England, University of Leeds
Fall/Academic Year 2010-11
IAP Program Handbook

The Leeds, England program is offered by International Academic Programs (IAP) at the University of Wisconsin-Madison in conjunction with the University of Leeds. This IAP Program Handbook supplements handbook(s) or materials you receive from the University of Leeds as well as the IAP Study Abroad Handbook and provides you with the most up-to-date information and advice available at the time of printing. Changes may occur before your departure or while you are abroad.

Questions about your program abroad (housing options, facilities abroad, etc.) as well as questions relating to your relationship with your host university or academics (e.g. course credit and equivalents, registration deadlines, etc.) should be directed to International Academic Programs at UW-Madison.

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Contact Information

On-Site Program Information
Study Abroad Office
International Centre
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University of Leeds
Leeds LS2 9JT
Phone: +44 (0)113 343 7900
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Email: studyabroad@leeds.ac.uk
Emergency Number: +44 (0) 113 34 32222

Alison Hughes, Incoming Student Adviser
Study Abroad Office
University of Leeds
Leeds LS2 9JT, UK
Tel: +44 (0)113 343 3184
Fax: +44 (0)113 343 4968
www.leeds.ac.uk/studyabroad

UW-Madison Information
International Academic Programs (IAP)
University of Wisconsin-Madison
250 Bascom Hall, 500 Lincoln Drive
Madison, WI 53706
Tel: 608-265-6329  Fax: 608-262-6998
Web: www.studyabroad.wisc.edu

Jessa Boche
IAP Study Abroad Advisor
Emergency Contact Information
In case of an emergency, call the main IAP number (608) 265-6329 between 7:45 a.m.-4:30 p.m. Monday-Friday; after-hours or on weekends call the IAP staff on call at (608) 516-9440.

Embassy Registration
All program participants who are U.S. citizens must register at the U.S. Embassy before departure as this will help in case of a lost passport or other mishap. You can register on-line at <https://travelregistration.state.gov>. If you are not a U.S. citizen, register at your home country’s embassy or consulate.

U.S. Embassy in London
24 Grosvenor Square
London, W1A 1AE
Switchboard: 44 (20)7499-9000
www.usembassy.org.uk

Program Dates

Fall 2010
Recommended date of arrival: 13th - 15th September
Meet and Greet Service: 11th – 18th September
Move into accommodation: most contracts begin 15th September**
**temporary accommodation will be available before this on request
International Welcome Week: 13th - 19th September
Orientation: 16th September - compulsory morning meeting
Intro Week (for all new students): 20th - 26th September
Instruction begins: Monday 27th September
Instruction ends: Friday 10th December
4 week holiday: 11th December 2010 - 9th January
Exam Period: 10th - 21st January
Move out of accommodation: 18th/19th January**
**contracts can be extended on request if exams fall after this – Contact the Accommodation Office for details

Spring 2011
Recommended Date of Arrival: 19th January
Welcome Programme: 19th – 21st January
Compulsory Orientation Meeting: 21st January
Instruction begins: Monday 24th January
Easter Break: 2nd April - 2nd May
Instruction ends: 6th May
Reading week: 7th - 15th May
Exam Period: 16th May - 3rd June
Move out of accommodation: Contracts usually run until July
End of Spring semester**: 17th June
**Exam results will be externally modified between 3rd – 17th June. Students are advised to remain within travelling distance during this time in case of any anomalies relating to their exams.**

## Preparation Before Leaving
Refer to the Pre-Departure Checklist on pages four and five of the IAP Study Abroad Handbook for essential information.

### Immigration Documents

#### Visa
All non-EU nationals studying in the UK MUST apply for and obtain a student visa before arriving in the UK. For students with US passports, there are two types of visas to study in the UK: the “Tier 4 General Student Visa” and the “Student Visitor Visa.”

Students studying in the UK for six months or longer must apply for the Tier 4 General Student Visa. This visa allows you to work (part-time), intern, and/or volunteer in the UK. It also allows you to extend your stay if you would like to remain in the UK after your program ends. In order to apply for this visa, you will receive a “Confirmation of Acceptance of Studies” once you have firmly accepted your offer from the University of Westminster. **Apply for this visa as early as possible as it can sometimes take 2-3 months for processing.**

Students studying in the UK for fewer than six months are not required to obtain the Tier 4 General Student Visa. Students staying in the UK for fewer than six months may apply for the Student Visitor Visa.

