPTIONAL MODULES

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

DISCOVERY MODULES

Most of our full-time undergraduate courses give you the opportunity to choose discovery modules. They’re a great way to tailor your study around your interests, which aren’t necessarily related to your course. The choice of discovery modules available to you will depend on your timetable. Our discovery modules are based around 10 discovery themes which you can explore at leedsforlife.leeds.ac.uk/broadening

Some taught postgraduate courses also allow you to choose a certain number of elective modules which are not related to your course, so you can further any particular interests and career goals, or try something completely new.

OTHER STUDENTS

If you’re a Study Abroad, Exchange or Erasmus+ student, you can’t enrol for modules online. If you want to add or drop a module, you must contact the Study Abroad Coordinator in the academic school or department that teaches the module.

For more information, visit www.leeds.ac.uk/incomingmodulechanges

Postgraduate researchers, Language Centre and International Foundation Year students don’t need to complete module enrolment online.

STEP-BY-STEP GUIDE TO MODULE ENROLMENT

Step 1
Familiarise yourself with module enrolment at students.leeds.ac.uk/modules

Step 2
Refer to any pre-arrival information sent to you by your University school. You can contact them directly if you need any help or advice with choosing your modules.

Step 3
When you’re ready to enrol on your modules, go to students.leeds.ac.uk/howtoenrol and follow the instructions provided in order 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 and discovery modules. Make sure you check the timetable for these modules against your personal timetable, to avoid any clashes.

Step 5
Once you’ve made your 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 by going to minerva.leeds.ac.uk then clicking the in the top right.
LIVING AND STUDYING IN LEEDS

Find useful places on campus, explore the local area and start settling into your accommodation and academic life.

ACADEMIC LIFE

During your time at Leeds, you’ll need to study and research independently and the University has the support, resources, technology and study space you need.

COMPUTING AND IT

You can find PCs available in computer clusters and in most of our cafés.

The computer clusters have a range of opening hours, with some available 24/7.

If you’d rather use your own laptop, most areas on campus have free high-speed wi-fi.

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

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

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

If you haven’t already, download the free UniLeeds app. Once you have your University username and password you’ll be able to access personalised content on your phone, as well as check computer cluster availability, get the latest University news and much more.

it.leeds.ac.uk/mobileapps

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

If you need any help, our experienced IT Service Desk staff are available to give you IT support by phone, email or in person. You can find the latest opening hours online. The IT Service Desk is on level 10 in the EC Stoner Building (g73).

+44 (0) 113 343 3333
itservicedesk@leeds.ac.uk
it.leeds.ac.uk
LIBRARY INDUCTION

We have four main libraries on campus. Laidlaw (63), Edward Boyle (83), Brotherton (59) and Health Sciences (95). Each library has a variety of study spaces to suit the way you work, including facilities for group work.

library.leeds.ac.uk

The libraries are open seven days a week, during term time, with a variety of opening times to suit your needs. Remember you’ll need your student ID card to gain access. Library staff are available during office hours, providing information and advice, as well as academic skills support to help you develop important skills such as effective communication and time management.

The library induction will help you get started at library.leeds.ac.uk/quickstart

SKILLS@LIBRARY

Skills@Library is here to help you develop the academic skills you need to be successful in the Leeds academic environment.

You can book onto one of the workshops, which include topics such as critical thinking and writing skills, or you can use online resources to develop your academic skills at a time and pace that suits you.

You can also book a one-to-one appointment with a learning advisor for help with academic skills. Skills@Library is based in the Skills Zone in the Laidlaw Library (63).

library.leeds.ac.uk/skills

ENGLISH LANGUAGE SUPPORT

The Language Centre offers free, part-time short courses that you can fit around your studies, to further develop your academic English language once you’ve started your degree.

www.leeds.ac.uk/languagesupport

You can also access resources and advice from the Language Zone, our study and resource centre for languages, based on Level 2 of the Parkinson Building (60).

