



Leeds Trinity  
University

Leeds Trinity  
University  
Main Reception



**GET GOING**

**GUIDE 2024**

Your guide to starting at Leeds Trinity University this September



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# ARRIVAL DATES

## Saturday 14 September

Undergraduate degree students living at Clarence Dock including Foundation Year students. The Accommodation Office will contact you via email to confirm your time slot approximately one week before your arrival.

## Sunday 15 September

Undergraduate degree students living on the Horsforth campus including Foundation Year students. The Accommodation Office will contact you via email to confirm your time slot approximately one week before your arrival.

## Monday 16 September – Welcome Week

Undergraduate degree students living off-campus including Foundation Year and two-year undergraduate degree students.

## International Students

Students travelling from abroad should aim to arrive close to their course start date. Full campus services will not be available ahead of Sunday 15 September, but earlier move-in dates for campus accommodation may be arranged.

You will need to submit details of your expected arrival at:

[leedstrinity.ac.uk/study/international-students/travel-and-arrival](https://leedstrinity.ac.uk/study/international-students/travel-and-arrival)



## Welcome to Leeds Trinity University

It is my pleasure as Vice-Chancellor to welcome you to Leeds Trinity University. You are joining a university renowned for its friendly and supportive community, which prepares graduates to make a rich and varied contribution to society.

Providing our students with an exceptional university experience is at the heart of everything we do at Leeds Trinity, and I sincerely hope you have a successful and enjoyable time with us during your studies.

Your Get Going Guide highlights key dates, important details and helpful information you need before your course start date. Please make sure you read through the guide and complete any tasks to ensure that everything is in place for the start of your degree.

Leeds Trinity has an established reputation for learning, teaching and graduate employability, and I encourage you to make the most of every opportunity presented to you. I am excited to watch you develop during your time at Leeds Trinity, and I am confident you will finish your programme as a confident and highly employable individual bound for a successful career.

I am glad that you have chosen to join us at Leeds Trinity, and I look forward to welcoming you to our community in September.

### Professor Charles Egbu

Vice-Chancellor, Leeds Trinity University

# WELCOME WEEK 16-22 SEPTEMBER

Welcome Week begins Monday 16 September and is the official start of your course. The sessions in Welcome Week are not optional and students are expected to attend. Students who miss this week often tell us they never felt like they caught up on the vital information shared and regretted missing the chance to meet others.

All Welcome Week activity will take place in person, and you should check [leedstrinity.ac.uk/new-students](https://leedstrinity.ac.uk/new-students) and myLTU regularly for up-to-date information. We would encourage you to get involved in other social activities as this is the best way to make friends and help settle into university life.

Welcome Week is where you'll be able to spend time with your academic department, meet other students and attend support sessions that will prepare you for the coming semester.

There will also be a range of social activities on offer, with a joint offering from the University, Leeds Trinity Students' Union, Trinity Sport, Trinity Fitness, and the Chaplaincy.

**For up-to-date information on Welcome Week activities, visit [leedstrinity.ac.uk/new-students](https://leedstrinity.ac.uk/new-students)**

### City Campus students

The Trevelyan Square campus in Leeds City Centre is due to open in mid October 2024. Students who we're due to study at this campus will be taught at the Horsforth campus temporarily until the Trevelyan Square building opens. We encourage you to check your emails regularly for the latest information about support that is available and further updates.



# GETTING STARTED

## Your next steps

Follow the steps below in the order specified to log in and use Leeds Trinity's IT systems. We recommend completing these steps on a laptop or desktop computer. You'll also need a mobile device.



### Step 1

#### Register your username and password

Use your Leeds Trinity username and password to log in at [myltu.leedstrinity.ac.uk](https://myltu.leedstrinity.ac.uk)

#### Register for Multi-Factor Authentication (MFA)

You'll need to download the Microsoft Authenticator app to your mobile device as part of this process. With MFA, you'll be able to reset your password and protect your account from hackers.

### Step 2

#### Download myLTU

Download and install myLTU, the University's dedicated student app, to your mobile device ready for when you start. We'll explain the best way to use this app in Welcome Week. If you don't complete multi-factor authentication you will be locked out of the app, so if you prefer to wait until you have joined us to get help with that, you can. You can learn more about myLTU over the page. If you haven't got a smartphone, don't worry – you can use myLTU via a computer.

### Step 3

#### Register for your programme

You can register using the e:Vision tile on myLTU.

We will lead you through the registration process later in this guide.



## Your Leeds Trinity username and password

Your username and password will be sent to you in August via the contact email address you provided when you first applied to Leeds Trinity. This will give you access to all of Leeds Trinity's online systems, including our online registration facility.

If you have changed your email or postal address, please let us know as soon as possible so we can ensure that your registration details are sent to the correct address. You may do this by contacting [admissions@leedstrinity.ac.uk](mailto:admissions@leedstrinity.ac.uk).

**Please note that once you are a registered student, we will no longer communicate with you via a personal email address so you must check your University email regularly.**

# MYLTU

Access Leeds Trinity University services and support from the palm of your hand.

Available on mobile devices and desktops, myLTU is your personalised student portal that gives you access to everything you need for life at Leeds Trinity University, wherever you are.

Once you are fully enrolled and have started your course you can access the following:

- Your personal timetable
- Moodle – our virtual learning environment
- Your University emails
- e:Vision – the home of your student record
- The myLTU digital register to check into your classes
- Information and contact details for student services across the University
- The Library website
- Information about Leeds Trinity Students' Union
- The latest University news and events

Search myLTU on the App Store and Google Play to download the app or visit [myltu.leadstrinity.ac.uk](http://myltu.leadstrinity.ac.uk) to log in through a browser. You can log into myLTU using your student email and password.