IAP has developed a presentation that gives a general overview of the application process for UK student visas: [http://studyabroad.wisc.edu/programs/UK_Visa.html](http://studyabroad.wisc.edu/programs/UK_Visa.html)

University of Leeds Visa information: [http://www.leeds.ac.uk/international/visa.htm](http://www.leeds.ac.uk/international/visa.htm)

More information about the student visa process can also be found at: [http://www.ukvisas.gov.uk/en/](http://www.ukvisas.gov.uk/en/)

If you are a non-US citizen, please see your Study Abroad Advisor.

### Proof of Health Insurance
As a participant on an IAP program, you have medical and emergency evacuation insurance through Cultural Insurance Services International (CISI). Please make sure that you are familiar with the coverage provided and carry the insurance card with you.

### Medications
Please bring all needed prescribed medications since you will not be able to get them in England. Carry them in your carry-on in their original containers. If you wear contact lenses, also bring glasses in case you lose your lenses. Your U.S. prescription(s) will not be accepted and, if you were to need new lenses, you would have to have an eye exam in England.
International Student ID Card (ISIC)
This card will be useful to you in Europe, entitling you to a number of reduced student rates in fees and ticket including museums, concerts, movies, and rail and air travel. Information on the card is available on-line at http://www.isiccard.com. ISIC cards can be purchased at STA Travel on State Street. You are not required to purchase the card.

Handling Money Abroad
The official currency of Britain is the British pound sterling (GBP), with 1 pound equaling 100 pence. As of 12/6/08, the exchange rate was $1 USD to 0.684 pounds sterling. There are many options for handling money abroad, and it is difficult to say which one is the best. General tips for study abroad students are listed in the IAP Study Abroad Handbook. The tips below are suggestions for ways to handle money.

ATM/Debit Cards
By far, the easiest and most convenient way to draw money from a U.S. bank is by using an ATM card. There are a large number of cash (ATM) machines in London (and throughout Europe) which connect with systems such as CIRRUS and PLUS. Usually, the exchange rate at ATM machine is as good if not better than at a bank. It is important that you talk to your bank in advance. You should check with them to see if your ATM card will function properly in the UK, if you need to use a different PIN abroad, and if there will be any fees and service charges while you are abroad. Also, check the maximum amount you can withdraw in one day or one week as this can vary from bank to bank. You may want to consider taking an extra ATM card with you in case yours gets demagnetized or eaten in an ATM machine. Always leave the extra ATM card in your flat. And once in London, do not ask for a Tyme machine - they do not exist! Ask for a cash or ATM machine instead.

Similarly to an ATM/Debit card, traveler cards may be another option to consider. A traveler's card works like a debit card, in that you can make purchases and receive money from ATMs, and is refundable if lost. Money can be added to the card via email or phone using a credit card, debit card, or funds from a savings account (although they may only allow this transaction to take place with cards from the same travel card company, so be sure to check). This card has to be ordered in advance, and not all banks provide this service. Although a few companies have cards like these, past participants recommend using the Visa TravelMoney Card and the American Express Traveler's Cheque Card.

Credit Cards
Most major U.S. credit cards can be used worldwide and are extremely valuable in a financial emergency. It is highly advisable to obtain a major credit card in your name (not a parent) before studying abroad. Master Card and Visa are the most widely accepted cards worldwide. Be sure to record your credit card number and emergency card numbers in a separate place in case your card is stolen or lost. In general try not to let your card out of your sight during any transactions to reduce chances of fraudulent copying.

Important Tips:
- Not all merchants accept credit cards, regardless of the name brand. VISA and Master Card are the most commonly accepted cards. Past participants have
found it difficult using a Discover Card or American Express as they are not as widely accepted.

- Be aware that credit card companies do charge a fee for "cash advances" if you choose to take money out of an ATM using a credit card. Be sure you know what these fees are before you leave the U.S. as well as the maximum daily withdrawal.
- Before you leave for Leeds, make sure to get confidential four-digit international identification numbers to use with your credit card while you are overseas.
- Typically, the amount charged to your credit card bill is based on the exchange rate on the day that your bank or credit card company processed the transaction.

Banks
The four main banks in the UK are National Westminster, HSBC, Barclays, and Lloyds. Their services are very similar and they have branches all over the UK.

