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We are delighted to welcome you into the research community here at Leeds Beckett University. Undertaking a research degree can be a challenging activity, so you must be prepared to work hard, keep organised, commit fully to your programme of study and complete within the given timescales. The rewards for doing it well, though, are significant – intellectually, personally, and even – maybe – financially.

To help you prepare for starting your programme of study we have provided some useful information and necessary steps for you to do before induction.
THINGS TO DO BEFORE YOU ARRIVE

Please complete the following before you arrive on campus

1. Complete your online registration and enrolment (page 5)
2. Arrange payment of your tuition fees (page 6)
3. Confirm your attendance at the Graduate School Development Week (page 8)
4. Familiarise yourself with the research student journey (page 9)
5. Access the online virtual system and familiarise yourself with your student email (page 10)
1. Register and Enrol Online

Accepting your place

All students are required to register and enrol online before arrival at the university. You will receive an email once the online enrolment for your research award opens, and must complete this process by 25 September 2019.

welcome.leedsbeckett.ac.uk/main/index

The user guide will help you to complete this:
welcome.leedsbeckett.ac.uk/docs/tq-ore-student-guide.pdf

Create an account

Go to welcome.leedsbeckett.ac.uk

New students, click ‘create an account’.

Choose Term: 2019/20 - Autumn (August 2019 - December 2019), date of birth, student id (included in the body of the email containing your offer letter). This will take you to a page where you create a password.

Enrol online

Log in to your account. You will be guided through a series of screens and asked to confirm:

- That all the information we hold on you is correct. Please amend any incorrect information.
- That your programme of study details are correct (your programme of study is in line with the area your Director of Studies is based).
- Your personal details (including your full name, as it appears on your passport) are correct.
- That you have read the Student Agreement and agree to abide by all the rules and regulations of the university.
- Who will be paying your fees. If you are having your fees paid by your employer or are in receipt of a studentship, you need to select ‘Other loan paid directly to the university on my behalf’ and include the information of the sponsor. It is your responsibility to provide the Graduate School with proof of sponsorship, even if this funding is internal to the University.

When you have completed the process you will see a confirmation screen: ‘Thank you for completing your enrolment online’. The process is not complete until you see this screen. You will now have access to all university systems.

Please note: If you require a visa to study in the UK, you must complete the ‘International check in’ before you will be permitted to enrol (see International Student section)

Student Info

Much of the information that the university holds centrally about you is accessible online via the Student Hub. Please ensure that your information is kept up to date throughout your studies, i.e. term time address, home address, contact number.
2. ARRANGE PAYMENT OF YOUR TUITION FEES

Cash Office

To make a payment in person for your fees, accommodation or any other payment, you’ll need to visit the Cash Office at City Campus.

OPENING HOURS:

General counter for Fees & Accommodation enquiries 2nd Floor, Queen Square House, City Campus. Monday to Thursday: 08.00 to 17.00  
Friday: 08.00 to 16.00

Cashiers counter [Making payments] 202, Queen Square House, City Campus Monday to Thursday: 09.00 to 16.15  
Friday: 09.00 to 15.30

For assistance with a wide range of financial matters, including information on applications for UK government finance:

+44 113 812 5593  
leedsbeckett.ac.uk/studenthub/money-advice

Fee Payments

Course fees, and the options for payment, can vary depending on the cost of your course and whether you are a UK/EU or a non-EU international student. For new starters your fees will have been confirmed in your offer letter. To find out more about payment options please visit:

leedsbeckett.ac.uk/studenthub/tuition-fees-payment

Bursaries, Scholarships and Discounts

For more information on discounts and scholarships please visit:

leedsbeckett.ac.uk/studenthub/bursaries

If you are sponsored by your Government or are having your fees paid by your employer or on your behalf, you are required to provide proof of this each academic year, in writing and on official headed paper.
**Funding**

When looking at how to fund your postgraduate studies, it is worth taking the time to research your options as there may be opportunities available to you in relation to your area of interest.

You may find the following links useful:
prospects.ac.uk/postgraduate-study/funding-postgraduate-study
findaphd.com/funding/guides/phd-funding-guide.aspx

Please note that funding applications should be submitted by the spring before you start your studies in the autumn.