There are many options for language learning activities and advice drop-ins to help you study www.leeds.ac.uk/languagezone

ACCOMMODATION

You may have already found permanent accommodation but if not, start looking as soon as you can.
FINDING PERMANENT ACCOMMODATION

UNIVERSITY ACCOMMODATION

Speak to Accommodation Services to find out more about University accommodation and whether there is a room available for you. Even if you don’t qualify for the accommodation guarantee, the University may be able to offer you a place.

Accommodation Services
Level 9, Marjorie and Arnold Ziff Building (77)
+44 (0) 113 343 7777
accom@leeds.ac.uk
accommodation.leeds.ac.uk

PRIVATE SECTOR ACCOMMODATION

If you prefer to live in private sector accommodation, help and advice is available from Student Advice, run by our students’ union, or from Unipol, a student housing charity based on campus.

Student Advice in Leeds University Union (32) and Unipol (67) offer a service to check your accommodation contract. We strongly recommend getting your contract checked before you sign.

STUDENT ADVICE

Leeds University Union’s Advice team can offer help and support if you have any difficulties finding suitable accommodation.

Leeds University Union (32)
luu.org.uk/student-advice

UNIPOL STUDENT HOMES

Unipol provide lots of useful information and advice on finding accommodation as well as advertisements for hundreds of houses, flats and studio apartments available to rent. You can also speak to someone from Unipol’s friendly team during office hours via webchat, just go online and wait for the invite to chat at www.unipol.org.uk/leeds

Unipol Housing Hub
155–157 Woodhouse Lane (67)
+44 (0) 113 243 0169
info@unipol.org.uk

FAMILY ACCOMMODATION

The University has limited family accommodation, so it’s essential to contact Accommodation Services as early as possible to find out about availability.

Many families find a home in the private sector. Unipol has information for families and you can visit them for more details of suitable houses.
HELP WITH YOUR ACCOMMODATION

You may need to speak to someone about certain aspects of living in your accommodation, like maintenance and repairs, or your contract.

UNIVERSITY ACCOMMODATION

Talk to your residence manager if you need help with problems like repairs. You can also get advice and support from experienced wardens and resident subwardens who live on site. The Accommodation website explains how to contact the residence manager and warden. We offer a safe environment, with our security service on call 24/7.

acccommodation.leeds.ac.uk

PRIVATE SECTOR ACCOMMODATION

If you have any problems, first speak to your landlord or letting agent. If you’re not happy with their answer you can talk to Unipol to see if your landlord is registered with them. You can also visit Student Advice in Leeds University Union for specialist advice.

You can help with a wide range of housing topics including negotiating with landlords and helping with issues with your housemates or property.

www.unipol.org.uk/leeds

luu.org.uk/student-advice

BEFORE YOU SIGN A CONTRACT

If you’re planning to rent private sector accommodation, it’s essential to check several things before you sign a contract. Once it is signed you cannot usually cancel and will be legally bound to pay rent until the end of the contract, even if you move out before.

Make sure that you inspect the property, calculate all the costs and get your accommodation contract checked by Student Advice before you sign it. Never pay a landlord any money before you sign the contract.

More information and advice is available at
luu.org.uk/student-advice

Find out about the experiences of other students by searching the address you’re interested in or the landlord you’re thinking of signing with. You can do this at
rateyourlandlord.org.uk

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 the 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.

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

COUNCIL TAX

Council Tax is a charge the local council makes for services it provides. Full-time students on courses over 24 weeks are normally exempt from paying, but others may get a bill.

Check if you’re exempt, or entitled to a discount at
www.leeds.gov.uk/council-tax/
discounts-and-exemptions/students

students.leeds.ac.uk/counciltax

If you’re unsure, get advice from Student Advice as soon as possible.

luu.org.uk/student-advice

FOOD AND SHOPPING

Leeds has a large choice of shops for food, bedding, kitchen equipment, electrical items, cleaning and bathroom products.

LOCAL SHOPS

Across the road from campus, on Woodhouse Lane, there are shops, banks and cafés. More shops can be found in the city centre, Headingley and surrounding areas including supermarkets such as Morrisons, Sainsbury’s, Tesco and Co-op Food. There are also specialist stores in the city centre for household items such as Wilko and Argos.