If you can show that you will be in the UK as a student for one year, you should be able to open a student bank account. If you will be in the UK for less than one year, you might not be able to open a student bank account, but you may be able to open an ordinary cash account at certain banks.

For more information about how to open a bank account in Leeds, visit: http://www.leeds.ac.uk/international/opening_bank_account.pdf

Transferring Funds From Home
To ensure that you will have enough money while abroad, plan ahead by preparing a budget calculating how much you will need and then adding some for a cushion and emergency situations. Money orders and banker drafts from U.S. banks can take up to 4 weeks to clear in a UK bank account. In the event that you do need money transferred to you, consider the following options:

- **ATM/Travel Card:** If you have an ATM card or a travel card, have a family member of friend deposit funds into your U.S. bank account.
- **WESTERN UNION:** Information on how Western Union transfers money worldwide can be found on-line at http://www.westernunion.com. Western Union does charge a fee for this service based on the amount of money sent.
- **AMERICAN EXPRESS MONEYGRAM:** This is an immediate cash transfer, where neither sender nor receiver needs to have an American Express card. Call the Moneygram Information Line at (800) 543-4080 to find the nearest participating office from which money can be sent. Transactions must be initiated at an American Express office in the U.S. and completed at one of their branch offices abroad. Fees vary according to the amount of money sent.

For more information on planning your finances while at Leeds, visit: http://www.leeds.ac.uk/international/planning_your_finances.htm
Packing

Effective packing is a refined art. The following tips are suggestions which might help when you are packing:

Ensure that every bag is marked in capital letters with your name, address and final destination both inside and outside of the bag. Be warned that both trains and planes place additional charges on extra or overweight luggage. Please check with your airline for the most recent regulations on check-in procedures and carry-on baggage. Do not bring a piece of baggage that is so heavy that you cannot lift or move it without help. A good test is to pack everything you want to take and see if you can walk around the block.

Avoid overpacking! If you look at any experienced traveler, the first thing you will notice is how little luggage s/he has with them. The more clothes you pack, the more you will have to take care of, and the heavier your suitcase will be. Make sure that everything you pack is essential. Also, you will probably accumulate quite a few gifts and souvenirs so it is a good idea to leave space in your suitcases. Plan accordingly and pack lightly.

Take Practical Clothes – avoid bringing clothes that need dry-cleaning (expensive…). Clothes that require minimal care, are comfortable to travel in, and can be layered are best to take. These items include T-shirts, lightweight sweaters and sweatshirts. Layering is the best way to combat the unpredictable British temperature both inside and out as you may find houses are not heated to the same degree that they are in the States. Casual clothing is the most comfortable for day-to-day British life. But if you plan on going clubbing, out to dinner, or to the theatre at night, dressier clothing would be best.

Roll Your Clothes. The fashion industry uses this method of packing as you can fit more in your suitcase and have fewer wrinkles in your clothes upon arrival.

Take a Backpack or a Side Pack. Backpacks are easier to carry than suitcases on longer trips. Internal frame packs are comfortable to carry, but can be cumbersome on trains and buses. A small travel bag is convenient for weekend trips and a day pack (like a messenger bag) is handy for around town or day trips.

Essential Extras:
- Comfortable shoes (make sure you break in new ones)
- Strong umbrella and raincoat or waterproof parka
- Wind-up or battery-operated alarm clock
- Washcloth and 2 bath towels (bed sheets will be provided in the flats)
- Travel purse (one that you wear around your neck) or money belt for passport, ID, and money
- Small sewing kit and scissors (be sure to pack these in your suitcase, not your carry on)
- Digital camera or film (film is less expensive in the U.S.)
- Batteries (in U.K. they are weaker and more expensive)
- Shower shoes (for youth hostels)

Electrical Appliances
Electrical service is not identical throughout the world. English electricity runs on 240 volts, while U.S. runs on 110 volts. Hence, if you plan to bring any electrical appliances (hairdryer, electric razor, radio, etc.), you will need to purchase in the U.S. both a converter for the voltage and an adapter to fit British sockets, both of which are different from those in Europe. IAP advises students against bringing any appliances from the U.S. Instead, we recommend that you purchase an inexpensive hairdryer, curling iron/straightener or radio in Leeds – the money you spend will save you from blown fuses in your flat and fried converters. In the past, roommates have often split the cost of these small appliances and then shared them for the semester.