Make sure you accept push notifications to ensure that you receive important updates.



## myLTU digital register

You will use the myLTU digital register to check into your lectures and seminars at Leeds Trinity.

The myLTU digital register helps students to track timetabled sessions and overall attendance and helps staff members to identify anyone who may need extra support.

Your lecturer will provide a one time use code at the start of each session on your timetable. To check into your classes you will need enter the code on the 'Student Check-In' tile on myLTU. You can also mark yourself as absent if needed. The app will send reminders and notifications of your upcoming classes. If check-ins are missed for a timetabled session you will be marked as absent through the system.

Our team of dedicated Student Liaison and Engagement Officers (SLEOs) will follow up on repeat absences and help with any worries, queries or issues you may be having. Each academic department has it's own SLEO - you can find their details on myLTU.



# REGISTERING FOR YOUR DEGREE

Before you start your studies, you need to formally register as a student at Leeds Trinity University. It's a simple process, but we're here to help if needed.

## Programme registration

**All new students must register on their programme before they arrive at Leeds Trinity using our online e:Vision registration facility. International students will also need to complete an original documentation check.**

In order for Leeds Trinity to operate effectively and meet our legal obligations to all our students, it is essential that we have your correct and most up-to-date personal details. The information we hold is covered by the General Data Protection Regulations 2018.

## Registration dates

All new students must register on their programme before the start of term.

Registration for the 2024/25 academic year opens on Wednesday 14 August. Once you have received your Leeds Trinity username and password via email, log into your e:Vision account and follow the prompts to 'Programme Registration.' Your username and password will be sent to you by the end of August. You should register as soon as you have received these details.





## Your e:Vision account

e:Vision is an online facility that allows you to keep track of your personal student details. Your e:Vision account allows you to view and amend the personal details we hold about you alongside information about your programme, module registration, timetable and results.

You can access your e:Vision account via myLTU once you have registered via [myltu.leedstrinity.ac.uk](https://myltu.leedstrinity.ac.uk) and completed Multi-Factor Authentication as described in the section above.

## What is e:Vision for?

The options available through e:Vision will vary depending on the time of year. For example, programme registration is only available at the start of the academic year; however, the ability to update your personal details will always be available to you. We encourage you to keep your personal and contact details updated as we will use these details to contact you throughout your time with us. Once you have registered, all email communications will be sent to your institutional email address ([studentIDnumber@leedstrinity.ac.uk](mailto:studentIDnumber@leedstrinity.ac.uk)). We collect a secondary (personal) email address as an emergency contact email.

Once you've logged in, you can use your e:Vision account to:

- View and edit your personal and contact information, including the ability to amend your preferred name and pronouns as part of our Gender Identity Policy. You can find out more on myLTU
- Update your Student Finance Student Support Number
- Download a confirmation of attendance letter
- Register on your programme
- View financial information and make payments (accommodation/fees etc.)
- View your registration details
- Make and view module selections
- View component, module and end-of-year results
- Register for placements and volunteering
- View your teacher reference number (Primary Education students only)
- View your timetable
- Access your Student Inclusion Plan (if applicable)
- Opt-in to join the Students' Union
- Apply for extensions or mitigating circumstances on assessments

## How to register on your programme of study

When registration opens for your programme, please log into your e:Vision account by entering your Leeds Trinity username and password. Once you have successfully logged in, click on 'Programme Registration'.

The registration process will take approximately 5-10 minutes to complete. Please answer all the questions in the following sections:

- Privacy Statement
- Clearance checks (documents you are required to produce in order to get full registration)
- Home contact details
- Term-time contact details (this should be your Leeds Trinity generated email address)
- Student ID photo upload
- Trusted Other contact information
- Personal information
- Academic Regulations and Students' Union information
- Confirmation

You will also be asked to share where you are at with regards to your career thinking. This may feel a little early, however this information will enable Careers+Placements to offer tailored help and support for you.

Please note that most questions are mandatory, and you will not be able to progress to the next section until all questions are answered and your photo is uploaded. Once you have answered all questions and agreed to the declarations, you will be returned to your e:Vision homepage.

To access the 'Step-by-Step' guide to online registration, please select the link under the Programme Registration button or the 'Help' tab on the e:Vision homepage (top right of the screen).

You will be able to log into your account more than once should you need to.

Some students will also be directed to attend a face-to-face session in addition to online registration.

### Important

All students must be fully registered by the end of the fourth week of teaching. Those who remain provisionally registered after this may have their registration with the University cancelled.







## Full or provisional registration status

When you have completed programme registration, your personal details confirmation on e:Vision will state whether you have full or provisional registration status.

### Full registration

If you have met all of the required admission clearance criteria to join the programme (e.g. proof of your entry qualifications, satisfactory DBS enhanced disclosure certificate if required etc.), you will be given full registration status. This means that you have full access to all Leeds Trinity facilities and will be eligible to receive your student loan/bursary.

### Provisional registration

If any of the required admission clearance criteria have not been met by the time you register on your programme, you will be given provisional registration status. This is a temporary status that allows you to undertake study and use the computing and library facilities, but it will not allow you to access any funding that may be due to you (e.g. student loan or bursary) until all conditions are met.

## International students

International and Visiting students must have their documents verified before they can be fully registered. Document checks will take place between Monday 16 September and Friday 20 September. You will be contacted by email with details on where and how to complete these document checks.