Kirkgate Market is located near the city bus station and is one of the largest covered markets in Europe. It sells a wide range of food and other items on market stalls and many are very good value for money.

INTERNATIONAL FOODS

There are many places to buy international food ingredients in Leeds. For details of specialist international, halal and kosher food shops, visit
students.leeds.ac.uk/essentialitems

FOOD, DRINK AND SHOPS ON CAMPUS

The University’s catering service, Great Food at Leeds, offers quality fresh food at competitive prices during the day. Whether you’re looking for a freshly made sandwich to take away or to sit down for a hot meal, you’ll find something in one of our 16 cafés or award-winning Refectory (£29). Where possible, our products are locally sourced, seasonal and Fairtrade.

Find out how you can save money in any of the Great Food at Leeds cafés using the GFaL Club app at
gfal.leeds.ac.uk

Although the city centre is only a short walk from campus, you can buy most things in the Leeds University Union building (£32) such as everyday groceries, health food and stationery. There’s a Co-op Food store, an optician, a bank and a variety of places to eat and drink. There’s also a market selling fresh produce outside the Union building every Monday during term time.

luu.org.uk
SUPPORT AND WELLBEING

Studying in the UK may be different to what you’ve been used to, but there are lots of ways we can support you throughout your time at Leeds.

SUPPORTING YOUR TIME AT LEEDS

There are lots of resources and information to help and support you while you’re here.

Our network of support and pastoral care includes people you can chat to informally, as well as confidential support from specialist services and independent advice from Leeds University Union.

YOUR SCHOOL

Contact staff in your school office and your personal tutor/supervisor for support with your academic programme and any personal issues affecting your studies. Your school induction will explain more about how staff in your school can support you during your time in Leeds.

SUPPORT SERVICES

The Student Education Service brings together support and information services with opportunity and lifestyle help for students. students.leeds.ac.uk

The Student Services Centre counter service, located in the Marjorie and Arnold Ziff Building (77), can help with a range of enquiries such as accommodation, fees, registration and student ID cards. students.leeds.ac.uk/contacts
SECURITY OFFICE
If you have any problems outside normal office hours you can contact the University's Security Office, which is open 24 hours a day, every day of the year.

175 Woodhouse Lane (9 65)
+44 (0) 113 343 5494 (general enquiries)
+44 (0) 113 343 2222 (emergencies only)

LEEDS UNIVERSITY UNION ADVICE
Professional, confidential help and advice is available from Leeds University Union Advice. You can get advice on housing and money issues, academic procedures, and help with many other aspects of student life. Their help is free and completely independent of the University.

Leeds University Union (9 32)
+44 (0) 113 380 1400
advice@luu.leeds.ac.uk
luu.org.uk/student-advice
@LUUAAdvice

STUDENT COUNSELLING AND WELLBEING
We recognise that there may be times when you experience stress, emotional problems or upsetting life events that make it hard to cope academically or personally. To help you deal with those difficult times, we provide free professional and confidential counselling, wellbeing and mental health support, alongside local NHS services. We also promote emotional wellbeing through groups, workshops, and web-based self-help such as Big White Wall.

If you have an existing mental health diagnosis, we can provide one-to-one support, develop appropriate support plans, or put you in contact with other professionals in the area. students.leeds.ac.uk/supportandwellbeing

UNIVERSITIES CHAPLAINCY
The chaplains are experienced at listening and offering support to students, and are good to talk to whether faith is a big part of your life, or not at all. Visit for a tea or coffee, take part in activities or talk to a chaplain in confidence.

Emmanuel Centre (9 62)
+44 (0) 113 343 5071
chaplaincy@leeds.ac.uk
unichaplaincy.org.uk

PRAYER AND WORSHIP
If you practise a faith, you’ll find spaces and communities for your faith in Leeds. There are prayer spaces at the University and many other places of worship in the city.

The Green Room (9 100) and Cemetery Lodge (9 46) are Islamic prayer rooms with washing facilities and prayer rooms for men and women. The Chaplaincy in the Emmanuel Centre (9 62) has prayer space for Christian worship and the Catholic Chaplaincy and Jewish Chaplaincy are also in the campus area.