However, if you do decide to bring electrical appliances from the U.S., make sure the converter (transformer) is suitable for the appliance. Radio Shack, Best Buy, or another appliance store can help you find what you need. Make sure that you purchase both a converter and adapter. Be aware that sockets vary from country to country.

Computers
Many students ask if they should take a computer with them overseas. Some past participants had found it useful to have a personal computer, while others were glad they didn’t have to worry about a valuable possession abroad. They can be a high-risk theft item, so if you do bring one make sure it is insured. Remember, you will have 24 hour access to a computer lab in the neighborhood.

If you plan on bringing a laptop, make sure that it can run on dual voltage. The US typically runs on 110 V and England runs on 240 V. If your computer is unable to handle the increased voltage, it can cause damage to your computer and cause electrical shorts in the flats. However, almost all newer laptops have built-in converters in their power supplies that will allow you to switch between the different voltages. Therefore, all you would need is a plug adapter to fit your American plug into an English socket. This can be found at most travel stores in the U.S. or can be bought for about £3 once you get to Leeds. Be sure to check if your computer has duel voltage capabilities, because if not, you would need to buy a voltage converter which can often be expensive and cumbersome.

Travel and Arrival Information

Participants on this program make their own flight arrangements to England.

Traveling to Leeds
Leeds/Bradford International Airport is the easiest arrival point in the UK. If you arrive at Leeds/Bradford you will pass through immigration in a small local airport where lines are much shorter than at London Heathrow or Manchester. You can book flights to Leeds/Bradford airport with a number of airlines routed through major European flight hubs such as Amsterdam or Paris which connect to Leeds. Even if your route takes you through London, ask for your connecting flight ticket to Leeds when you buy your long haul ticket. It will be cheaper this way. Allow at least 2 to 3 hours in transit time in Heathrow.

Manchester Airport is less than 55 miles/88km from Leeds. It is connected to Leeds city centre by a direct rail line from a train station inside the airport. From the arrival hall follow signs marked ‘TRAINS’ until you reach the Manchester Airport Train Station. Here you can buy a ticket for Leeds. Take a direct train if possible. Journey time is 1 hour 20
minutes and a one-way fare is approximately £20.00. The taxi fare from Manchester airport to Leeds will be approximately £100. You can check train times on www.nationalrail.co.uk. Click on the option ‘planning your journey’.

Heathrow Airport is 55 minutes away from Leeds by plane or 5/6 hours by direct coach. Flights must be booked in advance. Direct coaches depart regularly from Heathrow and the cost is approximately £32.

Gatwick Airport is 7 hours away from Leeds by coach. Direct coaches depart regularly from Gatwick and the cost is approximately £35.

From central London you can travel to Leeds by train or coach. The Train is quicker but more expensive.

- Train Services: www.nationalrail.co.uk (Click on the option ‘planning your journey’.)
- Coach Services: www.nationalexpress.com
- London buses & subway (the tube) www.londontransport.co.uk/tfl/
- If you are driving to Leeds you can plan your route using http://rp.rac.co.uk/routeplanner

Arriving in Leeds
It is very important to pre-book either University or hotel accommodation and check that you can move in at the time you plan to arrive. If you arrive without a pre-booking, you may have difficulties finding reasonably-priced accommodation.

When you arrive in Leeds, take a taxi from your arrival point to the accommodation that you have arranged for your first night in the city. Taxi fares are usually approximately £20 from the airport and £7 from train and coach stations.

The Leeds Study Abroad Office runs a “Meet & Greet” program for students that arrive in September, in which students can be met at the Leeds Airport, Train Station, or Bus Station. To learn more about this service, please contact the office directly.

If you have any problems when you arrive in Leeds please go to the University Security Office, 183 Woodhouse Lane near the main entrance to campus or telephone 0113 343 5494 (or 0113 343 2222 in an emergency). The Security Office is open 24 hours. Remember to take these contact details with you when you travel.

Try to arrange not to arrive in Leeds after 11pm. If you do arrive later than this, contact your accommodation in advance to make sure you can arrive late. If you arrive late unexpectedly and have problems, telephone or visit the University Security Office, 183 Woodhouse Lane near the main entrance to the campus or telephone 0113 343 5494 (or 0113 343 2222 in an emergency). The Security Office is open 24 hours. Remember to take these contact details with you when you travel.
The Academic Program

General Information
Leeds is among the top ten universities for research in the UK and is internationally acknowledged as a center of excellence in a wide range of academic and professional disciplines. Integrating research and learning and teaching is at the heart of the University's strategy. Courses are taught by staff who are engaged in world-class research and cutting-edge professional practice.