You should check what documents are outstanding via e:Vision, but if you want to discuss your provisional registration status, please contact the Admissions team at Leeds Trinity to discuss what further documentation is required at [admissions@leedstrinity.ac.uk](mailto:admissions@leedstrinity.ac.uk) or on +44 (0)113 283 7123.

# YOUR STUDENT ID CARD

Your student ID card is an integral part of your student experience. Using smartcard technology, it's your key to learning resources, printing and, if you're a resident on the Horsforth campus, it will serve as one of the keys to your accommodation. The card will remain valid for the whole of your programme, so please look after it.

## When to collect your student ID card

### Undergraduate students living on the Horsforth campus

When moving to campus, you will be directed to collect your ID card and the keys to your accommodation. Please note that you will be required to show an original ID document (ideally your passport) from the list below in order to collect your ID card. The name on the document will need to match your official name in which you have registered at Leeds Trinity.

### Undergraduate students living at Clarence Dock

You must collect your ID card from the Atrium during your first week on campus. Please note that you will be required to show an original ID document (ideally your passport) from the list below to collect your card. The name on the document will need to match your official name in which you have registered at Leeds Trinity.

### Undergraduate and Foundation degree students not living on campus

If you are not living on campus, you must collect your ID card from the Atrium during your first week on campus. Please note that you will be required to show an original ID document (ideally your passport) from the list below to collect your card. The name on the document will need to match your official name in which you have registered at Leeds Trinity.

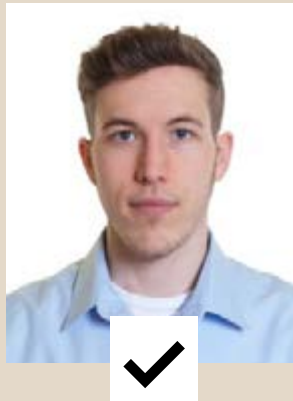
## Choosing the right image for your student ID:

As part of the online programme registration process, you will be required to upload an image of yourself. You will not be able to complete registration without uploading your photograph, so please ensure you have one available before you start your online registration.

The photograph will be used to produce your student ID card in advance of your arrival.

The photograph should follow the standard passport photograph guidelines.

Please view the Government website for further information: [gov.uk/photos-for-passports](https://gov.uk/photos-for-passports)



## Confirming your identity and right to study in the UK

All UK education institutions are required to take reasonable steps to ensure that every student at the institution has permission to study in the UK. To collect your ID card and show proof of your right to study, you will need to show one of the following:

- Valid passport
- EU ID Card (if you have settled or pre-settled status under the EU Settlement Scheme)
- Birth certificate along with a form of photographic ID, e.g. photocard driving licence
- Proof that you have been accepted to receive student finance along with a form of photographic ID, e.g. photocard driving licence

# YOUR PROGRAMME

Your programme team will guide you through the information and resources you will need for you to be successful on your programme. We want you to succeed, meet new people and have fun and we are here to make sure you know how to get the most out of your time here.

Your programme is made up of a range of modules that have been carefully designed to focus on different elements of your subject. A module is a component of your programme with its own learning outcomes and assessment methods.

Each module is taught and assessed within a semester or across the whole year. Most modules have a value of 30 credits with assessment as part of each module.

A full-time undergraduate student is required to register for a total of 120 module credits per year, which is usually split between four modules. In order to be awarded your degree, you will need to achieve 360 credits altogether.

For some programmes, all the modules you need to study are compulsory (core modules), so there are no module selections to make. For other programmes, there is an element of choice when it comes to the modules you will study – if this applies to your course, you will be required to select your module preferences.

You must ensure that you make your module selections (if applicable) via e:Vision.

Click on the 'My Modules' section from the top menu bar and then click on 'Select/View my modules' and follow the instructions. For detailed module information to help you with your choices, you should refer to the programme of study catalogue, available via e:Vision. Please note that you have until **Monday 30 September 2024** to select and/or change your preferred modules.

## There are two types of modules:

- Core – compulsory modules which you must take as part of your programme of study.
- Option – modules that you must take, but you may select from a predefined list.

## Your timetable

You can access your personalised teaching timetable on e:Vision under 'My Timetable'. We recommend that you check your timetable on a weekly basis in case of any room updates and once you are with us you should do this via the myLTU app (if you have completed the multi-factor authentication).

If you have option modules to select, please select these as soon as possible, and at the latest by **Monday 30 September**, so that we can schedule these choices to your teaching timetable.

Incoming exchange students do not follow their online timetable during Welcome Week. Your induction sessions timetable will be emailed to you.

## Need some help?

If you require any help with module selection, please contact the Student Records team at [records@leedstrinity.ac.uk](mailto:records@leedstrinity.ac.uk) or on **+44 (0)113 283 7120**.

If you need help using e:Vision or any of its features, please use the help pages on e:Vision or log a ticket via the Self Service Portal that can be found in the IT Support tile in myLTU.



# TEACHING AND LEARNING

We aim to provide you with the skills and knowledge you'll need for your future goals through applied active learning opportunities. You'll meet your fellow students and your programme team, where you will learn alongside one another and can feel part of the University's learning community.

Our teaching model is designed to provide you with preparation activities prior to your teaching sessions, with follow-up activities to help consolidate your learning. Your sessions are designed to be engaging and interactive; you will be able to ask questions, apply your skills and knowledge, discuss ideas and work together to learn more about your chosen subject. Attending sessions is important for your success. We know that students who attend well and engage in the planned activities tend to get more out of their studies and gain higher grades. Being part of the learning community provides a space for you to learn from each other and your tutors, supporting the progress you make on your course.