You can find support and information related to your faith from the chaplaincies and Leeds University student faith societies. For more information, visit students.leeds.ac.uk/prayercontemplationfaithsupport and luu.org.uk/clubs-and-societies/faith

SUPPORT FOR DISABLED STUDENTS
Disability Services offers information, advice and support to students who:
• have a specific learning difficulty (for example, dyslexia or ADHD)
• are deaf or hard of hearing
• are blind or partially sighted
• have a physical or mobility impairment
• have a long-term medical condition
• have a mental health condition
• have an autism spectrum condition (for example, Asperger syndrome)
• have a combination of these.

If this applies to you, contact Disability Services as soon as possible, even if you’re not sure whether you’ll need support.

They can discuss your situation with you and answer any questions you may have about possible support. They can also help you to access other University support and resources, make you aware of any options open to you and ensure that you have contact with the Disability Advisory team.

For students who require more specialist support, such as one-to-one mentoring, sign language interpreters, text transcription (including Braille), specialist equipment or software, the process of getting the right support in place can take several weeks, so it’s important you apply for this as soon as possible.

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

For more information and support, contact Disability Services directly.

Chemistry West Building (9 55A)
+44 (0) 113 343 3927
disability@leeds.ac.uk
students.leeds.ac.uk/disabledinternationalstudents
@UoLDisability

FEELING AT HOME IN LEEDS WORKSHOPS
You can take part in these free workshops for international students to support your transition to a new social, cultural and academic environment in Leeds. As well as the workshops, there are also the Feeling at Home in Leeds online guides.

students.leeds.ac.uk/feelingathome

SMOKEFREE CAMPUS
Your health and wellbeing is important to us, which is why our campus is going smokefree. Currently you can still vape outdoors on campus, as it’s recognised as an aid to stop smoking, but it’s a major step towards our campus being completely smokefree by 2025. If you want to quit smoking, free help and support is available. Find out more, including the places on campus that are smokefree between 08.00–18.00 every day.

students.leeds.ac.uk/smokefree
FAMILIES AND CHILDREN

Leeds prides itself on being a child-friendly city and offers many attractions and opportunities for couples and families to enjoy.

If you have come to Leeds with your family, check our information about the UK school system, childcare and family-friendly activities, and our policy on support for student parents.

You can also find information about support for pregnant students, spouses and partners, and our policy on support for pregnant students.

students.leeds.ac.uk/internationalfamilies

SCHOOLS

All children between the ages of five and 16 who are in the UK must attend school. Once your child has arrived in Leeds, contact Leeds City Council to find out how to apply for a free school place. If your child is aged between 16 and 19, they can attend a local adult education centre or college but may have to pay fees.


CHILDCARE

In the UK childcare can be quite expensive so you’ll need to budget for this. For more information about child minders, nurseries, playgroups, out-of-school play schemes and after-school clubs, visit familyinformation.leeds.gov.uk

CHILDCARE ON CAMPUS

Bright Beginnings Childcare Centre offers a range of services for students, including childcare for children between the ages of three months and five years (pre-school) and a playscheme during school holidays for children aged between three and 11 years.

The award-winning Centre, based on campus, is registered with Ofsted and complies with the early years foundation stage, so you can be sure your child will have the very best of care.

+44 (0) 113 343 1818
www.brightbeginningschildcare.co.uk

FAMILY ACTIVITIES

There are many events and activities on campus and in the local area for you and your family to go to. The University and Leeds University Union run regular events open to families. You can also find community groups, classes and leisure activities in Leeds.

students.leeds.ac.uk/familyactivities

IMMIGRATION ADVICE

Get in contact as soon as possible if you have a question about immigration or your visa. Our friendly team are here to help if you have any questions about UK visas or immigration rules.

Our Immigration Advisers can give you free immigration advice at a drop-in session. Drop-in sessions are usually held every weekday, at 10.30, on a first-come, first-served basis. Find out more at students.leeds.ac.uk/immigration

You can also visit our enquiry desk or get in contact with us for general information and guidance without an appointment.