**Loans**

- The UK Government has introduced a system of postgraduate loans for some students undertaking taught and research masters degrees in the UK. These were introduced in 2016 and can provide up to £10,000 in total across all subject areas (subject to eligibility criteria).

- For full details including eligibility and repayment, visit: gov.uk/funding-for-postgraduate-study

- You may also wish to consider a Professional & Career Development Loan, which you can take out from most high street banks to help you cover the cost of fees and living expenses.
Your Induction

Will take place on 3rd October 2019. This will be followed by a training event - the first in series of Graduate Development Days - which will be held on the 4th October 2019. Attendance on both days is compulsory.

A programme will be emailed to you in advance. Please confirm your attendance along with any dietary requirements to researcherdevelopment@leedsbeckett.ac.uk by 20 September 2019. If you receive your offer after this date, please email us as soon as possible.

Here is a checklist of things you should do whilst you are on campus:

- Collect your Student Card
- Complete your ID check (please bring your passport).
- Meet your supervisor, if you haven’t done so already. Your supervisory team email addresses were included within your offer email and you are welcome to contact them in this way to arrange a meeting.
- Get to know your fellow students and start to build your research network. Studying for a research degree can be a very isolating experience; the support of your fellow students can make a difference. The Graduate School will send you an invite to introduce yourself and tell us about your research on Padlet. You can also follow us @LBUResearch and join in conversation #ResearchInduction19

Please send any queries you have about induction, or the training days, to researcherdevelopment@leedsbeckett.ac.uk
4. FAMILIARISE YOURSELF WITH THE RESEARCH STUDENT JOURNEY

These are the key dates in the annual research student journey. Please note that some elements are dependant on whether you are a full-time or part-time student.

Key dates to note in the research student journey:

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
<th>Full Time</th>
<th>Part Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>ATTEND INDUCTION</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>After Induction: read the Research Training</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Policy and discuss your training needs with</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>your supervisory team. Complete a Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Needs Analysis and Researcher Development</td>
<td></td>
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<tr>
<td></td>
<td>Plan (RDP). Submit the RDP to</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td><a href="mailto:ResearcherDevelopment@LeedsBeckett.ac.uk">ResearcherDevelopment@LeedsBeckett.ac.uk</a> by 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>November 2019 (4 December 2019 for part time</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>students)</td>
<td></td>
<td></td>
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<tr>
<td>January/February</td>
<td>Confirmation of registration</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>March/April</td>
<td>Confirmation of registration</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>September/October</td>
<td>Annual progression meeting</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>All year</td>
<td>Keep an electronic record of your progress</td>
<td></td>
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<tr>
<td></td>
<td>with your Training Needs Analysis</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Have regular meetings with your supervisory</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>team to discuss your research</td>
<td>X</td>
<td>X</td>
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</tbody>
</table>

Please see links below for our student handbook, research support and our research regulations.


Research Student Support: [leedsbeckett.ac.uk/the-graduate-school/existing-students/wellbeing-and-support](http://www.leedsbeckett.ac.uk/the-graduate-school/existing-students/wellbeing-and-support)

Academic Regulations, Section 11: [leedsbeckett.ac.uk/public-information/academic-regulations](http://www.leedsbeckett.ac.uk/public-information/academic-regulations)

These documents can be found on the RTP module on MyBeckett. You will be given access to this upon enrolment.

Please ensure you complete all 4 tasks before you arrive on campus.
5. ACCESSING ONLINE SUPPORT SYSTEMS

MyBeckett
The University’s virtual e-learning environment is available from the Leeds Beckett homepage libguides.leedsbeckett.ac.uk/mybeckett/guides. Use your Leeds Beckett University username and password to log on. my.leedsbeckett.ac.uk/webapps/login

Modules Tab
Once enrolled on your award you will be given access to the Research Training Programme Module which includes:
• Announcements: conferences, surveys, call for papers.
• Resources.
• Online training materials including recordings of workshops and Epigeum.
• Discussion board.
• Documentation and procedures: e.g. Research Training Policy

IT Tab
Access your Student Email. Click the ‘Info’ button to view your email address.
A short clip and written guides supporting the topics below can be found here.
• Accessing your student email.
• Forwarding your student email.
• Setting up email on various mobile devices.
• Having two profiles (this is useful for staff who are students).

