PRE-DEPARTURE BRIEFING
Congratulations

Discover what it means

#ToBeLeeds
Pre-Departure Briefing

We hope that you will learn more about:

• The University
• The City
• Accommodation
• The Visa Process
• Travel, arrival and settling in
• Key dates and term dates
• Preparing for your studies and life at Leeds
• Student support
• Helpful contacts
• Live Pre-Departure Q&A
The University

• Established in 1904, and a Russell Group University

• 38,000 students with 9,000 international students from over 170 countries

• Top 10 in the UK for Research (REF 2014)

• 11th in the UK (Guardian University Guide 2019)

• Top 50 most international universities in the world (Times Higher Education 2018)

• World top 100 universities (QS World University Rankings, 2019)

• Gold rating in the first Teaching Excellence Framework (TEF 2017)

• Top 10 in the UK targeted by graduate employers (High Fliers 2019)
The Campus

Don’t forget to watch our tour of the campus!
Student Life

- 94% students happy with studies and 87% would recommend studying at Leeds (ISB 2018)
- 3rd in the UK for student experience (Times Higher Student Experience Survey 2018)
  - 2nd for societal experience & university facilities
  - 5th for student welfare
- Excellent student support available
- Dedicated International Student Office
- Welcome and orientation programme
- Personal tutors
- Skills Centre
- Leeds Student Medical Practice
- Leeds University Union
Facilities

• We have 4 libraries with over 4,000 study spaces on campus!
• Computer clusters
• Award-winning innovative teaching spaces
• Minerva: Virtual Learning Environment
• Language Centre

Third for teaching in the Russell Group

National Student Survey 2019
The Edge

Indoor and outdoor facilities for sports such as:

- football
- badminton
- rock climbing
- table tennis
- squash

Olympic sized swimming pool

- female only sessions
- currently undergoing renovation – opening next month

One of the largest fitness suites of any UK University with and over 220 fitness classes per week, including:

- yoga
- spinning
- Les Mills classes
- Zumba
Leeds University Union

- One of the largest student unions in the UK.
- There are over 350 student-led clubs and societies you can join!
- Experience live music, shops, cafes, bars, and nightclubs.
- Always find someone to talk to at the Student advice centre.
- Read our ambassadors blogs about the union via www.leeds.ac.uk/linktoleeds

Check out the clubs and societies before you arrive and start planning your events:
www.luu.org.uk

Don’t forget to watch our tour of the union!
Paying your fees

We recommend you pay your fees via Flywire which allows you to:

- Pay in over 70 currencies
- Pay by bank transfer, international credit / debit card
- Eliminate bank fees
- Enjoy excellent exchange rates
- Track your payment from start to finish
- Pay from any country and any bank
- Enjoy 24/7 dedicated multilingual customer support

www.leeds.flywire.com

For more information about paying your fees, please visit: students.leeds.ac.uk/howtopay

For information about deposits for our Masters courses: www.leeds.ac.uk/tuitionfeedeposits
Employability and Opportunities

• Unique ‘Leeds for Life’ approach
• Focus on employability across all student activity
• Emphasis on career development and employer engagement from day one
• Work placement opportunities with all programmes
• Study abroad options
• Flexibility and choice through ‘discovery themes’ which include ‘enterprise’ modules
• Placement and graduate job search app
• Part-time work advertised via Job Link

Top 10 most targeted UK university by graduate employers

The Graduate Market in 2019, High Fliers Research
Career Centre

We have a dedicated Careers Centre which offers a range of services, including:

- Drop-in appointments
- Employability workshops and talks
- Occupations & employer information
- 250+ employer events on campus
- Job hunting techniques
- Voluntary work
- Self-employment – SPARK team offer support and funding to students who want to start own business
- Placement and graduate job search app

careerweb.leeds.ac.uk
Recent graduates have gone on to work with…
The City of Leeds

- 3rd largest city in the UK
- One of the UK’s largest centres for business, legal and financial services
- Excellent transport links
- Multicultural, vibrant student city
- Located in Yorkshire
- Centre in the North of England for sports, the arts, theatre, opera and music
- Over the last 10 years, £3.2bn worth of major development projects have been undertaken in Leeds

