



UNIVERSITY OF LEEDS

International

YOUR ARRIVAL 2019

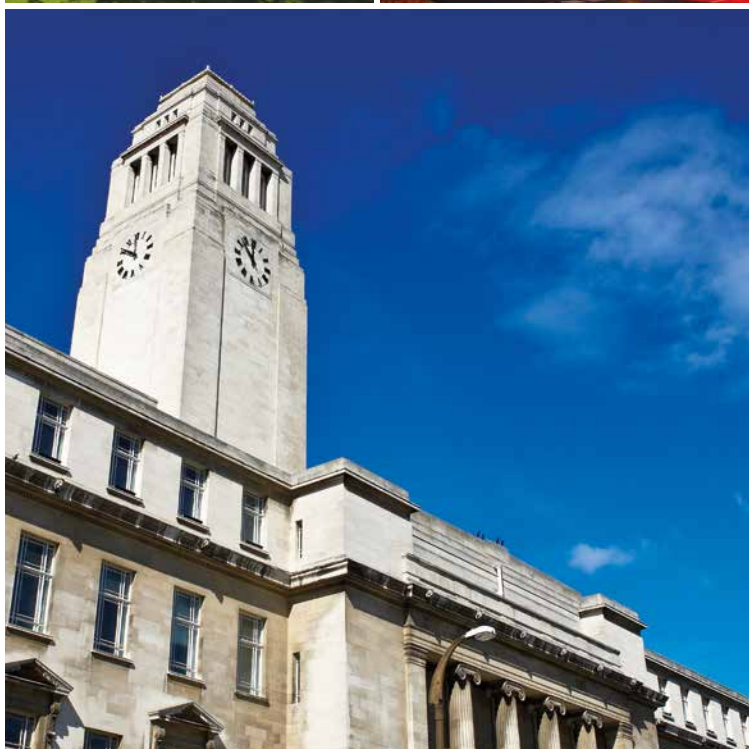
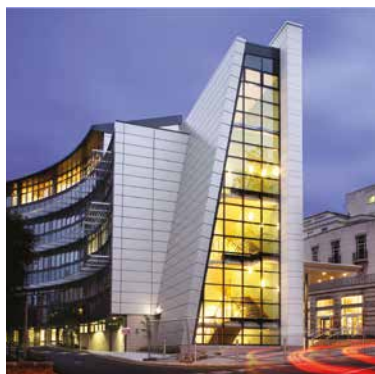


A welcome guide
to the University

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. Offers of a place to study at the University will provide up-to-date information on courses. The latest key information on courses, entry requirements and fees can be found at **courses.leeds.ac.uk**. Please check this website before making any decisions.





WELCOME 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 over 150 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 make Leeds your new home. You'll find details of the welcome activities on offer, as well as guidance on other topics and how to find more information.

Take your time to read through this guide and remember that help and support is always available for you, so just ask us if you have any questions.

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



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Whenever you arrive in Leeds, we have a range of support services, activities and events, which will help you get started and settle in. Look out for new events throughout the year and see what you can get involved with.

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



WELCOME AND ARRIVAL

YOUR FIRST 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 provide help and support all year round. We offer information and immigration advice to help you have the best possible experience in Leeds. If you have any questions, contact us at any time.

International Student Office

Level 11,

Marjorie and Arnold Ziff Building (📍 77)

+44 (0) 113 343 3930

internationalstudents@leeds.ac.uk

International welcome pack

You'll find 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, plus lots more.

Activities and events programme

You can find details of tours, talks and events throughout this guide and in your welcome pack. There's a large range of activities for you to meet new friends and find out more about what Leeds has to offer. There's something for everyone, including activities for families, events without alcohol and a range of postgraduate events.

Welcome talks

For guidance and essential information including registration, healthcare, shops and services, exploring the city, getting involved on campus, and lots more.

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.

Email internationalwelcome@leeds.ac.uk to book your place.

Find out more about the orientation programme at students.leeds.ac.uk/orientationdates

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.

Collect your Biometric Residence Permit

If you have a Tier 4 (General) student 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 (Pg. 22). 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. Please wait for this email before coming to collect your BRP.

If, instead of the ACL code, you provided a postcode in Leeds in your immigration application then you will need to collect your BRP from a selected Post Office in Leeds. For more details, check the 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, then you should collect it within ten days of your BRP being ready for collection. More information is available at the International Student Office and at **students.leeds.ac.uk/brpcollection**

Register with the police

If your visa, BRP or decision letter tells you to register with the police, you are required to book an appointment to visit the police station, within 7 days of your arrival to the UK. You'll need to collect your BRP before you visit the police station, as this is one of the documents you'll need.

For the link to book an appointment and for more information, visit **students.leeds.ac.uk/police-registration**

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.