Research Tab
Pebblepad – online learning portfolio.
Turnitin – tool for originality check and plagiarism prevention.
MyHub – booking system for training.
Library – direct link to Research and PhD support.

Sources of help, advice and general information to assist your studies:
Contact us:
Hours: 09.00-17.00 [Mon-Fri, except bank hols]
+44 113 812 1000
learningsystems@leedsbeckett.ac.uk

IT Support:
libguides.leedsbeckett.ac.uk/it_support

Subject Support:
libguides.leedsbeckett.ac.uk/subject_support

Using the Library:
libguides.leedsbeckett.ac.uk/using_the_library

Resources:
libguides.leedsbeckett.ac.uk/resources
https://leedsbeckett.ac.uk/learningsystems/
libguides.leedsbeckett.ac.uk/home
INTERNATIONAL STUDENTS

Arrival
We appreciate it can be hard to settle into life in a new country. We have an International Social Network and a buddies programme, both of which will help you settle in. You can contact Kat Firth if you would like to know more k.firth@leedsbeckett.ac.uk

International Social Network
Our International Social Network is an ideal way to make friends and see new parts of the UK. To receive information about our programme of activities, please contact Kat Firth, isn@leedsbeckett.ac.uk
facebook.com/LeedsBeckettInternationalSocialNetwork

Leeds Beckett Buddies programme
Current International and UK students provide support, advice and valuable experience that new students can learn from; this provides new students a friendly face to help with any questions regarding personal, practical and academic matters.
An event will take place where you will be provided with the opportunity to learn more about studying at Leeds Beckett and living in Leeds from your fellow students. This is a great way of making friends and learning about the social side of Leeds Beckett within the first few weeks of arriving in Leeds.
If you are interested in taking part, please email Kat Firth, k.firth@leedsbeckett.ac.uk
Find out more about all aspects of studying here at: leedsbeckett.ac.uk/studenthub/international-students-az

International Student Advice
The International Student Advice Centre is available to provide support for you throughout your stay here at Leeds Beckett so please do not hesitate to contact them if you have any queries:
+44 (0) 113 812 5612 / 812 5735
internationalstudentadvice@leedsbeckett.ac.uk

https://www.leedsbeckett.ac.uk/studenthub/student-immigration-advice-and-compliance/

UK student visa-holders
Leeds Beckett University has been granted a licence by the United Kingdom Visas and Immigration service (UKVI) to sponsor students and is required to comply with its general and specific sponsor duties, details of which can be found on the government website at: www.gov.uk/guidance/apply-for-a-tier-4-sponsor-licence

If you require a Tier 4 visa to study in the UK you should already have been issued with a Confirmation of Acceptance for Studies (CAS) by Leeds Beckett University and have applied for a visa covering the full length of your programme. You will not be able to register for your programme unless you have a valid student visa.
STUDENT HUB

Our Student Hub is specifically designed to deal with student queries and their needs related to service/support provision.

The Student Hub is your first point of call for queries about student life/support.

The range of services represented at the Student Hub includes:

- Registry.
- Financial Services.
- Accommodation.
- Disability, Dyslexia and Assessment Centre.
- Student Progression and Employability Centre (including Careers & Job Shop).
- Student Money.
- International Student Advice.
- Student Wellbeing Centre (including Counselling and Chaplaincy).

There are two Student Hubs, one based on the ground floor of the Rose Bowl, City Campus and one at Campus Central, Headingley Campus.

Your Campus Card

When you arrive on campus, you will be able to collect your Campus Card, bearing your photograph. This is valid for the duration of your programme of study. You’ll need your campus card to:

- Borrow books & access the library after hours.
- Use the Sports Centre & gym facilities (members only).
- Print and photocopy.
- Access some of our buildings.

Students who already have a Campus Card

- If you are currently completing another Leeds Beckett programme of study and already hold a valid Campus Card (e.g. students progressing from a Masters programme to a PhD) there is no need for you to upload another photo, unless you wish to do so.
- You can collect new Campus Card from the Student Hub.