We use the digital environment (Moodle) to store your programme resources, host digital learning activities and provide a space where you can collaborate with classmates and tutors. Moodle hosts module information and resources such as learning and teaching materials, interactive learning activities, independent reading and an electronic submission point for assessments.









# GETTING CONNECTED

## What can you access?

Leeds Trinity University gives you access to the latest IT facilities to support your studies. Use your Leeds Trinity username and password to access the following:

### Campus computers

IT labs in the Andrew Kean Learning Centre, City campus library and across our campuses

### Your student email

All communications from the University will be sent to your student email once you register. You are also required to send emails to the University from your student email account. Emails sent via a personal address will not receive a response.

### myLTU

Your personalised Leeds Trinity portal that provides access to your timetable, student emails and more – all in real-time. Download myLTU from the Apple App Store or Google Play.

### Office 365

For your email, documents and calendar.

### Moodle

Our Virtual Learning Environment, which includes learning and teaching information.

### Remote teaching via Microsoft Teams

Access additional online activities and opportunities remotely.

### e:Vision

For registration and timetable information.

### Library online resources

eBooks, journals and databases.

### Remote Access

Access to IT systems from anywhere with an internet connection.

### MyCareer

Our dedicated Careers+Placements portal. Here you can access one-to-one careers appointments, exclusive placement opportunities, your Career Passport, skills assessments, summer internships and graduate jobs as well as skills workshops on things like CVs and interviews.

### LinkedIn Learning

Business, creative, and technology courses to help you achieve your personal and professional goals. You can access LinkedIn Learning via myLTU.



## How to log in remotely

As a student you can access all University IT systems from anywhere with a reliable internet connection, on almost all devices.

We recommend using Office 365 to access your University emails, documents and calendar (including your timetable). You can access Office 365 at [office365.leedstrinity.ac.uk](https://office365.leedstrinity.ac.uk)

So you can get going quickly, you'll need to download the Microsoft Authenticator app from the App Store or Google Play as you'll need this when you log in for the first time.

## Microsoft Teams

Alongside your face-to-face teaching on campus, there will be additional engagement activities and opportunities online through Microsoft Teams.

Every module you're enrolled on will have its own area, known as a team, within Microsoft Teams. It's a place where you can chat with your classmates and collaborate when you're working in a group.

## Downloading Microsoft Teams

### Step 1

Download Microsoft Teams for Windows, Mac or your mobile device.

Visit [office365.leedstrinity.ac.uk](https://office365.leedstrinity.ac.uk) and log in with your student email address and password to download the software for free.

### Step 2

Open Microsoft Teams and log in using your student email address and password.

### Step 3

Use the short video guides on myLTU to find out everything you need to know about using Microsoft Teams.

## IT Services

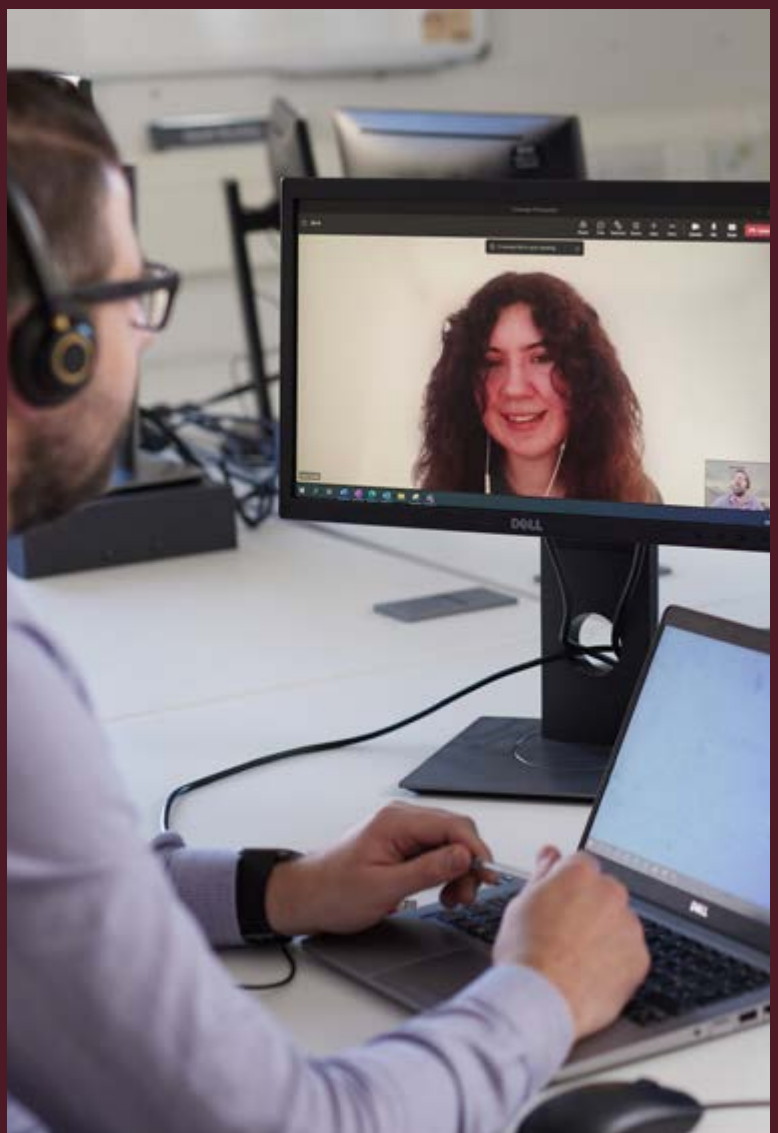
If you need any assistance with IT Services, contact the Helpdesk or log a ticket via the Self Service Portal that can be found in the IT Support tile in myLTU.