Checklist

- | | |
|--|--------------------------|
| Collect a welcome pack and attend your welcome talk (Pg. 7) | <input type="checkbox"/> |
| Contact family and friends to tell them that you have arrived | <input type="checkbox"/> |
| Attend an International Student Orientation session (Pg. 7) | <input type="checkbox"/> |
| Collect your Biometric Residence Permit, if required (Pg. 8) | <input type="checkbox"/> |
| Register with the police, if this is a requirement of your visa (Pg. 8) | <input type="checkbox"/> |
| Open a UK bank account, if you want to (Pg. 27) | <input type="checkbox"/> |
| Get your IT username and password (Pg. 21) | <input type="checkbox"/> |
| Complete University registration, pay academic fees and collect your student ID card (Pg. 22) | <input type="checkbox"/> |
| Visit your academic school and attend induction | <input type="checkbox"/> |
| Complete the academic integrity tutorial and test on the Library website.
www.leeds.ac.uk/vle/students/assess/academicintegrity | <input type="checkbox"/> |
| Register with a UK doctor, if you're eligible (Pg. 32) | <input type="checkbox"/> |
| Complete the online library induction courses (Pg. 18) | <input type="checkbox"/> |
| Buy essential items for your room and accommodation (Pg. 12) | <input type="checkbox"/> |
| Check the social activities and opportunities that Leeds has to offer (Pg. 40) | <input type="checkbox"/> |
| Explore the campus and city centre (Pg. 34) | <input type="checkbox"/> |
| Visit the Leeds University Union building (📍 32) and find out about the events, shops, services and venues (Pg. 42) | <input type="checkbox"/> |

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.

students.leeds.ac.uk/feelingathome

Postgraduate research induction – for new PhD students

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**

Coffee Connections welcome for spouses and partners

Start to build your community of friends and find out how to make the most of living in Leeds. For more information about our monthly Coffee Connections and to check upcoming dates visit

students.leeds.ac.uk/coffeeconnections

ACCOMMODATION

You may have already found permanent accommodation but if not, you should start looking as soon as you can. Finding the right accommodation will help you make the most of your time in Leeds.

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 do not qualify for the accommodation guarantee, the University may be able to offer you a place.

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

Unipol (📍 67) and Student Advice in Leeds University Union (📍 32) offer a service to check your accommodation contract.

We strongly recommend getting your contract checked before you sign.

Family accommodation

The University has limited family accommodation, so it is 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.

Student Advice

Leeds University Union (📍 32)

+44 (0) 113 380 1290

advice@luu.leeds.ac.uk

www.luu.org.uk/student-advice

Unipol Student Homes

If you're looking for private sector accommodation, Unipol can help. They 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.leeds.ac.uk

Finding housemates

Not sure who to live with? Why not talk to other students who are looking for housemates on the student noticeboard. You can look in Accommodation available and place a message in Accommodation wanted

www.unipol.org.uk/notice-board

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 Unipol or Student Advice before you sign it. Never pay a landlord any money before you sign the contract. More information and advice is available at

www.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, on the Rate Your Landlord website.

rateyourlandlord.org.uk

Once you get your keys and you're inside the property, check it thoroughly and consider how it compares with 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.

Contact the landlord straight away in writing of anything you're concerned about, such as missing or damaged items. If there is a burglar alarm, make sure the landlord gives you the code so you can start using it. Take meter readings on the day you collect your keys and contact your gas and electricity suppliers to provide these. Make sure you put the names of all your housemates on the bill too.

Check your bin collection days, where your bins are stored, and what items should go in your different bins.

www.leeds.gov.uk/residents/bins-and-recycling/check-your-bin-day

Once you are settled in to your new home, call round to your neighbours and introduce yourself. They may be able to keep an eye on your house while you're away, help with getting to know more about the community, and ensure you can communicate any problems that may arise during the year.

You can 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.

www.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.

Although the city centre is only a short walk from campus, the students' union building (📍32) has a range of shops where you can buy all your essential items, including groceries, books, stationery, cards, gifts and clothing. There's also an optician, bank and a variety of places to eat and drink.

www.luu.org.uk/places

Local shops

Across the road from campus, on Woodhouse Lane, there are many other shops, banks and cafés. More shops can be found in the city centre, Headingley and surrounding areas:

Morrisons is a large supermarket and a 10-minute walk from the University on Woodhouse Lane. This store sells a wide range of food and household items.

Sainsbury's have supermarkets in the city centre and Headingley and sell most items. There is a smaller store on Woodhouse Lane and a larger store on The Headrow.

Tesco Express is next to Central Village accommodation and also on Woodhouse Lane, just on the edge of campus. This store sells a selection of food and is open until late every day.

Wilko can be found on Woodhouse Lane, and sells most household items. A larger store with a bigger selection of household items is on Albion Street.

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

Argos is a store where you choose household and electrical items from a catalogue or online. To collect items, visit the city centre store on The Headrow.

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 and drink on campus

The University's catering service, Great Food at Leeds, offers a wide selection of fresh food at competitive prices. Whatever your tastes or dietary requirements, 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.

To help you budget for meals and save money, you can join the Refresh loyalty scheme. Simply download the 'Refresh Loyalty UniLeeds' app to save 10% on selected products and to earn loyalty points and free hot drinks. The Refresh app can be used in any of the Great Food at Leeds cafés.