Obtaining a replacement card

- If you lose or damage your card you can order a new one at a cost of £10.
- You can pay for your new card via our online store [onlinestore.leedsbeckett.ac.uk](http://onlinestore.leedsbeckett.ac.uk), then collect it from one of the Student Hubs. Please ensure you take proof of purchase with you.
- You can also pay in person at our City Campus cash office, then collect your card from one of the Student Hubs.

Council Tax

Council tax is a tax on households and contributes to local services run by the council, such as waste collection, police and fire services. If you are a full-time student you can be exempted from your household’s council tax assessment, however to do this you must register online first.

Further information can be found [leedsbeckett.ac.uk/studenthub/council-tax](http://leedsbeckett.ac.uk/studenthub/council-tax)

It is important that you do not ignore a council tax demand as you may incur legal costs even if you are exempt.
POSTGRADUATE RESEARCH SOCIETY

Leeds Beckett Research Society is responsible for facilitating and encouraging social contact amongst the student population.

It organises an annual symposium where students are able to present their research and acts as a channel for feedback on behalf of research students at the university.

To get involved:
researchsociety@leedsbeckett.ac.uk
facebook.com/groups/LeedsBeckettPostgraduateResearchSociety
twitter.com/LBResearchSoc
TRAVEL

Getting here

Your induction will take place at City Campus. Maps of the campus and information of how to get here can be found using the following links:

Campus maps: leedsbeckett.ac.uk/campusmaps
Travel information: leedsbeckett.ac.uk/visiting
USEFUL CONTACTS

The Graduate School (formerly the University Research Office) is our central office with full regulatory control for all research awards and is based in Bronte Hall, Headingley Campus. We look forward to meeting you at Induction but if you have any queries then do please get in touch. researchstudentadmin@leedsbeckett.ac.uk

Staff and roles

Kathryn Brown – Head of the Graduate School
k.brown@leedsbeckett.ac.uk
+44 (0) 113 812 6104

Research Student Administration

researchstudentadmin@leedsbeckett.ac.uk

Joanne Burgess - Research Student manager
j.burgess@leedsbeckett.ac.uk
+44 (0) 113 812 3585

Isabella D'Adamo – Research Student Officer [Admissions]
researchadmissions@leedsbeckett.ac.uk
+44 (0) 113 812 9396

Roxanne Hawkes – Research Student Officer [Examinations & Awards]
researchstudentadmin@leedsbeckett.ac.uk
+44 (0) 113 812 5998

Melissa Watts - Research Student Officer [Communications]
researchstudentadmin@leedsbeckett.ac.uk
+44 (0) 113 812 3585

Claire Allwood - Research Student Officer [data management]
researchstudentadmin@leedsbeckett.ac.uk
+44 (0) 113 812 3585

Johanna Oxley – Research Support Administrator [data management]
researchstudentadmin@leedsbeckett.ac.uk
+44 (0) 113 812 3585

Hannah Sykes - Research Support Administrator
researchstudentadmin@leedsbeckett.ac.uk
+44 (0) 113 812 3585

Researcher Development Team

researcherdevelopment@leedsbeckett.ac.uk

Jo Scerri - Training and Development Officer [Students]
+44 (0) 113 812 3396

Sarabjit Bissas - Training and Development Officer [Staff]
+44 (0) 113 812 3586

Jane Page - Training and Development Administrator [Staff and Students]
+44 (0) 113 812 9041
FACILITIES ON CAMPUS

Breast feeding and baby changing facilities
Available at both Headingley and City campus Student Hubs, room G19 Northern Terrace and room 121 Cloth Hall Court. Baby changing facilities are also available in the disabled WCs on the, upper ground floor, Hawke Room, 1st floor and 2nd floor, Carnegie Pavilion.

Bus stops
There are frequent bus services between our campuses. Our Headingley Campus bus stop is between James Graham and the Design & Technology Centre. There are several public bus stops around city campus.

Cafes and food courts
You can find our campus shops, cafes and food courts on the campus map at the back of this brochure. Our Students’ Union also serves great value food at both campuses. Use your NUS card to obtain a discount.

Car parking
Car parking for students on campus is limited as we encourage all of our students to consider more environmentally sustainable, healthy and active ways to travel. Blue badge holders can request a permit to park at either campus.