## Office 365

As a Leeds Trinity student, you get a free subscription to Office 365 for the duration of your studies.

This enables you to:

- Download the latest version of Microsoft Office for your devices – for free!
- Ditch USB sticks and save your files securely in OneDrive.
- Share and collaborate online with your course mates.
- Visit [office365.leedstrinity.ac.uk](https://office365.leedstrinity.ac.uk) to get started.



# YOUR FINANCE AND FUNDING



We hope that by now you have applied for your student finance for the 2024/25 academic year if you are eligible. If you haven't applied yet, you should do so straight away to limit any delay in the payment of your student finance. The Money Advice team can help you with your application.

If you are unsure of your eligibility for student finance, particularly if you are not a UK national or you have been a resident outside of the UK, or if you have some previous Higher Education study, please contact our Money Advice team.

## **Tuition fees**

If you have taken out a tuition fee loan to cover the cost of your tuition fees, your student finance funding organisation will notify Leeds Trinity. If you have not taken out a tuition fee loan, you will need to arrange to make payment of your tuition fee directly to Leeds Trinity.

**See Payment of fees overleaf for further information.**

## **Budgeting**

To get off to a good financial start, you should plan your budget before you begin your studies. As a Leeds Trinity applicant and student, you can sign up to Blackbullion for free and access resources to help you plan your budget and improve your financial skills, knowledge, and wellbeing. To sign up, visit: [blackbullion.com](https://blackbullion.com)

You can also find additional money management advice on myLTU, or by visiting: [leedstrinity.ac.uk/study/fees-and-finance/](https://leedstrinity.ac.uk/study/fees-and-finance/)

# Payment of fees

## Tuition

Invoices for tuition fees will be issued in October 2024 for UK students. If you have taken out the tuition fee loan for the full tuition fee amount, you do not need to supply any further information.

Tuition fees will be due in full on **1 November 2024** and payment may be made as follows:

- **Payment by tuition fee loan (if eligible)**  
This will be paid directly to the University by the Student Loan Company (SLC). Please check your SLC information to ensure you have applied for the correct tuition fee.
- **Online via your e:Vision account or at [epayments.leadstrinity.ac.uk/open](https://epayments.leadstrinity.ac.uk/open)**  
You will need to know your student ID number and have a debit/credit card.

Students paying international student fees must pay the full balance of their tuition for the year no later than eight weeks after the start of your course. If you require the university to sponsor you for a student visa 50% of your fees should already have been paid in advance as a deposit for your CAS (Confirmation of Acceptance of Studies).

## Accommodation

Students living on our Horsforth campus will be sent/given their accommodation invoice on or before their arrival. The fees should be paid in line with the accommodation agreement.

Payment may be made as follows:

- Online via your e:Vision account. Click on 'My Finance'
- Online at: [epayments.leadstrinity.ac.uk/open](https://epayments.leadstrinity.ac.uk/open)

You will need to know your student ID number and have a debit/credit card. There is an option to set up a recurring card payment that will automatically take the correct instalment payment on the due date to avoid you having to remember future payments. To set up a recurring payment, please contact the Finance Office.

Students living at Clarence Dock will be sent an invite to download the 'My Unite' app. This will show your accommodation fee details, and you can make the payment through the app.

## Need some help?

### Finance Office

You can contact the Finance Office at [finance@leadstrinity.ac.uk](mailto:finance@leadstrinity.ac.uk) or 0113 283 7311

### Money Advice team

Contact the Money Advice team at [moneyadvice@leadstrinity.ac.uk](mailto:moneyadvice@leadstrinity.ac.uk)





# STUDENT SUPPORT AND WELLBEING AT LEEDS TRINITY

We offer a range of high-quality support to ensure you flourish throughout your studies.

## Student Support & Wellbeing services

Our Student Support services enable you to access a wide range of help and advice when it's needed – whether it's personal or regarding academic concerns and issues.

Our services include:

- Disability Services
- Student Mental Health & Wellbeing services
- Student Support for general advice and guidance
- Money Advice

Student Support are available until 5.00am, seven days a week to provide support and advice on all areas of student life. You can reach the Duty Managers by phone or text on 07458 109 288 or by emailing [studentsupport@leedstrinity.ac.uk](mailto:studentsupport@leedstrinity.ac.uk).

One-to-one chats can then be arranged on campus or via phone, text or video call.

## Mental Health and Wellbeing support

Whether you're noticing past distress returning or you are experiencing emotional difficulties for the first time, our service provides the opportunity to talk in confidence about any issues causing concern. Your views and opinions will be respected and you will not be judged.

You can get in touch with our service with any questions or to refer yourselves either through myLTU or by emailing [studentwellbeing@leedstrinity.ac.uk](mailto:studentwellbeing@leedstrinity.ac.uk)

## Helping you with the costs of studying

With prices rising, we know that covering the costs of studying at university isn't always easy. That's why we have a range of support available for our students to reduce barriers to learning that could be caused by financial pressures. These range from providing free food and hygiene products (including free period products), to reducing costs on campus and supporting with costs associated with attending University (such as travel passes).

## Registering with your local doctor's surgery

If you are a Leeds Trinity student who will be living on our Horsforth campus or at Clarence Dock, you are strongly advised to register with the local GP service, unless you wish to continue receiving support for an existing issue elsewhere. You can find out more information on our website: [leedstrinity.ac.uk/support](http://leedstrinity.ac.uk/support).