International Student Office
Level 11, Marjorie and Arnold Ziff Building (977)
+44 (0) 113 343 3930
internationalstudents@leeds.ac.uk

Immigration rules and processes change very often so it’s important to get the correct advice. Our Immigration Advice Service is the only service at the University that is allowed to give you immigration advice. Staff in your school/department or elsewhere in the University can’t give advice relating to immigration. Always check with us if you have questions about your visa or need help with your immigration status.

WORKING AND VOLUNTEERING DURING STUDY

Check either your visa sticker in your passport or Biometric Residence Permit to see if you’re allowed to work. If you’re not sure, take your passport and visa to our Immigration Advice team to be checked.

students.leeds.ac.uk/working

INVITING FAMILY AND FRIENDS

If you want to invite your family or friends to visit you in the UK, find information at students.leeds.ac.uk/visits

KEEPING THE UNIVERSITY INFORMED

If you applied for your visa using a Confirmation of Acceptance for Studies (CAS) the University will, by law, have to report periods of unexplained absence to the Home Office. It’s very important to talk to your tutor or supervisor if you’re going to miss part of your course. To notify the University if you have been ill and missed classes, follow the instructions at students.leeds.ac.uk/attendance

Check with our Immigration Advisers if you want to do a work placement or a period of study abroad. You should also get advice if you make a change to your course or studies, for example if you need to take re-sit exams or withdraw from your course.
KEEPING SAFE

Leeds is a great place to live, but as with all big cities it does have some crime.
The situation in the UK may be different to what you are used to at home, so it’s important to find out and follow the usual UK crime prevention precautions.

Top safety tips:
• stay on well-lit busy streets and avoid walking home alone after dark
• lock windows and doors at all times, especially when you leave the house
• don’t leave valuables unattended, even for a few minutes
If you have any safety questions, or in the unlikely event that you’re a victim of crime, there is lots of support available to you.
You’ll receive more safety advice during your orientation and induction sessions. students.leeds.ac.uk/safety

WHO TO CONTACT
If you’re on the University campus or in University accommodation, contact the University’s Security Office in an emergency.
If you’re in the city centre, elsewhere in Leeds or further away, you can contact the police to find out and follow the usual UK crime prevention advice.

UNIVERSITY SECURITY OFFICE
This service operates 24-hours a day, every day of the year. Security staff offer crime prevention advice, respond to emergencies and deal with lost property. Contact them for information and advice, an emergency on campus or in University accommodation, or to report a crime.
175 Woodhouse Lane (9 65)
+44 (0) 113 343 5494 (general enquiries)
+44 (0) 113 343 2222 (emergencies only)
www.leeds.ac.uk/security

WEST YORKSHIRE POLICE
The police service keeps Leeds safe, attends emergencies off campus and gives crime prevention advice. The University also has its own campus police officer.
Dial 101 for any non-emergencies or to report a crime. The emergency number for police off campus is 999, where there is a danger to life, or a crime is in progress. If you’re on campus call +44 (0) 113 343 2222
www.westyorkshire.police.uk

GETTING HOME SAFELY
If you’ve been studying late or you’ve been on a night out, you can use Leeds University Union’s Nightbus, which will take you from the entrance of Leeds University Union (9 32) to your home for just £1. The service runs every night during term time from 18.30 until late but as spaces are limited on each journey, you should always plan an alternative way home.
If you find yourself stuck without money and unable to get home, Amber Cars (taxi service) will take you home in exchange for your student ID card. Your card will be dropped off at the Union and you can pick it up and pay your taxi fare the next day.
www.taxileeds.co.uk/students

HEALTHCARE

There are various places you can access healthcare, depending on how serious your condition is.

REGISTER WITH A DOCTOR/GENERAL PRACTITIONER (GP) 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 sector accommodation in the student areas of Leeds you’ll be eligible to join the Leeds Student Medical Practice, located close to the University campus. Register online or request a registration pack at
www.leedsstudentmedicalpractice.co.uk/join
You can also find a local NHS doctor or dentist and find out more about NHS services at
www.nhs.uk
For non-emergency medical treatment, you should see your local doctor (GP).