To help reduce plastic waste, if you bring a reusable cup to any of our catering outlets you will receive a 20p discount off your hot drink.

www.leeds.ac.uk/greatfoodatleeds

Every Monday during term time, you'll find a farmers' market outside the students' union building on campus, selling a variety of fresh local produce including fruit and vegetables, cheese, bread and cakes. Students tell us it's one of their favourite weekly treats.





SUPPORT AND WELLBEING

SUPPORT AT LEEDS

There's lots of support at Leeds to help you manage your University life and develop skills to meet challenges successfully while you're here. You can choose from many activities and services across the University and in the students' union which can help you build friendships; maintain your wellbeing; navigate systems and processes; achieve academic success; and develop skills for your future. Our network of support and pastoral care includes people you can chat to informally; confidential support from specialist services; and independent advice from Leeds University Union.

Coming to the University may be different from what you've been used to, but we're all here to help.

The Partnership

The Leeds experience is delivered through a partnership between staff and students. Read more about it at partnership.leeds.ac.uk

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), is there to help and advise you on a range of areas 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 available 24 hours a day, every day of the year.

175 Woodhouse Lane (📍 65)

+44 (0) 113 343 5494 (general enquiries)

+44 (0) 113 343 2222 (emergencies only)

Student Advice

Professional and confidential help and advice is available from Student Advice in Leeds University Union. You can get specialist advice on housing issues, money and budgeting, academic procedures, or help with anything else. All of their help is free and completely independent of the University.

Leeds University Union (📍 32)

+44 (0) 113 380 1420

advice@luu.leeds.ac.uk

www.luu.org.uk/student-advice

 **@LUUAdvice**

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

Chaplaincy

The Chaplains are experienced at listening and offering support to students, whether you practise a particular faith or not. Drop in to the Emmanuel Centre for a tea or coffee, go along to events, talk to a Chaplain in confidence, or use their dedicated spaces for meditation, contemplation or worship.

Emmanuel Centre (📍 62)

+44 (0) 113 343 5071

chaplaincy@leeds.ac.uk

unichaplaincy.org.uk

Prayer and worship

If you practise a faith, you can be confident that you'll be able to follow your beliefs in Leeds and find support and information related to your faith. The University has a number of spaces on campus available for prayer and you can also find places of worship in the local community.

The Green Room and Cemetery Lodge are Islamic prayer rooms with washing facilities and prayer rooms for men and women.

The Green Room is on the side of the Conference Auditorium (📍 100), behind The Edge (📍 101). Cemetery Lodge (📍 46) is on Cemetery Road, opposite the Medical and Biological Engineering Building (📍 50A).

More information about these prayer spaces is available from Leeds University Union Islamic Society. **leedsisoc.com**

The Emmanuel Centre (📍 62) is a space on campus, opposite the Parkinson Building (📍 60), managed by the Universities' Chaplaincy in Leeds. Here you'll find a place to meet, pray, worship, share or reflect.

unichaplaincy.org.uk

You can find support and information related to your faith from chaplains and faith-based advisers, Leeds University Union student faith societies and contacts for different faiths in the local community. More information about places of worship, quiet contemplation spaces and faith-based support is at

**students.leeds.ac.uk/
prayercontemplationfaithsupport**

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 please 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 by visiting

students.leeds.ac.uk/settingupyoursupport

For more information and support, contact Disability Services directly.

Chemistry West Building

(building number 📍 55A)

+44 (0) 113 343 3927

disability@leeds.ac.uk

**students.leeds.ac.uk/
disabledinternationalstudents**



@UoLDisability

IMMIGRATION ADVICE

Please 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 or at a private appointment. 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. If you are planning to apply for an extension to your visa, we can help you through the application process.

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

Immigration rules and processes change very often so it is 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 cannot 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 stamp in your passport or Biometric Residence Permit to see if you are allowed to work. If you are 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 is very important to talk to your tutor or supervisor if you are going to miss part of your course. To notify the University if you have been ill and missed classes, follow the instructions on 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.

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 sub wardens 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.

accommodation.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. They 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

www.luu.org.uk/student-advice

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.

Library induction

We have four main libraries on campus: the Laidlaw, Edward Boyle, Brotherton and Health Sciences. Each library provides areas for silent individual study as well as flexible areas for group work, extensive computer facilities and Wi-Fi for laptop and tablet use.

During term time, our libraries are open seven days a week and have a variety of opening times to suit your needs – you'll need your student ID card to gain access. Our friendly, dedicated staff are always on hand to answer any questions and to help you get the most out of the library throughout your time at University.

You can find out about our online induction at **library.leeds.ac.uk/quickstart**

You can also use Minerva to check your library record and find opening times, as well as find books and articles using Search@Library.

library@leeds.ac.uk
library.leeds.ac.uk

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 our workshops, which include topics such as critical thinking and writing skills, or you can use our 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 programme.

www.leeds.ac.uk/language-support

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).