Find out more: www.visitleeds.co.uk
The City of Leeds

Don’t forget to watch our tour of the city!
Explore the Yorkshire Dales and beyond…

Leeds has excellent transport links and you can easily explore the local area and further afield

- Good train websites: [www.thetrainline.com](http://www.thetrainline.com) & [www.nationalrail.co.uk](http://www.nationalrail.co.uk)
- We recommend getting a student rail card to save on your train tickets
- Taking the Mega Bus or National Express coach is also a cost-effective way to see the UK
- Get Out Get Active (GOGA) trips: [sport.leeds.ac.uk/sport/get-out-get-active/](http://sport.leeds.ac.uk/sport/get-out-get-active/)
- LUU activities and events: [www.luu.org.uk/union-events](http://www.luu.org.uk/union-events)

Check out our blogs from our recent trips!
Accommodation

Guaranteed for international students: deadline to apply was 1 July 2019

- If you apply late we will still try to provide accommodation.
- Wide range for undergraduates and postgraduates
- Family accommodation – limited supply and a long waiting list
- Temporary single accommodation is available
- Accommodation is allocated from late July to early September
- £200 deposit and 4 days in which to accept/reject our offer to you

Find out more: accommodation.leeds.ac.uk
University Accommodation

- Rent includes internet access, “Edge Club” off peak sports membership, energy costs and insurance to cover your belongings
- Pay rent in 1, 3 or 8 instalments (£200 deposit)
- Residences have a warden (and subwardens) to provide support and there is a 24 hour security service
- Residents’ committee of elected students organises social programme for each residence
- Opportunity to make new friends from different places
- Accommodation contract is binding but you can apply to change to a different University room after the first 2 weeks

**Advantages:** Secure, sociable, supportive, well maintained, flexible and you have a Leeds address before you leave home
Private Accommodation

Lots of good quality private-sector accommodation from good landlords e.g. Sky Plaza, Plaza, Concept Place, Downing, IQ, Opal 3

- **Use UNIPOL and Student Advice Centre**
- Don’t commit to a house without seeing it. Get your contract checked before signing!
- Stay in university temporary accommodation while you look
- International Accommodation Assistants can help in Sept

www.unipol.org.uk/leeds

www.leedsuniversityunion/helpandadvice/housing

**Advantages:** You can choose your flatmates, more 51 week contracts

Read Najwa’s blog on ‘Renting in Leeds 101’
Estimated Cost of Living

Cost of living*: £1,015 per month

* This is the UKVI figure. Cost of living may vary depending on lifestyle but Leeds is one of the most cost effective cities in the UK

Cost of accommodation:
Self Catered: £3,822 – £7,905
Catered: £6,162 – £8,229
Private: varies - huge range available
Contract lengths of accommodation may vary

For FAQ’s, read through our live event on ‘Everyday life and the cost of living in Leeds’
Information on visas may vary by country. Be sure to check the following websites before applying:

- [www.vfsglobal.co.uk/](http://www.vfsglobal.co.uk/)
- [visas-immigration.service.gov.uk/apply-visa-type/tier4](http://visas-immigration.service.gov.uk/apply-visa-type/tier4)
- [www.leeds.ac.uk/immigration](http://www.leeds.ac.uk/immigration)
- [www.ukcisa.org.uk](http://www.ukcisa.org.uk)

Our Immigration Advisors can be contacted for assistance:

- [www.leeds.ac.uk/immigration](http://www.leeds.ac.uk/immigration)
- E-mail: [internationalstudents@leeds.ac.uk](mailto:internationalstudents@leeds.ac.uk)
- Tel: +44 113 3433930

**Check for:**
- Submission/collection times
- Visa fee payment methods
- Specifications for photos and supporting documents
- Medical Requirements
- Tracking your application
- Changes in application policy
- Any country updates
Visa and Immigration

• Some nationals intending to remain in the UK for more than 6 months need to apply for entry clearance/visa before leaving the country.

• You may not be allowed to enter the UK if you arrive without a valid entry clearance/visa.