English Academic System
There are some important differences between the educational systems in England and the U.S. which you will need to understand as you approach your year of study at the University of Leeds. Many terms are used differently from the way we are used to using them. The term "unit" and "module" is the British term for class. The British use "staff" where we use "faculty" and their "faculty" includes students as well as teachers. They use the term "marks" rather than "grades."

Good academic study does not differ much from country to country, but there are difference of emphasis. A key difference between the learning methods of the American and British degree systems is the extent to which British students are expected to plan and carry out their own work. Particularly in the Arts, the amount of classroom contact is less than in some other systems, with a correspondingly greater reliance on independent study, in the form of directed reading and essay writing. Most units (courses) consist of formal lectures as well as tutorials and seminars (which vary in size from perhaps three to a dozen students and require active participation), but there are great variations between departments. Each department is responsible for both its own curriculum and for the form in which it is delivered, which can range from small seminar groups to computer-assisted learning. Acquiring this level of responsibility and adjusting to a different academic system presents a challenge, but it makes for a rewarding experience. It is also an excellent preparation for graduate study, since it provides an introduction to the self-discipline skills required of a good graduate student.

Units are normally taught as a mixture of lectures, tutorial or seminar classes and practical laboratory work (where appropriate). Attendance at classes is compulsory for credit earning purposes. Assessment is normally by written work, project or laboratory work (where relevant) and examinations, which usually come at the end of the semester in January and June.

As you can see by the dates of the fall semester (above), the examination period for the University of Leeds Fall semester extends through late January. Therefore, students attending the Fall program may return too late to enroll in spring courses at UW-Madison. Students may have the ability to choose courses that do not include a final exam. For more information about this option, contact your Study Abroad Advisor.

Course Information
Courses (Modules)
Study abroad students can enroll in a broad range of courses at Leeds. Most students can take classes from three or four different academic departments, from across a wide range of the university's degree programs.

Information for students regarding module selection can be found here:
http://www.leeds.ac.uk/qmeu/studyabroad.htm

When selecting modules, make sure that you are qualified for those that you intend to apply for. Certain modules have pre-requisite conditions that must be met before the module may be studied. This may be defined in terms of a certain level of knowledge/competence or evidence of previous study in the subject, or the study of a particular lower level module.

Modules codes
Each module is described by a module code (for example: “MECH 2410”).

The four letter code at the beginning identifies the teaching school. The first digit of the numerical code shows the intellectual/cognitive level of the module. Level 1 modules will start with a number one, and so forth.

Please make sure that the module is at an appropriate academic level.
• **Level 1** modules are generally suitable for students who have not previously studied the subject at their home university.
• **Level 2** modules are generally suitable for students who have previously studied the subject at their home university to an intermediate level.
• **Level 3** modules are suitable for students who have previously studied the subject at their home university to the same level as a graduate.

Registration
Students will indicate on the Leeds online application the classes that they wish to take. The study abroad officer at Leeds will then work with the student to approve and enroll them in appropriate classes. Students will have the chance to finalize their course selections once they are in Leeds, however it is important that most of the student’s course selections are finalized before their departure from the US.

**Equivalents and Course Equivalent Request Form (CERF)**
Each course you take abroad must be assigned a UW-Madison “equivalent” course in order for your grades and credits to be recorded on your UW-Madison transcript. In order to establish UW-Madison course equivalents for your study abroad courses, you will submit a Course Equivalent Request Form (CERF). Detailed information on the UW course equivalent process is available in the IAP Study Abroad Handbook.

**Credits**
The following is how your credits will be transferred back to UW-Madison:

<table>
<thead>
<tr>
<th>Leeds Credit Points</th>
<th>UW Madison Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>10</td>
<td>3</td>
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<td>15</td>
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<td>7</td>
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<td>40</td>
<td>10</td>
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Limits and Load
A full year’s work is 120 Leeds credit points, and you are expected to take the full load. If you are studying in a range of departments, you may not be able to take precisely 120
units, so margins of 115 to 125 are acceptable and are still considered to be a standard year’s work for transfer purposes. A semester’s work is 60 Leeds credit points, and rules are as for the full year. Margins of 55 to 65 are considered acceptable. As a participant on an IAP UW Madison Study Abroad Program, you are required to take no less than 12 UW Madison credits and no more than 18 UW Madison credits.