## Equipping you with self-help

Common problems that students may face can often be resolved with our self-help provision, rather than needing to begin more formal therapy. We offer direction to a range of self-help routes via myLTU. These can be traditional self-help guides, online courses (via Leeds NHS and Togetherall) and recommendations for useful apps and books

## Togetherall

Togetherall is an online mental health and wellbeing service offering self-help programmes and community support through clinically mediated peer-to-peer support.

To join Togetherall's online community, visit [togetherall.com](http://togetherall.com) and sign up with your University email address. You will then be invited to create an anonymous username for your time on Togetherall. For more information, visit:

[leedstrinity.ac.uk/support](http://leedstrinity.ac.uk/support)

## Pre-arrival survey

We want to understand more about you in advance your arrival, so we're asking new students to complete our pre-arrival survey. The survey will ask you a range of questions about your background, and educational experiences.

We'll use the information to make any changes necessary to give you the best chance of success on your course.

Scan the QR code to complete the survey





## Additional support

### SU Advice

SU Advice is part of Leeds Trinity Students' Union and provides advice and support to students on mental health, academic issues, housing advice for students living off campus, sexual health services and general wellbeing.

For more information and to access the service, visit: [ltsu.co.uk](https://ltsu.co.uk)

### Umii

Umii is an app available for all Leeds Trinity students. The aim of Umii is to combat social isolation and loneliness amongst students. The app allows you to connect with peers at Leeds Trinity, based on your shared interests, similar course types and societies. Umii aims to make it easy for you to find and meet people outside of your course and accommodation. Only verified users can access the app, so you can be sure who you're connecting with is a real student at the University.

To access Umii for free simply download the app from Google Play or the App Store and use your student email to register.

### Trinity Sport

We know how important sport can be for health and wellbeing, and there are a range of free social sport sessions available to you at our Horsforth campus including badminton, basketball, futsal, tennis and more. The sessions are a chance for you to meet new students, enjoy an activity that you love, or try something completely new.

Check the Events tile in myLTU for details on the sessions or take a look at the Trinity Sport timetables around the Horsforth campus.

### Student Liaison and Engagement Officers

The Student Liaison and Engagement Officers (SLEOs) can advise and support you throughout your studies. This includes signposting you to appropriate services at the University.

We can support you with the following:

- Discussing engagement with lectures
- Meeting academic deadlines
- Signposting you to support services, such as student support, academic support and financial support
- Completion of forms, such as extensions and mitigating circumstances
- Liaising with academic staff regarding any student matters you may wish to discuss

### The Chaplaincy

Whether you need a cuppa and a friendly face, a chat about something, space to pray and reflect, a question answered, or you just want a cup of tea and a relaxed space to hang out, your Chaplaincy team is here for you.

Committed to your social and spiritual needs, the Chaplaincy:

- Run regular social, spiritual and volunteering events
- Provide a space to relax
- Provide a space for prayer, worship and reflection on campus (Chapel and Multi-faith Prayer Room)

The Chaplaincy team is here to provide support and advice to any student who needs it and will be on-hand to welcome you to campus in September.

# PERSONAL TUTORS

Every student is assigned a personal tutor who will meet with you to discuss your academic progress, university experience, personal and professional aspirations.

You will be invited to meet with your personal tutor three times a semester; once in a group meeting and then two individual meetings, personalised to your level and programme of study.

Personal tutor meetings are ideally placed to help you bring together the different elements of your programme. You will be encouraged to come along with questions about your studies and to bring any feedback you have received on assessments so that you can discuss your progress with your personal tutor who can also direct you to any other guidance you might need.

Personal tutors are a great resource - they know how the University works, they will understand your subject area, and they will encourage you to reflect on your academic performance. We encourage you to attend your meetings when you are invited.



## THE LEARNING HUB

The Learning Hub at Leeds Trinity is here to help you develop the skills you need to succeed in your studies. Having effective academic skills from the beginning of your university experience will make it more enjoyable. You'll find the work easier, you'll save time, and you'll get more out of your course.

**The Learning Hub offers a variety of support in areas such as:**

- Essay-writing
- Revision strategies
- Note-taking
- Time management
- Critical thinking and reading
- Engaging with your studies

The Learning Hub can work with you on a one-to-one basis either face-to-face or via Microsoft Teams. You can also use the online resources they provide or access email support.

To book a tutorial or discuss the ways the Learning Hub can support you, contact [learninghub@leedstrinity.ac.uk](mailto:learninghub@leedstrinity.ac.uk), or call 0113 283 7168.

If you'd like to make a head start on developing your skills, scan the QR code to look at LTNew, our short course designed to help you feel more prepared for university level study.



### Peer Support Champions

The Learning Hub also coordinates the Peer Support Champions Scheme. Peer Support Champions are level 4, level 5, level 6 and postgraduate students who can support your transition to university with both academic skills guidance and advice about general wellbeing.

The Peer Support Champions are available through various avenues: in lectures, via drop-ins or through bookable appointments. Peer Support Champions timetables will be published on the Learning Hub section in myLTU and the Learning Hub Moodle page in September.

For more information, please email [learninghub@leedstrinity.ac.uk](mailto:learninghub@leedstrinity.ac.uk).



# STUDENT INFORMATION POINT

The Student Information Point is the first point of contact for students with any questions relating to studying at the Leeds Trinity University. The team will listen to your situation and provide information, help, advice and tips on what to do next.

You can visit the Student Information point in the Andrew Kean Learning Centre on our Horsforth campus, or on the third floor of our City Campus.

You can also access the Student Information Point on myLTU.

