Dear Student

I am delighted to welcome to the School of Languages, Cultures and Societies. Many congratulations on gaining your place here at Leeds. You are about to begin a journey of growth and discovery: I am sure you will find your time here rewarding and fulfilling, and that you will quickly settle in to University life.

Enclosed with this letter are some induction materials related to your programme of study. You are advised to read through all this information carefully so that you are fully prepared for when you arrive in Leeds. All the materials enclosed here can also be found on the ‘Go’ (http://arts.leeds.ac.uk/go/studying/) and ‘Flying Start’ (http://flyingstart.leeds.ac.uk/) websites, and they also contain many other resources which aim to help you embark on your University career, including video welcomes from me, and from current members of staff and students in your subject area.

If you require any assistance during your time at Leeds then there are many support services available. One of your first ports of call, if you have any queries regarding your degree course, your modules, timetable or indeed if you just don’t know where else to go, should be the LCS Student Support Office, located in Room G.27 in the Michael Sadler Building. This office is open from 9am to 4.45pm Monday to Friday and the staff there are always willing to help. If you can’t come in person, then you are welcome to email lcsstudentoffice@leeds.ac.uk.

Most of the rest of the School of Languages, Cultures and Societies is also within the Michael Sadler Building, which is located close to the Parkinson Building and the University’s main entrance. The Michael Sadler Building is number 78 on the campus map.

You will also receive another induction pack from the University which will guide you through the essentials of enrolling onto modules and registering for your first year, but as a starter here are a few websites which you will find yourself using throughout your time in Leeds:

Minerva: Portal and VLE describes itself as ‘the way into everything’ and it does provide just that. If you don’t remember any other website, remember this one! – http://minerva.leeds.ac.uk/. This is also where you will find learning resources related to the modules you are studying. We also have a section simply called Modern Languages where you will find lots of information relating to the School in general which will be useful for your studies.

Student Services is accessed through the Portal and enables you to do everything from enrolling onto modules and registering for your programme during the summer, to looking at your personalised timetable, viewing your module results, looking up who your personal tutor is, and a multitude of other things.

The VLE is the University’s Virtual Learning Environment, which can also be accessed through the Portal. The VLE is where you will find learning resources related to the modules you are studying. We also have
a section in the VLE simply called Modern Languages where you will find lots of information relating to the School in general which will be useful for your studies.

As mentioned above, every student has a Personal Tutor whom you will meet during Intro Week. You can find their name by looking under Student Services in Minerva. This person is responsible for providing you with personal and academic support, and you will meet with them on a regular basis throughout your time at Leeds.

To assist you in preparing for your tutorial meetings, you have access to a resource known as ‘Leeds for Life’ which aims to prepare you for your future, and to inspire you to get the most out of your academic and co-curricular experiences. You can access Leeds for Life through the Portal.

Our Peer Mentoring scheme matches experienced students from the School with you as a new student. Mentors have volunteered for this role and can offer the type of support and help that will enable you to settle quickly into living and studying in a new environment. Please see the ‘Go’ website for further details.

Although we hope that you enjoy your studies and that everything goes well, we know that things sometimes go wrong. If they do, and you need some help, then as well as seeking advice from the LCS Student Support Office listed above you can also go directly to any one of the other support services available at the University of Leeds. The help@leeds website (http://help.leeds.ac.uk) provides an A-Z of help, pointing students in the right direction on anything to do with seeking housing advice; finding out about disability support; getting careers advice; or even how to seek counselling or medical help. It also has a list of useful phone numbers and contacts.

Finally, to welcome you to the School of Languages, Cultures and Societies we would like to invite you to come to our Welcome Meeting, which will be held on Monday 19 September. Please see your electronic timetable for full details of the location and time of your allocated meeting.

Enjoy the rest of your summer and I look forward to seeing you during your first year at Leeds.

Yours sincerely

Matthew Treherne

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