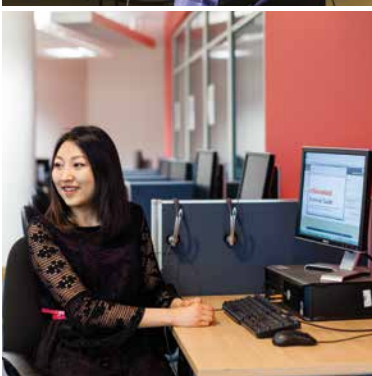
There are many options for language learning activities and advice drop-ins to help you study

www.leeds.ac.uk/languagezone

UniLeeds app

This app features your personalised timetable, your library record and the full library catalogue, campus maps, computer cluster availability, sports bookings, laptop loans, staff directory search, University news and events, information from the students' union and more.

It's designed to work on iPhone, and Android smartphones and also on tablets. A web app is provided for all other mobile devices. You can download it now at **it.leeds.ac.uk/mobileapps**





GETTING STARTED

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 wifi.

Get your username and password

You'll need a username and password to use computers on campus, start registration on Minerva, access your email, connect to wifi and much more. There are two ways of getting your username and password:

From a University cluster computer

1. Press Ctrl - Alt - Delete.
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 initial password you should change it online. 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

IT induction

We suggest that you go through the online IT induction course, which will introduce you to many of our IT facilities available. You can access this any time via Minerva at itinductions.leeds.ac.uk/students

Getting IT help

If you need any help, for example, connecting your phone, finding computer clusters or printing, our experienced IT Service Desk staff are there to give you IT support by phone, email or in person. The IT Service Desk is located on level 10 in the

EC Stoner Building (9 73)

+44 (0) 113 343 3333

itservicedesk@leeds.ac.uk

it.leeds.ac.uk

Minerva

Through one login you can access your student email (which is the common method of communication between you and the University), your personal timetable, your library account, announcements, useful links and much more. Spend some time familiarising yourself with Minerva when you first arrive; there will be guidance when you first log in to help you get started. You can use Minerva to update your personal details such as your address for use on official University documents.

minerva.leeds.ac.uk

You can access the Virtual Learning Environment (VLE) through Minerva. The VLE has a range of learning resources including: module information, handouts and lecture notes, module reading lists, and access to free Rosetta Stone language learning software.

Free software

You'll be provided with an email account on the Office 365 service, offering secure access, wherever you are, to your email, calendar, contacts and tasks. As part of the Microsoft Office 365 suite of services, you can install up to five copies of Office Pro Plus at no cost. Find out more at

it.leeds.ac.uk/office365

For information on the range of free or reduced cost software available to you visit it.leeds.ac.uk/software

REGISTRATION

All students at the University need to complete registration. 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.

Before you start the registration process, we strongly recommend that you read the information in this guide, attend a welcome talk (see page 7) and visit

students.leeds.ac.uk/registration

International Foundation Year students

Your joining instructions were sent 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).

Study Abroad, Exchange and Erasmus+ students

You'll receive emails from the Study Abroad Office before you arrive. These emails will include 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 Reception, Level 3, Parkinson Building (📍 60).

The flow chart on page 25 shows a step-by-step guide to registration.

To register you'll need:

- your student ID number (this is the nine digit number shown on your offer letter)
- 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.



It's normal for registration to take a few days, as you will need to show some documents and visit more than one location.

Original academic document checks

Please check your offer letter as you may need to show original academic documents before you can start online registration. If you're required to show your documents, please take them to:

All undergraduates and taught postgraduates

Go to your school (subject) office.
Ask staff at the Student Services Centre 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).

Other document checks

As you work through online registration you may need to show documents relating to your admission or fee payment. 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. This is nothing to worry about – we just need to make a check.

Getting help with your registration

You may need to ask us some questions to help you complete the registration process. You can ask for help in the Student Services Centre if you can't log on or have problems completing any part of registration.

You can contact 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 (📍 77).

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 21 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. Don't worry if it takes a few days to register – this is normal. You can leave the online registration process at any time and return to it later. The information you've already given will be saved.

To complete your identity checks and to collect your student ID card, you'll need to take identity documents and an electronic or printed copy of your registration with you. If you decide to complete your identity check before you complete online registration, you will not have access to your registration certificate, so bring a document which shows your student ID number instead.

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, 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. You'll need to visit the Student Services Centre counter in the Marjorie and Arnold Ziff Building (📍77).

Find out how and when you can visit at **students.leeds.ac.uk/studentsservicescentre**

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. If you chose to collect your Biometric Residence Permit (BRP) from the University, you should be able to 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.

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.

Registration steps

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



PAYING FEES

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

If you'll be studying a pre-session course with the Language Centre, you can check how you'll pay your fees at

www.leeds.ac.uk/languages

All other students will 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

Please do not use cash or bank draft as a payment method. Do not use third party agents to transfer payments to the University, as this can significantly increase the risk of financial crime. We have a variety of secure payment routes available, which we recommend you use.

students.leeds.ac.uk/howtopay

Payment in full

Make your payment online (step six of the online registration process), at

students.leeds.ac.uk/feescharges

or in person at the Cashiers counter in the Student Services Centre.

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.

Pay the first instalment online (step six of the online registration process) or at

students.leeds.ac.uk/feescharges

or in person at the Cashiers counter in the Student Services Centre.

When your UK bank account is open, you'll need to enter the account details to arrange payment of your second instalment by direct debit.