• Entry clearance/visa can be processed within 15 working days from the date of your visa appointment if all documentation is in order but apply as soon as possible!

• You may be called for an interview, in which case you will be notified of an interview date and time.

Have the following ready for submission:

• Completed Tier 4 application
• 2 passport-size photos taken against light background
• Passport valid for at least 6 months
• Confirmation of Acceptance of Studies (CAS)
• Certificates and transcripts of all qualifications
• Accommodation information (can be ‘C/O University of Leeds’ if unsure)
• Sources of funding: fixed deposits, bank statements etc
• TB test results

Note: Each dependant will require individual entry clearance/visa

Submit the above plus marriage certificate and birth certificates.

For more info, visit: www.leeds.ac.uk/immigration
or contact our immigration advisers: internationalstudents@leeds.ac.uk
Visas

Proof you have funding for 1st year of tuition fees and living costs

Living costs stipulated by UKVI are £1,015 per month so: £9,135 for a year

• Original Bank statement from account in your name/parents’ name (need to provide original birth certificate and letter from parents)
• The full funding for tuition fees can either be shown in the bank account statement, or a full fee payment to UoL in advance or a half fee payment, with the other half being in the bank statement
• Bank statement must show money in account for at least 28 days on visa application date AND statement must be no more than 31 days old
• Financial documents showing currency conversion. Write balance in £ sterling according to rates at: www.oanda.com/convert/classic

Any problems or questions, email the University of Leeds Immigration Advisors: internationalstudents@leeds.ac.uk
Visa & Health Surcharge

Unconditional UG/PG offer holders

- Your visa will be a sticker in your passport (vignette) which is valid for 30 days. You must travel to the UK within that time period and then **collect a Biometric Residence Permit (BRP)** within 10 days of arriving in the UK.

- The BRP can be collected from the University of Leeds and this is the visa which is valid for the full duration of your course, use ACL code: 2HE422 on your application.

- We recommend you **DO NOT USE the e-gates** when entering the UK! University and Home Office need an entry stamp in your passport.

---

Immigration Health Surcharge:

- You are required to pay a health surcharge as well as the visa fee.
- Without payment, your application will be refused.
- £300 for every year of your visa
  - 3 year UG fee: £1050 as the visa will be valid for 3 years and 5 months
  - 1 year PG fee: £450 as the visa will be valid for 17 months
- Payment is made after completing the Tier 4 visa application form [visas-immigration.service.gov.uk/apply-visa-type/tier4](visas-immigration.service.gov.uk/apply-visa-type/tier4)

---

For more info, visit:
[students.leeds.ac.uk/info/21506/your_visa](students.leeds.ac.uk/info/21506/your_visa)
Travel, Arrival and settling in
Getting to Leeds

- Fly to Leeds Bradford airport if possible but there is an easy train connection if you arrive at Manchester, London or other airports. **Taxis are expensive!**
- Cheaper if you book trains in advance with [Trainline](https://www.trainline.co.uk) or [National Rail](https://www.nationalrail.co.uk)

- Hand luggage: pack important documents, medication, British Pounds (£) for food and transport and a change of clothes.
- Bring a warm coat and wear warm clothes on the journey- but remember you can buy most things here in Leeds!
Key Dates

**Meet and Greet Service:** 13 - 20 September, 08.30 - 22.00
- Available at Leeds train station or Leeds Bradford Airport
- Look out for the friendly students in green t-shirts ready to answer your questions.
- Book your place: [www.leeds.ac.uk/meetandgreet](http://www.leeds.ac.uk/meetandgreet)
- Any questions email: [internationalwelcome@leeds.ac.uk](mailto:internationalwelcome@leeds.ac.uk)

**International Welcome Week:** 16 - 22 September

**International Orientation Sessions:**
- Undergraduate: 19 September, Postgraduate: 20 September

**Freshers Week:** 23 - 29 September

For more info, visit [www.leeds.ac.uk/internationalarrival](http://www.leeds.ac.uk/internationalarrival)
Term Dates