**Pass/Fail/Drop/Audit**
Please refer to the IAP Study Abroad Handbook for academic policies.

**Grades and Grade Conversions**
The following is how your grades will convert back to UW-Madison:

<table>
<thead>
<tr>
<th>Leeds Grade</th>
<th>UW-Madison Equivalent Scale</th>
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</thead>
<tbody>
<tr>
<td>63-100</td>
<td>A</td>
</tr>
<tr>
<td>57-62</td>
<td>AB</td>
</tr>
<tr>
<td>48-56</td>
<td>B</td>
</tr>
<tr>
<td>42-47</td>
<td>BC</td>
</tr>
<tr>
<td>35-41</td>
<td>C</td>
</tr>
<tr>
<td>30-34</td>
<td>D</td>
</tr>
<tr>
<td>0-29</td>
<td>F</td>
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</tbody>
</table>

**Living Abroad**

**England**
It is sometimes confusing to understand the difference between England, Great Britain and the United Kingdom. England is located on the island of Great Britain, which also consists of Scotland and Wales. Great Britain then, is part of the United Kingdom, which consists of Great Britain and Northern Ireland. Coursework, particularly “Contemporary Britain” will delve into the historical and political formation of these unions.

England is the largest and most populous country of the UK, and it ranks as one of the most influential countries in the world. Perhaps most interesting is their cultural mix of old and new. As a country formally founded in 886, the English have a rich history with cherished traditions and customs. However, they are also a modern society with constant contributions to the fashion, music and political realms. Comparatively, America is a very young country without the same interesting mix of traditional and modern. Therefore for American students, England is an especially fascinating place to study and live.

**City/Site Specific Information**

**Leeds**
With its cosmopolitan shopping arcades, theatres, museums and café-bars, Leeds attracts visitors worldwide. By day, the city is a thriving hub for finance, law, commerce and business. By night, top clubs and restaurants pull in the crowds.

Love shopping? Then Leeds is the place for you. Chic designer boutiques and high street favourites compete with ethnic craft, clothes and food shops all within a compact city centre. The colourful Kirkgate Market is a favourite for fresh food and household goods at very reasonable prices.
Leeds is also a city of culture in a multicultural society. Once you have admired the elegant architecture of the shopping arcades, find out what's showing in the city's theatres, museums and cinemas. ‘Opera North’, the ‘Northern Ballet Theatre’ and the ‘West Yorkshire Playhouse’ ensure a stunning line-up of entertainment each year (with affordable student tickets available for most performances.)

If you are wondering what to do on a lazy afternoon, why not try the Royal Armouries Museum? Or perhaps stroll along to the Thackray Medical Museum to find out how improved living conditions and medical advances help us to live longer. The Leeds City Art Museum is another site worth visiting, with one of the UK's largest sculpture exhibitions outside London, featuring works from Auguste Rodin and Henry Moore.

Citizens of Leeds – known as Loiners - come together to celebrate their multicultural traditions through a variety of events and activities, open to all. The Christkindelmarkt in December (a German Christmas market), the Chinese New Year festivities in January, the Sikh Vaisakhi celebrations in April and the Leeds Indian Mela in August are just a few of the cultural events that mark the year. On a day to day basis, places of worship for all the major religions can be found in Leeds. Leeds Grand Mosque is only five minutes from campus.

World cuisine is well represented in Leeds. From traditional English pub fare to funky noodle bars and stylish Indian restaurants, there's something for every budget and palate. And with sophisticated clubs and bars, alongside annual jazz, pop and film festivals, you won't be in bed early! The nightlife in Leeds calls out to students everywhere. Live bands and DJs play most weekends in the city and the club scene is one of the best in the UK. Even the University Union has its own club and concert halls to attract top UK groups.

For sports fans, Leeds United Football Club, the Rhinos and the Tykes (rugby teams) the Yorkshire Cricket Club and the English side (playing at Headingley Stadium) all provide great opportunities to watch top level games.

Leave the city of Leeds and within a short distance you will find the beauty of the Yorkshire Moors and the spectacular scenery of the Pennine Hills – both perfect places to explore on a day trip. If you are feeling more adventurous, Leeds is ideally located in the heart of the UK for trips to both London (2.5 hours by train) and Edinburgh (3 hours). Finally, bargain prices to several European destinations from the Leeds/Bradford airport mean that students have the real possibility of exploring further afield during the holidays.