A direct debit allows a third party to transfer money from your bank account on agreed dates through an agreement with the bank.

For further information please visit

students.leeds.ac.uk/bankaccounts

Sponsored students

If your fees are being paid by a third-party organisation, you'll need to show the Fees department your sponsor or scholarship letter. If you have a partial scholarship or sponsorship, which doesn't cover your full fees, you'll need to arrange payment of the balance by one of the methods mentioned previously.

Show your sponsor or scholarship letter at the Student Services Centre counter in the Marjorie and Arnold Ziff Building (📍77).

If you can't complete step six for one of the following reasons:

- our fees department have not received your sponsorship letter
- our fees department have not received confirmation of a University scholarship
- your funds are temporarily delayed
- you have an outstanding debt to the University.

You will need to follow these instructions:

- log back into online registration when your funding issues are resolved to complete steps six and seven
- if you have difficulty making an online payment by debit or credit card, visit the Cashiers counter in the Student Services Centre, Marjorie and Arnold Ziff Building (📍77).

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.

Can I open an account?

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 the best bank account for you. Check to see how long you need to be in the UK to open each specific account. You can find it at students.leeds.ac.uk/bankaccounts

What documents do I need?

This will depend on which bank and which bank account you choose. Check the list of documents on the bank account comparison table, or check with the bank directly.

Bank introduction letter

If you have a permanent home address outside of the UK and a term time address inside the UK, once you have correctly entered or updated these during online registration, the University will email you a bank letter the following working day. If you make any changes to your addresses or name you will receive an email with an updated bank introduction letter the following working day. 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. students.leeds.ac.uk/internationalstudents

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.

Student Advice in Leeds University Union (📍 32) can help with budgeting and offer advice on managing your money and financial issues.

www.luu.org.uk/student-advice

MODULE ENROLMENT

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 username and password you can complete module enrolment online. 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 during module enrolment.

Your course is made up of modules which are each worth a certain number of credits that contribute towards your degree.

Compulsory modules – these modules have to be taken as part of your course and you'll be enrolled for these automatically.

Optional modules – you may have to take a certain number of optional modules, which are important to your course, but you'll be able to choose these from a list.

Discovery modules – most 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 isn'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 postgraduate taught 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.

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 school.

Step 3 Log in to Minerva, at minerva.leeds.ac.uk using your username and password.

Step 4 When you're ready to enrol on your modules click  in the top right corner and log in to Student Services, then click Modules/Timeatables and follow the on-screen instructions. You'll be able to view your compulsory modules, check your personal timetable and then choose your optional modules and/or Discovery modules. Make sure you check your timetable to avoid any clashes.

Step 5 Once you've made your final selection, view and confirm your module choices.

Other students

If you are a Study Abroad, Exchange or Erasmus+ student, you cannot 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 do not need to complete module enrolment online.





LIVING IN LEEDS

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 is important you learn about UK crime prevention and take sensible 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.

For more information visit
students.leeds.ac.uk/safety

Who to contact

If you are on the University campus, or in University accommodation, you should contact the University's Security Office in an emergency. If you are in the city centre, elsewhere in Leeds or further away, you can contact the police to get urgent help.

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 (📍 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 has its own campus police officer, PC Becky Hurrell.

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 are on campus call **+44 (0) 113 343 2222**.

www.westyorkshire.police.uk

Getting home safely

LUU Nightbus and Walk Safe scheme

The Leeds University Union Nightbus will take you from the entrance of the students' union building (📍 32) to your home for just £1.

This service operates via a booking system and, as seats are limited, you should always plan an alternative way home. You can book the Nightbus at the front door of the students' union building with the security staff. Where possible, our security staff will walk you to your taxi as part of the Walk Safe scheme.

www.luu.org.uk

Amber Cars 'no cash' taxi service

If you find yourself stuck without money and unable to get home, Amber Cars will take you home in exchange for your student ID card. Your card will be dropped off at Leeds University Union (📍 32) and you can pick it up from there and pay your taxi fare when it's convenient.

+44 (0) 113 231 1366
www.taxileeds.co.uk/students

HEALTHCARE

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

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

Register with a local doctor/general practitioner (GP)

You should register with a local GP surgery as soon as possible once you arrive in Leeds. To register you'll need to go to a doctor's surgery and take the following documents:

- proof of your identity
(eg passport, driving licence)
- proof of your student status
(eg student ID card, offer letter)
- proof of your Leeds address
(eg accommodation contract)

You can find a list of doctors on the NHS website
www.nhs.uk/service-search

Leeds Student Medical Practice is the closest doctor's surgery to campus (📍 110). Their website has health advice and information about booking an appointment to see a doctor. Same-day appointments may be available if you visit early in the day.

www.leedsstudentmedicalpractice.co.uk

For non-emergency medical treatment, you should see your local doctor (GP).

Hospital

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.

Accident and Emergency department (A&E)

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. If you are on campus call **+44 (0) 113 343 2222** and Security staff will arrange an ambulance. Off campus, you can make a free call from any phone to the emergency services by dialling **999**.

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. However, if you're hospitalised and require further treatment, you may be charged. If you are prescribed medication you will pay a set NHS rate per item, currently £8.80, at the pharmacy when you collect the prescription.