24-HOUR TELEPHONE HEALTH ADVICE
For health advice at any time of the day or night, call the National Health Service (NHS) by dialling 111. If you’re not sure which healthcare service to use, call 111 to discuss the options with an adviser. They will ask you a series of questions to assess your symptoms and immediately direct you to the best medical care for you.

PHARMACIES
If you have a minor health problem such as a cold, sore throat or dry skin, you can visit a pharmacy (chemist) to get advice and buy medication.
If your local pharmacy is closed you can buy medication every day of the week until midnight at Boots Pharmacy in Leeds Train Station.
+44 (0) 113 242 1713
If you take regular medication you may need a doctor in Leeds to prescribe more for you when you are living in Leeds. Bring a letter from your current doctor to your first medical appointment with information about your medication and details about your health.

HOSPITAL – ACCIDENT AND EMERGENCY DEPARTMENT (A&E)
You should only visit a hospital if you need emergency care or if your GP refers you for specialist treatment. An emergency is a life-threatening condition, such as loss of consciousness, severe chest pain, breathing difficulties or severe bleeding.
The nearest A&E department to campus is in the city centre.
Leeds General Infirmary (LGI) Jubilee Wing, Clarendon Way
+44 (0) 113 243 2799

TO CALL AN AMBULANCE
Ambulance services help with serious or life-threatening conditions. You can make a free call from any phone to the emergency services by dialling 999. If you’re on campus you should also call University Security on
+44 (0) 113 343 2222
WILL I HAVE TO PAY FOR HEALTHCARE?

In England, you’re entitled to receive NHS primary care medical services at a GP surgery and emergency care in Accident and Emergency department (A&E) without charge. Prescribed medication costs a set NHS rate per item, currently £9, which you pay at the pharmacy when you collect your prescription.

If you’re going to be in the UK for more than six months and have a visa, you will have paid the Immigration Health Surcharge (IHS), so you won’t be charged if you are referred to hospital for further tests or treatment. Keep a note of your IHS reference number in case you need it.

If you’re going to be in the UK for less than six months, you won’t have paid the IHS. This means you’ll only get a limited number of services free and you will need to pay for any hospital treatment. These costs can be very high, so in this case you are advised to arrange medical insurance. Some countries have a reciprocal health agreement with the UK. If this applies to you, check the details carefully.

MENINGITIS VACCINATIONS

You should ensure that you’ve been vaccinated against meningitis ACWY and MMR (measles, mumps and rubella). You may have had an MMR vaccination as a young child, but you need to ensure that you’ve had two doses.

If you haven’t had these vaccinations at home, you should arrange to get them as soon as possible after arriving in Leeds.

Check with your doctor to find out if you are eligible to receive the vaccine.

For more information, visit students.leeds.ac.uk/internationalstudentshealth

FINDING YOUR WAY AROUND

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

The campus is only a short walk from the city centre and is easy to get around. Maps, signposts and building signs can be found across campus and the city centre to help you find your way.

Leeds is a compact city and it’s easy to get around whether you’re on foot, cycling or on a bus. You can view the University’s travel guide online with information on all your travel options at sustainability.leeds.ac.uk/travel-guide

CYCLING AND WALKING

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

If you’re thinking about cycling to campus, we have showers and secure bike racks for you to use. You can hire a bike at low cost from the University’s Bike Hub on campus, located between the EC Stoner Building (73) and the Roger Stevens Building (89). The Bike Hub also offers bike maintenance facilities and information on cycle training, storage, routes and safety. All our residences also have secure bike storage.

sustainability.leeds.ac.uk/bike-hire

When crossing roads, remember to take extra care as vehicles may be travelling on the opposite side of the road to what you are used to.