Terms

Autumn term
Monday 30 Sept to Friday 13 Dec 2019

Spring term
Monday 13 Jan to Friday 27 Mar 2020

Summer term
Monday 27 Apr to Friday 19 Jun 2020

Semesters

Autumn semester
Teaching begins: Monday 30 Sept 2019
Teaching ends: Friday 13 Dec 2019

Spring semester
Teaching begins: Monday 27 Jan 2020
Teaching ends: Friday 8 May 2020

NOTE:
Start dates for courses vary so check your offer letter, email or school website for details.
Make your daily and weekly plans

Download the ‘Your Arrival’ Guide 2019

Get information on:
- Opening a UK bank account
- Paying academic fees
- Starting the University registration
- How to take part in welcome and orientation activities
- Registering with a doctor

Check out activities happening during this time at:
www.leeds.ac.uk/internationalarrival
www.luu.org.uk

YOUR ARRIVAL

A welcome guide to the University
### Study in the UK

#### Forms of Assessment

<table>
<thead>
<tr>
<th>Forms of Assessment</th>
<th>Typical Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Traditional examination</td>
<td>• 50 Pass</td>
</tr>
<tr>
<td>• Project – individual/group</td>
<td>• 60 Good</td>
</tr>
<tr>
<td>• Presentations</td>
<td>• 70 Distinction</td>
</tr>
<tr>
<td>• Assessed Essays (3000 words plus)</td>
<td></td>
</tr>
<tr>
<td>• Dissertations (10,000 words plus)</td>
<td></td>
</tr>
</tbody>
</table>

#### How to do well…

- Use analysis NOT description
- Check the breakdown of what you win marks for in each module
- Drafts and plans to your tutor in advance
- Hand in dates – organise as may conflict with other work
- Check you’ve done your references in the correct style
- Attend skills classes on Plagiarism, note taking, essay structures, academic writing
- Visit Skills @ Library
Preparation for Study

- Find out about the UK and Leeds- **talk to a current international student.**
- Prepare for Culture Shock – but don’t panic!
- Sign up to a free online course by the British Council: [Study UK: Prepare to Study and Live in the UK](https://www.britishcouncil.org/)
- Listen to the language and accents ([www.bbc.co.uk](http://www.bbc.co.uk)) or watch some British Netflix series!
- Prepare for the weather! It is always a good conversation starter!
- More about safety in the UK: [study-uk.britishcouncil.org](http://study-uk.britishcouncil.org)
- Do some leisure reading
Understand YOU!

Undergraduate degrees are 3 years while Masters are only 1 year!

Start to think:
- What is my plan?
- What do I want to achieve?
- What employability skills would I like to obtain?
- How can I build my professional network?

People learn in very different ways – visual, auditory, logical, social, private…

Having an understanding of how you best learn is very useful
Some valuable skills…

**Note taking and effective reading**
- The volume of reading at degree level is one of the most **challenging** aspects – everyone finds this tough at first.
- Developing your reading skills in order to be able to **skim read** and **extract** the main points from articles and textbooks is a good investment of your time.
- **Effective** note taking means you can transform lecture and research notes into essays, presentations, reports and revision.
- Try the **Skills@Library** reading or note-taking tutorials.

**Time Management**
- Avoid comments like: "My work always takes longer than I expect it to" and "I only study when there’s the pressure of a test."
- Study at the **same time** everyday: make it a habit and make use of free hours during the school day, scheduling difficult tasks for your most alert times.
- Space study periods: 50 to 90 minutes of study at a time with relaxation periods of 10 or 15 minutes between study periods.
- Allot time for planned **recreational**, **university** and **personal** activities.

**Listening**
- Listening is often underrated!
- Ineffective listeners attempt to jot down every detail from a lecture.
- Tackle difficult material – don’t tune out when discussing confusing topics.
- Be **prepared** and learn to be a critical thinker who asks questions and analyses.
- Attending **research talks** and presentations **builds** your knowledge and **understanding** of your subject.