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

If you will be in the UK for less than six months, you will not have paid the IHS. This means that you'll only get a limited number of services free and will be liable for the costs of any hospital treatment. These costs can be very high, so in this case you are advised to arrange medical insurance.

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 GP surgery to find out if you are eligible to receive the vaccine.

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

Dentists

Services from dentists are not usually free, but there are many dentists in Leeds if you need treatment. You can search for a local dentist online or call **111** to speak to an adviser.
www.nhs.uk/service-search

If you need emergency dental care, call **111** for advice.

Opticians

If you need eye care, glasses or contact lenses, services from opticians are not usually free. There is an opticians based in the students' union, or for a list of local opticians, visit
www.nhs.uk/service-search

For more information about healthcare visit
students.leeds.ac.uk/internationalstudentshealth

EXPLORING THE CITY

Leeds is home to over 60,000 students. It's famous for being a centre for arts, sports, leisure, entertainment and nightlife, so it really does have something for everyone. Leeds is full of experiences, easy to explore and will soon be your new home.

Arts and culture

Leeds has several theatres including Leeds Grand Theatre, Carriageworks and West Yorkshire Playhouse – all the theatres offer discounts for students, so make sure you ask. You could also visit the University's very own stage@leeds on campus, which regularly hosts a range of performances.

Places that are free to visit in the city include Leeds City Museum, the Royal Armouries and Leeds Art Gallery. On campus, the two Leeds University Library Galleries, Treasures of the Brotherton and The Stanley & Audrey Burton Gallery, house collections that will take you on a journey through history, imagination, art and culture. Our new art trail will help you explore the University's impressive collection of public artworks across the campus too.

library.leeds.ac.uk/galleries



@LULGalleries

Local sport

Leeds is home to some great sporting teams including Leeds United Football Club, Leeds Rhinos and Leeds Carnegie rugby clubs. You can also see live Test Match cricket at Headingley stadium.

Shopping

You'll find a mix of high street favourites, exclusive boutiques and vintage stores all within easy walking distance. With Victoria Gate and Trinity Leeds, the city offers fantastic retail and leisure facilities right in the city centre.

A large number of clothes stores offer a student discount, although they may not always advertise it, so remember to ask.

Food and drink

You're never far from a fantastic restaurant, café or pub, whether you're in the city centre or the popular student suburb of Headingley. Many restaurants and cafés have special deals for students or early bird menus ideal for a student budget.

More information about local shops and places to buy food in Leeds and the surrounding areas can be found on page 12.

Nightlife and music

Leeds nightlife is known for its diversity, with music to suit all tastes. There are plenty of live music venues in the city, including the 13,500 capacity First Direct Arena, the O2 Academy and Brudenell Social Club. The University's Refectory has hosted top bands and artists, including Arctic Monkeys, Kaiser Chiefs and Bastille. For more information visit

www.luu.org.uk

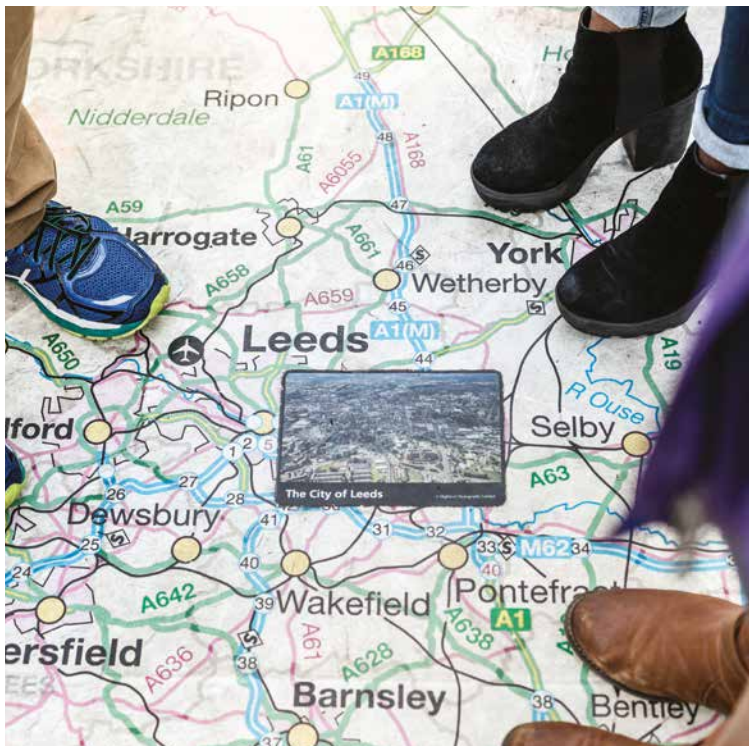
Green space

Sitting in the heart of Yorkshire, surrounded by beautiful, accessible countryside, Leeds is one of the greenest cities in Britain, with several large parks across the city – all of which are great for walking or relaxing. The fantastic location means there are many historic towns, villages and natural beauty spots nearby.