Cash points
Find these at the Food Court, Rose Bowl and next to the Accommodation Office, Leslie Silver Building at City Campus and outside the Students’ Union entrance at Headingley Campus.

Chaplaincy
Leeds Universities Chaplaincy offers spiritual guidance, support and friendships to all Leeds students regardless of faith. Leeds Universities Chaplaincy staff work on campus as part of our Student Wellbeing Team and are based at Headingley Campus, Priestley Hall G07a.

Cycle parking
There are cycle shelters at both campuses. transport@leedsbeckett.ac.uk

Disabled facilities
There are disabled WCs in every building. Find information about the specialist facilities and support we provide at: https://www.leedsbeckett.ac.uk/staffsite/services/student-services/supporting-our-students/disability-advice/

First aid
If you require first aid please contact Security at the relevant campus. +44 (0) 113 81 23154

Gyms
Our Campus Fitness Centres are on 1st floor, Woodhouse, City Campus and Carnegie Sports Centre, Headingley Campus.

Lost and found property
All lost property except USB sticks is held by Security on the relevant campus. Lost USBs are held in the library.

Prayer rooms
Find our prayer rooms on the 1st floor, Woodhouse Building, City Campus and at The Grange, Headingley Campus.
WE LOOK FORWARD TO WELCOMING YOU TO OUR RESEARCH COMMUNITY.

facebook.com/LeedsBeckettGraduateSchool
twitter.com/LBUResearch
HEADINGLEY CAMPUS

OUR BUILDINGS

14 Athletics Track & Field Facilities
18 Blue Hall
07 Brontë Hall
03 Caedmon Hall
02 Campus Central
01 James Graham Great Hall
12 Carnegie Annexe
11 Carnegie Hall
31 Carnegie Pavilion
15 Carnegie Regional Indoor Tennis Centre
16 Carnegie Research Institute
33 Carnegie Stand
29 Carnegie Teacher Education Building
25 Carnegie Teaching & Research Building
09 Cavendish Hall
27 Changing Pavilion
22 Churchwood
10 Fairfax Hall
19 Green Hall
01 Students’ Union
26 Landscape Resource Centre & Experimental Gardens
05 Leighton Hall
06 Macaulay Hall
21 North Lodge
04 Priestley Hall Student Services
28 Queenswood
23 South Lodge
17 Sports Arena
13 Swimming Pool
24 The Coach House
20 The Cottage
08 The Grange

Due to open 2019

#ResearchInduction19
## CITY CAMPUS

### OUR BUILDINGS

<table>
<thead>
<tr>
<th>No.</th>
<th>Building/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>07</td>
<td>Arts Building, Broadcasting Place</td>
</tr>
<tr>
<td>04</td>
<td>Calverley Building</td>
</tr>
<tr>
<td>15</td>
<td>Cloth Hall Court</td>
</tr>
<tr>
<td>13</td>
<td>Creative Arts Building</td>
</tr>
<tr>
<td>14</td>
<td>Electric Press</td>
</tr>
<tr>
<td>06</td>
<td>Humanities Building, Broadcasting Place</td>
</tr>
<tr>
<td>01</td>
<td>Leslie Silver Building</td>
</tr>
<tr>
<td>10</td>
<td>Northern Terrace</td>
</tr>
<tr>
<td>05</td>
<td>Old Broadcasting House</td>
</tr>
<tr>
<td>03</td>
<td>Portland Building Campus Shop</td>
</tr>
<tr>
<td>12</td>
<td>Queen Square</td>
</tr>
<tr>
<td>09</td>
<td>Queen Square House</td>
</tr>
<tr>
<td>08</td>
<td>Rose Bowl</td>
</tr>
<tr>
<td>11</td>
<td>The Law Clinic</td>
</tr>
<tr>
<td>02</td>
<td>Woodhouse Building</td>
</tr>
</tbody>
</table>

- Due to open 2020
- Old Broadcasting House
- Portland Building Campus Shop
- Queen Square House
- Rose Bowl, Student Hub, Food Court
- The Law Clinic
- Woodhouse Building, Students’ Union, Gym/Fitness Centre