**Report Writing**
- You will frequently need to use this skill in business - writing a brief report on a presentation (or training course or conference or exhibition or seminar) is something you are likely to do when you are employed.
- It is **different** to essay writing.
What to expect at Leeds

• Year is divided into 3 semesters; 2 are timetabled teaching (and the third is a period of independent study and research for Postgraduates to produce their dissertation or final project.)
• In general courses are made up of 8-10 modules. It is common for 4 modules to be taught each semester.
• Each week, you may have 5 2-hour lectures and 5 1-hour seminars = 15 hours of teaching time – but this varies between courses!
• The university expects a student to average about 2 to 3 hours in studying (including library work/assignments) for each hour spent in the classroom.
• 150 hours in total are allocated to each module (contact and non-contact)
• Independent study and reading will make up a significant part of your time!

• At Masters level, coursework in the Business School can be set in Week 1 or 2, with a hand-in date of December.
• At Masters level, consider your dissertation right from the start of your course and be on the look-out for interesting topics…
• Masters teaching ends in early May. From June 1st, after exams, your dissertation starts – you’ll have regular appointments with your supervisor to check on progress.
Your experience will vary depending on the degree, but most common styles of teaching are:

- **formal lectures** with large groups of students
- **workshops** and smaller group
- **seminars** where it is common for students to participate in discussions
- **group activities**
- Some programmes may include **fieldwork**
- **Practical work** in computer, science and engineering labs.

You will be expected to contribute in class and have regular meetings with your personal tutor.

Presentations available on the **VLE** afterwards
People/Activities to Help

Overcome problems by

• Reading and preparing for Arrival (read the Arrival Guide 2019)
• Talk to friends / alumni / current students (Link to Leeds)
• Arrive on time
• Use the Meet and Greet services
• Attend the International and Programme Orientations
• Take part in activities during Welcome Week—there are many activities in evenings and at weekends
• Decide your interests at Leeds University Union early
• Research and plan your career goals now through the career website
• Don’t be afraid to ask for help!

For more information, visit: www.leeds.ac.uk/internationalstudents
Student Support at Leeds

All year for all your needs

• International Student Office and Immigration Advisors
• Feeling at Home in Leeds online resources
• LUU Student Advice Centre
• Leeds Student Medical Centre
• Chaplaincy
• Your academic tutors, school staff and Personal Tutor
• Counselling Services
• Student Societies
• Help@Leeds

For more information, visit: students.leeds.ac.uk
Library YouTube & Skills@Library

Academic skills

Skills@Library supports taught students to develop academic skills within the curriculum and through online resources, workshops, 1-2-1 consultations and drop-in sessions.

For more information visit: library.leeds.ac.uk/skills
Embedding Academic Skills

From skills@library

Embedding academic and study skills resources in your module can help students develop key skills at the right time. Embedding resources in your module area is easy, just follow two steps:

1. Choose which resources you want to link to from the list below.
2. Copy the URL of the resource and follow the instructions for adding links to your module area.

Flying Start

Library Quick Start

Copy this URL

Flying Start is aimed at incoming first year students, to
introduce them to the Library and provide advice on
research and study skills.

Copy this URL

Library Quick Start is aimed at new undergraduate and
graduate students, and covers the essential
study skills for university study.
Link to Leeds

Contact one of our current students to find out more about Leeds

- Talk to the ambassadors directly via email, Skype, instant messaging or social media
- Hear about their experiences of being a student at Leeds
- Get first hand advice on how to prepare for Leeds
- Take part in our Pre-Departure Live Event!

www.facebook.com/linktoleeds
twitter.com/link_to_leeds
www.instagram.com/link_to_leeds

www.leeds.ac.uk/linktoleeds
Useful Contacts

**International Student Office**
- internationalwelcome@leeds.ac.uk
- www.leeds.ac.uk/international

**University Accommodation**
- accom@leeds.ac.uk
- accommodation.leeds.ac.uk

**UNIPOL**
- unipol@leeds.ac.uk
- www.unipol.leeds.ac.uk

**Language Centre**
- langc@leeds.ac.uk
- www.leeds.ac.uk/languages

**International Office**
- internationaloffice@leeds.ac.uk

We have overseas teams in China, Japan, Nigeria, India and Malaysia.
If you have any concerns about your preparation and you’re in these regions please get in touch with them through contact details on this website:
www.leeds.ac.uk/meetus