City events

Few cities have such a varied calendar of performances, activities and festivals. Some highlights include Light Night, Leeds International Film Festival, Ice Cube Outdoor Ice-Skating Rink and the Leeds West Indian Carnival.

For more information visit
www.leeds.gov.uk/leisure
www.visitleeds.co.uk/whats-on
leeds-list.com



FINDING YOUR WAY AROUND

Leeds has a compact city centre and good public transport services, making it easy to get around. The University is committed to reducing its carbon emissions so we encourage you to walk, cycle and use public transport wherever possible to reduce our impact on the local environment.

You can view the University's travel guide online with information on all your travel options at

sustainability.leeds.ac.uk/travel-guide

Walking

Walking is one of the easiest, healthiest ways to get around Leeds and is good for your bank balance. You'll see many of our students walking to and from the University or city centre all year. 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. If you're unsure of the best walking route to your destination, take a look at WalkIt which gives you a route map including step count and carbon saving. **walkit.com/cities/leeds**

Cycling

Many of our students also choose to cycle to the University, which is convenient, cheap and quick. We provide cycle parking across campus and all of our residences have secure cycle storage.

You can hire a bike at a low cost from the Bike Hub on campus which is located between the EC Stoner Building (📍 73) and Roger Stevens Building (📍 89). Hire bikes are £22 for three months (plus a returnable deposit). You can re-hire if you wish to keep your bike for longer and can book a bike in advance online. The Bike Hub is open to all cyclists at the University, offering bike maintenance facilities and support, as well as information on cycle storage, routes, safety and training.

transport@leeds.ac.uk

sustainability.leeds.ac.uk/sustainable-transport/bike-hire

Buses

During the day buses run past the University up to every three minutes and all services go into the city centre for easy access to the city bus station or train station. Journeys on FirstLeeds services 1, 6, 28 and 97 cost just £1.20 for any single journey between the University steps and Headingley. You will need to show your student ID to get this reduced student fare. 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.

FirstLeeds offers student discounts on a variety of monthly and term-time tickets for use on all FirstLeeds buses in Leeds. Daily and weekly tickets can be purchased on the buses. All FirstLeeds buses are fitted with Metro's YourNextBus real-time technology, so you can find out exactly when your bus is due. **www.firstgroup.com/leeds**

Leeds CityBus service links up key locations around the city centre. The cost is £1 per journey. Find out more at **www.wymetro.com/buses/leeds-citybus**

For anyone under the age of 26, or over 26 and a student in full-time education, who regularly use buses and trains, Metro offers a 19-25 or Student PhotoCard MCard, currently priced at £23.40 per week or £88.60 per month, providing travel throughout West Yorkshire (rail zones 1-5 and countywide buses). Termly tickets are also available. **m-card.co.uk/the-cards/19-25-photocard**

Coach travel

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).

For more information visit **www.nationalexpress.com**
uk.megabus.com

Trains

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.

Buying two single tickets may sometimes be cheaper than buying a return ticket. You can buy tickets at Leeds Train Station or through the National Rail Enquiries website at **www.nationalrail.co.uk**

National Rail offers a Railcard for people aged 16–25, currently priced at £30 (for one year) or £70 (for three years). You can also get one if you're over 25 and in full-time study. Additionally, there are other Railcards available for those who travel with children and for two people who travel together. Find out more at **www.railcard.co.uk**

If you require extra assistance with your journey, contact staff at the train station. You can find further information at **www.nationalrail.co.uk/stations**



If you want to explore some other great places in the UK, have a look at the Give it a Go and Get Out Get Active trips which you can join. See page 43 for more information.

Taxis

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 take a marked taxi car, 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 2117

Arrow Cars +44 (0) 113 258 5888

City Cabs +44 (0) 113 246 9999

Streamline Taxicabs +44 (0) 113 244 3322

Finding your way around the campus and city

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.

There's also a map of the campus and city in your welcome pack, showing the location of campus buildings, shops, places to eat, visitor attractions and locations of travel centres where you can buy train and bus passes.

You can find out more about travel options on our website at **students.leeds.ac.uk/localtransport**

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, you can find detailed information about the UK school system, childcare and family-friendly activities at

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.

www.leeds.gov.uk/residents/children-families-and-carers/schools-and-learning

Childcare

In the UK childcare can be quite expensive and 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 children 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. Spouses and partners can also use the University's sports facilities.

Coffee Connections is a network for the partners and families of students and staff to meet regularly. Make new friends and share ideas about how to make the most of living in Leeds at our monthly events. Enjoy free tea, coffee and cake. Children are welcome too.

students.leeds.ac.uk/coffeeconnections

Leeds University Union runs regular events open to families, including the Give it a Go programme. Children and partners are welcome to join their range of trips to places and attractions around the UK. You can search for events including trips and those listed as child friendly at

www.luu.org.uk/giag

Global Café is a great place to bring your family. Come along any Monday evening when the University is open and enjoy free refreshments and activities with others.

www.leeds.ac.uk/globalcafe

The International Students' Club on Wednesday evenings welcomes families and has a calendar of events throughout the year.

www.facebook.com/ISCLeeds

More information about activities for families in Leeds, including leisure activities, community groups and classes, is available from the Family Information Service.