## LIBRARY SERVICES

Leeds Trinity University has two libraries, located in the Andrew Kean Learning Centre at the Horsforth Campus, and on the third floor of the Leeds City Campus. When you visit the Library, you'll find:

- Friendly, helpful staff
- Resources to support your studies
- Group, quiet and silent study spaces
- Open access computers

At the Horsforth Campus, you will also find a café where you can relax, a 24-hour IT room, and tranquillity and wellbeing spaces. At City Campus, lockers where you can collect book reservations are also available on the ground floor.

It is anticipated that the Leeds City Campus Library will open in mid October. Students who will be based at Leeds City Campus will have full access to the Horsforth Campus Library.

### Liaison Librarians

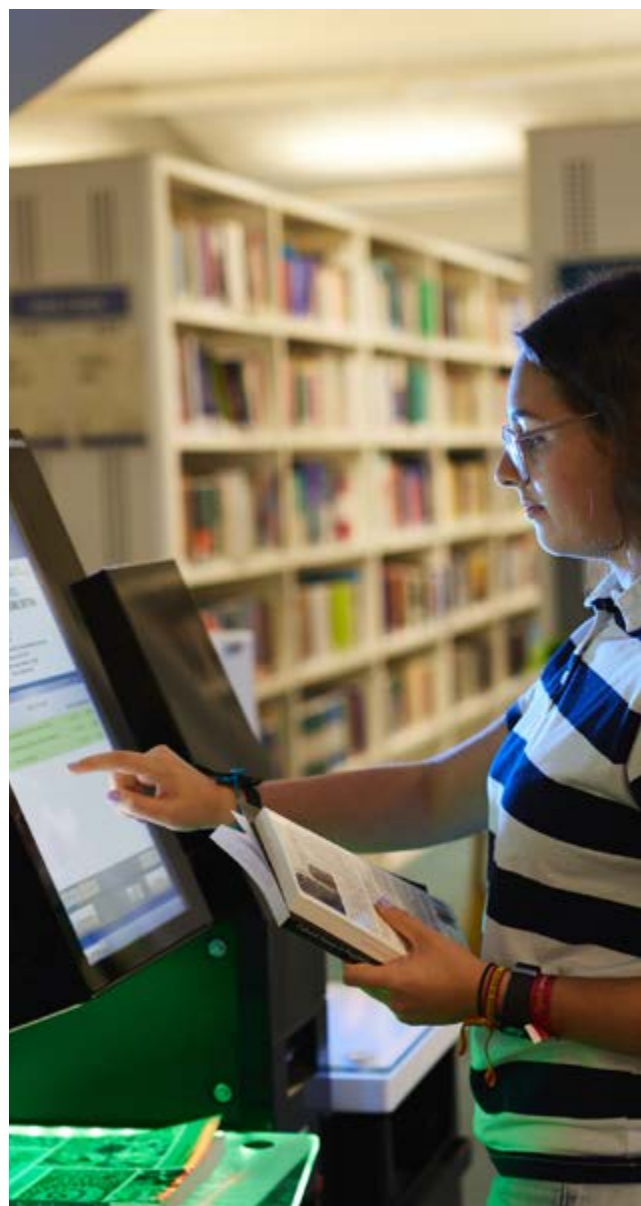
Each subject area has a dedicated Liaison Librarian who will help you get the most out of the Library during your time at Leeds Trinity. They deliver teaching sessions and offer one-to-one appointments to help you develop your research and referencing skills.

### Library Website

You can access the Library website under the Library tile on myLTU, or by visiting: [library.leadstrinity.ac.uk](http://library.leadstrinity.ac.uk)

### From here you can:

- Find and access print books, ebooks, databases and journal articles
- Research a topic for your assignment
- Access subject-specific resources
- Get help with referencing
- Check the latest opening hours
- Access help and support



### Contact the Library

If you have a question, please contact the Library team at [library@leadstrinity.ac.uk](mailto:library@leadstrinity.ac.uk) or 0113 283 7244.

Follow the Leeds Trinity Library on social media:

 @leadstrinitylibrary

 @ltulibrary1  @leeds\_trinity\_library



# CAREERS+PLACEMENTS

We are a career-led university, providing you with opportunities throughout your studies to engage with employers and take part in a range of employability enhancing activities and events – all while having access to qualified careers professionals to coach and guide you.

You will record the skills and attributes you develop during your time with us on your personalised Career Passport, which will act as a live record showcasing your achievements and progression.

## Professional work placements

Professional work placements and work based learning are embedded across our undergraduate degree programmes and our team of Careers and Placements professionals will work with you to apply and secure a placement that will enable you to gain vital professional work experience.

You will have multiple opportunities throughout your degree to undertake placement and employability projects:

- First Year: Placement or Professional Challenge
- Second Year: Mandatory Placement
- Final Year: Professional Learning Through Work Project

Our team support you throughout the entire placement process from preparation and application to interview – as well as being on hand during your placement.

Your professional placement and work based learning experiences will support with your career decision-making and provide you with excellent experience that will help you succeed when you enter the graduate job market.

## Careers and employability support

Our team of qualified Careers Advisors and Consultants are on hand to help you find your way, supporting you to achieve your career ambitions from your first year, right through to graduation and beyond – with our services available for up to three years after you graduate.

During your studies, our friendly and approachable team can offer you support that is flexible around your timetable and extra-curricular commitments.

You will have access to:

- Job and Further Study Fairs
- Employer Networking
- Professional Work Placements
- Exclusive part-time and graduate vacancies
- Campus and Summer Internships
- Tailored career support
- CV and Application Checks
- Interview Preparation Sessions

## Get started

To get started, simply visit [mycareer.leadstrinity.ac.uk](https://mycareer.leadstrinity.ac.uk) and log in using your student email and password, where you can then set up your account.