**Housing**

University residences are guaranteed to all Study Abroad and Exchange students who apply for accommodation online the specified deadlines. Fall/Academic Year students must apply by **July 1st**. Spring students must apply by **December 1st**.

You will be able to apply for accommodation online after you have received your Student Identification Number. This will be forwarded to you by email and regular mail once your acceptance letter has been generated.
You will find out the exact start date for your accommodation when you are sent your contract. Students who wish to arrive a few days before the start of their contract should complete an 'Early Arrival Form' which will be sent to your home address together with the accommodation contract.

There are a wide variety of housing choices available and they offer a welcoming environment in which to study and relax. Residences are large and small, contemporary or traditional buildings, on campus, close to the city centre or sometimes further. For more information on housing (types, cost, location) visit:

http://www.leeds.ac.uk/accommodation/overview.html

If you have any questions regarding accommodation, such as the best halls for your budget or needs, then the Accommodation Office will be able to offer you the best advice. You can contact them at:

Accommodation Office
University of Leeds
Leeds LS2 9JT
Tel: +44 113 343 7777
Fax: +44 113 343 6077
Email: accom@adm.leeds.ac.uk

Catering Services On Campus
All students at the University may obtain a “Catering Refresh Card” with which they can buy food and drink from any University catering outlet on campus without the need for cash. “Ecash” can be loaded on to your card either by you, or by anyone to whom you give your student number, with a credit or debit card over the internet. Further details can be found here:

http://www.leeds.ac.uk/catering/ecash.htm

Student Life
Obviously University of Leeds students are the hardest working in Britain, but even the most dedicated student needs to take it easy some of the time.

Leeds University Union (http://www.luunonline.com/index) provides a great range of leisure options including live music, places to eat, and theatre. At LUU there are over 210 activities, clubs and societies to make your leisure time more fun. There are also many ways you can get involved in volunteering at LUU. Whether you want to work with older people, young people, on community or environmental projects, there is something for you.

LUU also sponsors hall committees, or JCRS. All students living in university accommodation are eligible to join their Hall Committee, which organize many social and sporting events that students can participate in.

The University also has extensive sporting facilities to help you burn off any excess calories. http://www.leeds.ac.uk/regions/sport.htm
The Student Union runs Nightline, a telephone support and information service run for students by trained student volunteers. Nightline is a listening and information service run by students and for students. It operates from 8pm to 8am, **EVERY** night of term, offering confidential listening and information to all students studying in Leeds. The information service supplies info on anything relevant to student life, from exam times and locations to that all important late night pizza.

**Insurance**: If you’re staying in Leeds for more than 6 months, you will be covered by NHS (National Health Service) in addition to health insurance coverage through CISI as part of your IAP program fees. NHS will not cover you outside of the United Kingdom. Note that many health insurance policies operate on a "reimbursement" basis, so be ready to pay the doctor directly for services outside the United Kingdom or for services not covered by the NHS. Should you need to pay up front for medical services, be sure to collect an original receipt to submit to your insurance company.

Contact the Leeds International Students Office for more information about NHS.

**Communication**

When making calls, keep in mind time zone differences ([www.timeanddate.com/worldclock](http://www.timeanddate.com/worldclock)). To make an international call to the United States, dial the access code for the country from which you are calling plus the United States country code (always “1”) followed by the appropriate U.S. area code and local number. To call internationally from the United States, dial “011”, the country code, city access code (if necessary) and the phone number. Country and city codes can be found online ([www.timeanddate.com/worldclock/dialing.html](http://www.timeanddate.com/worldclock/dialing.html)). Some of above steps can vary if you are using a calling card.
WEBSITES OF INTEREST

University of Leeds
http://www.leeds.ac.uk

University of Leeds Study Abroad Office
http://www.leeds.ac.uk/studyabroad/index.htm

University of Leeds International Students Office
http://www.leeds.ac.uk/studyabroad/index.htm
http://www.leeds.ac.uk/international/brochures.htm - info for incoming international students

U.S. State Department Students Abroad site:
http://www.studentsabroad.state.gov/

UW-Madison International Academic Programs
http://www.studyabroad.wisc.edu

U.S. State Department:
http://travel.state.gov

Center for Disease Control
http://www.cdc.gov/travel/

Current exchange rates
http://www.oanda.com

Lonely Planet
http://www.lonelyplanet.com