BUS

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

All our student residences are on, or very close to, frequent bus routes, making it easy for you to travel to and from the University. Some single journeys are £1.20 if you show your student ID card when you buy a ticket on the bus or on the mTickets app. Many buses now also accept contactless payments. If you’re going to travel regularly by bus, there are a range of other discounted student travel tickets available to help save you money. It is normal to queue at bus stops and to put your arm out to signal to the bus driver that you want the bus to stop.

www.firstgroup.com/leeds
www.yorkshirerider.co.uk
COACH
For travel between major cities in the UK, coaches are generally cheaper than train travel but take longer. Most coach services run by National Express and Megabus arrive and depart at the Leeds City Bus and Coach Station in the city centre. Some National Express services also stop outside the Parkinson Building (60).
www.nationalexpress.com
uk.megabus.com

TRAIN
If you’re planning on travelling further out of the city, trains are often faster but usually more expensive than coach travel. If you book a week or more in advance, you’re more likely to get a cheaper fare. Also, you can save money by being flexible with your travel dates and times or by using a Railcard.
www.nationalrail.co.uk

National Rail offers Railcards for full-time students, young adults, those who travel with children and for two people who travel together.
www.railcard.co.uk

If you need extra assistance with your journey, contact staff at the train station.
www.nationalrail.co.uk/stations

TAXI
There are taxi ranks outside the Parkinson Building (60) and at the bus, coach and train stations, as well as at points around the city centre. You can also stop black and white taxis in the street, but check that the orange taxi sign on the vehicle roof is lit up to show that it’s available.

Other taxis, which are usually cheaper, must be booked in advance by phone, online or using one of their mobile apps.

Only use marked taxi cars and ask the driver beforehand for an estimation of how much the journey will cost.

Some local taxi companies are:
Amber Cars +44 (0)113 202 2112
Arrow Cars +44 (0)113 258 5888
City Cabs +44 (0)113 246 9999
Streamline Telecabs +44 (0) 113 244 3322

WIDER OPPORTUNITIES
There are lots of opportunities available which will enhance your University experience, helping you develop valuable skills.
OPPORTUNITIES AND EVENTS

Your experience here will involve much more than your academic studies. This section highlights just some of the opportunities available.

LEEDS UNIVERSITY UNION (LUU)
The students’ union building (32) is based in the centre of campus. LUU provides social opportunities, facilities and a wide range of services. Choose from karaoke, live bands, sports on the big screen, an award-winning night club or just a good cup of coffee in a cosy setting.

There are over 300 student-led clubs and societies, which you can join to meet people who share the same interest in sports, music, hobbies or a particular faith or culture.

To view the variety of activities on offer, visit luu.org.uk/clubs-and-societies

PERSONAL AND PROFESSIONAL DEVELOPMENT

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

Career planning
The Careers Centre (26) supports students with all aspects of planning their next steps, including deciding what to do, finding opportunities or getting support with applications and interviews. If your immigration status permits work experience, the Careers Centre also advertises employment and experience opportunities on behalf of employers.
careerweb.leeds.ac.uk
Facebook: LeedsUniCareers
Twitter: @LeedsUniCareers

Leeds University Union’s Joblink service can help you find student-friendly employers. Find out more at luu.org.uk/jobs

Paid work, voluntary work and volunteering
Working and volunteering provide a great opportunity for you to mix with people from the local community, improve your language skills, get an insight into UK workplace culture and gain new experiences.

Unpaid/voluntary work counts towards your weekly limit during term time. Volunteering means doing occasional work for a charity, and this is not restricted. More information can be found at students.leeds.ac.uk/workingduringstudy

Postgraduate researchers should also be aware that University regulations restrict you to 250 hours of paid work per 12-month session. Check the Postgraduate Researcher Handbook available at students.leeds.ac.uk/researchstudentguidance

Volunteering
Volunteering is a great way to develop valuable skills and widen your life experience. Whether you have a few hours to spare or can commit to a weekly role, there will be something to suit you and your interests. You could come along to one of the volunteering taster sessions, volunteer in a local school through the Students into Schools scheme or help with one of the University’s own sustainability projects such as the Sustainable Garden. There are lots of roles available across Leeds with over 160 different charities and community organisations.