Visit their website for more details.

familyinformation.leeds.gov.uk





ACTIVITIES AND OPPORTUNITIES

ACTIVITIES AND OPPORTUNITIES

Your experience here will involve much more than your academic studies. This section highlights just some of the opportunities available which will enrich your University experience and prepare you for your career.

Leeds for Life

The Leeds for Life website gives you access to a wide range of opportunities to develop your skills, broaden your experience and contact our alumni to discuss their career profiles via the Leeds Network. The Personal Development Timeline provides a place to keep a personal and active record of all you've done and achieved.

www.leeds.ac.uk/leedsforlife

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.

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.

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 an integral part of Leeds for Life and 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.

By using the opportunities section on Leeds for Life, you can search for volunteering roles across Leeds with over 160 different charities and community organisations. Once you've found the role you're looking for you can contact the organisation directly to discuss the application process in more detail.

Volunteering may be doing arts and crafts with older people or assisting with a weekly community garden, there are lots of roles available.

You could come along to one of the volunteering taster sessions, volunteer in a local school through the Students into Schools scheme, or help out with one of the University's own sustainability projects such as the Sustainable Garden. You could even apply for a cash grant from the Leeds for Life Foundation to help you to set up your own project.
students.leeds.ac.uk/globallocal
leedsforlife.leeds.ac.uk/opportunity
leedsforlife.leeds.ac.uk/home/thefoundation
sustainability.leeds.ac.uk/get-involved

Leeds University Union has many student-led volunteering societies where you can help with one of the great community projects in Leeds or abroad.

www.luu.org.uk/clubs-and-societies/volunteering



@LeedsVolunteer




University of Leeds Volunteering

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 can also advise on work experience opportunities.

In addition to providing individual advice and guidance, there are careers workshops and events throughout the year. They also advertise employment and experience opportunities on behalf of employers.

careerweb.leeds.ac.uk

 /LeedsUniCareers

 @LeedsUniCareers

The students' union Joblink service can help you find student-friendly employers. Find out more at www.luu.org.uk/jobs

Study abroad

Studying abroad is a great way to experience another culture, make friends, have fun, and at the same time develop skills valued by employers. If you're interested in applying and spending a year abroad visit students.leeds.ac.uk/studyabroad

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. Find out more below and online at

www.leeds.ac.uk/globalcommunity

 /globalcommunityleeds

 @LeedsGloCo

Global Café

Come to the 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. You can also get involved with a range of activities at Global Cafe+ events throughout the year.

www.leeds.ac.uk/globalcafe

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

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 Reps Forum and 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.

www.luu.org.uk/representation/postgraduates

 /LeedsDoctoralCollege

 @LeedsDocCollege

Leeds University Union

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 and a sofa.

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

www.luu.org.uk/clubs-and-societies

Give it a Go trips and 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. Join our day trips throughout the year where you can visit different parts of the UK. Find out more at www.luu.org.uk/giag

Sport and physical activity

Staying healthy and keeping fit are an important part of your experience and we have excellent facilities and opportunities for you to enjoy being active. The Edge (📍 101) is our on campus state-of-the-art fitness suite and 25 metre, eight lane swimming pool, which also offers an extensive exercise class programme, indoor sports halls, squash courts, climbing wall and much more.


If you live in University of Leeds accommodation you get a basic Edge membership included as part of your rent, so go for a tour of The Edge and see all that is on offer.

A great way to meet new people is to get involved in sport at the University. You can choose to join one of the sports clubs; to find out more and speak with the club captains, visit the fairs during Freshers' Week or go to www.luu.org.uk/clubs-and-societies

We also run weekly leagues you can join with your friends in many sports such as football, netball and hockey with over 3,000 students participating every year.

For more information visit www.leeds.ac.uk/sport

 /theedgeleeds

 @TheEdgeLeeds

 /theedgeleeds

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.

www.leeds.ac.uk/getoutgetactive

 /GOGALEEDS


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.

students.leeds.ac.uk/outofterm

International Students' Club

The International Students' Club meets every Wednesday from 18.00 to 20.00 in the Wilson Room, upstairs in the Emmanuel Centre (📍 62). Make new friends, share your culture and have fun. For more information visit their Facebook page or contact Anna Spiegel a.spiegel@leeds.ac.uk

 /iscleeds

ESN Erasmus and International Exchange Students Society

This society provides support to all the international and Erasmus exchange students throughout their British university experience. Make the most of your time in Leeds and meeting people from all over the world through socials, activities, trips around the UK and language exchange. Find out more at www.luu.org.uk/esn-erasmus-international-exchange-students

 /ESNLeeds

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



/BCIUL



@LeedsConfucius

Out of term time activities

We know that lots of students are in Leeds over the Christmas, Easter and Summer break, so there are lots of events and activities which you can get involved with to make the most of this time of year.

students.leeds.ac.uk/outofterm

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.

students.leeds.ac.uk/cultureshock

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

Unity

Unity activities highlight our shared values and commitment to 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



/Unity Events







@LeedsGloCo



/globalcommunityleeds



/universityofleeds



/universityofleeds

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**



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