Left: Asim Mahmood (Vice President)  
Right: Maddie Goodhand (President)



# LEEDS TRINITY STUDENTS' UNION

Leeds Trinity Students' Union (LTSU) is dedicated to ensuring that every student gets the most out of their time at Leeds Trinity University. LTSU offers a variety of services to support students' academic, social, and personal growth.

We understand that university life can present unique challenges, which is why we offer advice and support services to students who may need them. LTSU is also the perfect place to join a club or society, campaign for change, or receive additional support.

As an independent charity, every penny of profit LTSU makes is reinvested into providing the best possible experience for all students at Leeds Trinity. In March each year, students are elected to over 200 roles across LTSU, ensuring that their voices are heard, and their needs are met.

LTSU is home to multiple societies and sports teams, including the ACS Society, the Islamic Society, alongside sports teams that participate in various leagues under

BUCS - British University & College Sports. New members are always welcome, and we encourage students to get involved and make the most of the opportunities available to them. A full list of our clubs and societies is available on our website.

Our friendly and professional staff team is made up of experts within their respective field and they are available to help and support students, after all, we are run by students and here for students! LTSU offers the Horsforth campus LTSU Trini-Tea Central, a social common room offering a quality, value led food and drink service which is totally alcohol free. We also have a diverse and wellbeing focused events programme and key events throughout the year including Welcome Fair and Welcome Week, Varsity and our Annual Student Awards Evening.




## Keep up-to-date

Follow us on social media to stay up to date on the latest advice, representation, recreational, and sporting opportunities available through LTSU.

### LTSU

-  @leadstrinitysu
-  @leadstrinityunion
-  @leadstrinitysu
-  @leadstrinity\_su

### LTSU Advice

-  @ltsuadvice
-  @ltsuadvice
-  @ltsuadvice

# EVENTS ON CAMPUS

From engaging activities at our Horsforth and Trevelyan Square campuses to exciting events across Leeds City Centre, you'll find plenty of opportunities to get involved and make new friends. To stay updated on what's happening during Welcome Week and beyond, visit myLTU and click on 'events' to explore the full events schedule and book your spot.





# SUSTAINABILITY

We are committed to embedding sustainability into everything we do and working towards solving global challenges. We are signatories to the SDG Accord, a global promise to play a key role in fighting local, national and global injustice, through contributing towards achieving the UN Sustainable Development Goals (SDG's). We are committed to contributing towards these 17 global sustainability goals. This includes embedding principles through our policies and processes, delivering through teaching, research, operations and outreach, estates management and sharing learning with others.

We want all of our students to understand the role they can have in supporting the sustainability agenda and in the future. That's why we have committed to embedding Education for Sustainable Development in all of our degree courses and are on our way to developing an integrated framework to do just that.

We are also embedding environmental management into how we manage and develop our campus. You will find recycling points across our Horsforth and City campus and please do also make use of the water fountains to refill your water bottles.

We also have cycling facilities and secure cycle storage across city and Horsforth campus and a shuttle bus runs between Horsforth Train station and Horsforth campus, to help you with Sustainable Travel.

## Claim Your Free LTU E-Cup

We've combined the convenience of a disposable cup with the environmental benefits of a reusable cup, to help reduce the use of single-use cups across campus.

Claim your free E-Cup and each time you have a hot drink simply drop the cup back at the counter or at one of our drop-off points and you'll get a fresh cup the next time.

## How does the scheme work?

Claim your free LTU E-Cup from the catering stand at the Welcome Fair on Wednesday 18 September.

Enjoy your drink and return the LTU E-Cup to any outlet (or specific E-Cup bin) to be washed and stored. Make sure you keep your sleeve. When buying your next drink, show your sleeve and it will be served in a clean LTU E-Cup as well as a 30p discount.







# STUDENT CHECKLIST

To ensure you're prepared for the start of the academic year, please complete everything on your student checklist before the start of your programme.

## Getting started

- Read the Get Going Guide
- Register your Leeds Trinity username and password at [myltu.leedstrinity.ac.uk](https://myltu.leedstrinity.ac.uk)
- Activate multi-factor authentication
- Download myLTU from the App Store or Google Play ready to use when you start university
- Register for your programme online via e:Vision
- Contact the Admissions team if you have provisional registration status to discuss any outstanding documentation
- Apply for your student finance, if eligible
- Complete the pre-arrival survey
- Keep checking [leedstrinity.ac.uk/new-students](https://leedstrinity.ac.uk/new-students) for updates on Welcome Week
- Download Microsoft Teams
- Register on [mycareer.leedstrinity.ac.uk](https://mycareer.leedstrinity.ac.uk)
- Check your timetable for compulsory Welcome Week activities
- Follow our dedicated social media channels for students at Leeds Trinity

## Moving to our Horsforth campus or Clarence Dock?

- Register with a local GP service – to find out how to register online, visit: [leedstrinity.ac.uk/support](https://leedstrinity.ac.uk/support)
- Check your timeslot for moving into your accommodation. You'll receive confirmation of your arrivals slot from the Accommodation team one week before your moving date.

## Get in touch

Got a question, but not sure who's best to ask? Call us on 0113 283 7100, or join us on social media:

    @LeedsTrinity

## Follow our student social media channels for all things Leeds Trinity University

Our dedicated student social channels are the ultimate destination for all current Leeds Trinity students. Find out more about what's happening on campus, key dates for your diary, how you can get involved with events, and much more.

 @leedstrinitystudents  @leedstrinitystudents