Take a look at the opportunities currently available at students.leeds.ac.uk/globallocal
leedsforlife.leeds.ac.uk/opportunity

Leeds University Union also has many student-led volunteering societies where you can help with one of the great community projects in Leeds or abroad.
luu.org.uk/clubs-and-societies/volunteering

Study abroad
Studying abroad is the perfect way to experience another culture, make new friends and broaden your outlook on life. And it’s great fun.
students.leeds.ac.uk/studyabroad

Before you apply for paid or unpaid (voluntary) work, it’s essential that you check whether you have permission to work in the UK and any restrictions on working which apply to you, as the law on restrictions is very strict.
INTERCULTURAL ACTIVITIES
AND EVENTS

The Business Confucius Institute (BCI)
The BCI is dedicated to teaching Mandarin and educating the community about China. Everyone who is interested in finding out more about China is welcome to attend BCI events and classes. If you’re a Chinese student who would like to share your culture, you can volunteer at events, gain experience and make friends.

confucius.leeds.ac.uk
/BCIUL
@LeedsConfucius

Cooking demonstrations
Join fun monthly cooking demonstrations hosted by Great Food at Leeds to learn practical cooking skills, healthy recipes and where to shop on a budget.

students.leeds.ac.uk/eatglobal

ESN (Erasmus Student Network) Leeds Society
This society provides support to all the international and Erasmus exchange students throughout their British university experience. Meet people from all over the world through socials, activities, trips around the UK and language exchange.

lru.org.uk/esn-erasmus-international-exchange-students
/ESNLeeds

Global Café
Come to Global Café for free tea and coffee, every Monday, 17.30–19.30, in Common Ground in Leeds University Union (32). It’s a great place to enjoy conversations and make new friends.

www.leeds.ac.uk/globalcafe

Global Community
Global Community connects you to intercultural activities here in Leeds and opportunities to get to know people who can bring you a world of different ideas and experiences.

www.leeds.ac.uk/globalcommunity

/GlobalCommunityLeeds
@LeedsGloCo

Intercultural Ambassadors Programme
In October each year, you can apply to volunteer as an Intercultural Ambassador and receive training and support to create and run projects on campus and in the local community, to inspire and connect people from different backgrounds and enrich their experience.

www.leeds.ac.uk/interculturalambassadors

International Students’ Club
The International Students’ Club meets every Wednesday from 18.00–20.00 in the Wilson Room, upstairs in the Emmanuel Centre (62). Make new friends, share your culture and have fun.

/iscleeds

Out of term time activities
You may be staying in Leeds over the Christmas, Easter and Summer breaks, so our out of term time programmes offer events and activities you can get involved in to make the most of your time here.

students.leeds.ac.uk/outofterm

Unity
Unity activities highlight our shared values and commitment to the inclusivity of our community at the University through a range of events. Come and join students, staff, chaplains and volunteers during the year at events such as seasonal lunches, picnics, stalls and art projects.

students.leeds.ac.uk/unity

/UnityEventsLeeds
POSTGRADUATE EVENTS

There are lots of opportunities to socialise with other postgraduates on campus and in the city. The PG Hub in Leeds University Union run events such as PG Be Happy Hour. There are also dedicated student societies for postgraduates, and activities for partners and families. Leeds Doctoral College also supports postgraduate researchers with training and events.

Give it a Go activities
You can try a club or society, with no pressure to sign up, by going to a Give it a Go session. Try anything from Tai Chi and dance, to photography and sports.

Give it a Go trips
Join day trips throughout the year where you can visit different parts of the UK. Explore some great cities, countryside and attractions. From historic buildings and vibrant art, to stunning scenery and the seaside, there’s something for everyone to enjoy.

SPORTS ACTIVITIES AND TRIPS

Get Out, Get Active
Our Get Out, Get Active programme gives you the chance to try our fun and sociable healthy activities both on campus and in the stunning Yorkshire countryside. This programme is great for making friends and boosting your wellbeing.

There are beginner sessions to get you started and exciting trips to many different places, with no commitment and at a low cost.

Sport and physical activity
If you’re staying in University accommodation, you’ll automatically get off-peak gym and sports membership (Edge Club membership) included in your residence fees. If you want more flexible access times to the fitness suite and swimming pool, you can upgrade your membership.

Sports match trips
Experience the excitement of watching live sports matches with local residents and get a real taste of British culture. Come and support your new local teams in a great atmosphere with other students.

ALTERNATIVE FORMATS

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