

**PSYCHIATRY TRAINING  
COURSE  
Psychiatry CPD**

**COURSE  
H A N D B O O K**

**Academic Year 2022-23**



**Division of Psychological and Social Medicine  
Leeds Institute of Health Sciences  
School of Medicine  
Faculty of Medicine and Health  
University of Leeds**

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## **1. WELCOME TO THE UNIVERSITY OF LEEDS**

Welcome to the University of Leeds. On behalf of all of the members of staff who are involved in the Psychiatry Programme, we hope that you enjoy your time on the course and that it is beneficial to you.

This course handbook has been devised in order to provide you with detailed information regarding both the University in general and the actual course, and will hopefully answer most of your questions. Please do not hesitate to contact us for any further information you may require. Our contact details can be found in section 2.7 of this handbook. Contact details for other University services which you may find useful, can be found in the Appendices at the end of the handbook.

### **NB: Course Changes Due To Covid-19**

Normally the course is delivered primarily in-person, and much of the information in this handbook relates to this format. However, due to covid-19, teaching has been online for the past two years. From this autumn (2022), year 3 teaching will continue to be online, as it relates to the MRCPsych CASC exam, which continues to be online at present. We are hoping that year 1 and 2 teaching will be mainly in-person, but we will keep this under review according to all relevant factors.

## 2 COURSE STRUCTURE

### 2.1 Course Aims and Objectives

The University of Leeds Psychiatry Training Course (Psychiatry CPD Course) is a part-time course that runs over two semesters each academic year. Attendance is on a one day per fortnight basis during term-time in years 1 and 2, and one day per month in year 3. The programme is designed for core psychiatry trainees who are working in a clinical training post in the National Health Service, within the West or North & East localities of Health Education England Yorkshire and the Humber, and who are working towards the professional examinations for Membership of the Royal College of Psychiatrists (MRCPsych).

The course aims to provide learning opportunities relating to core training in psychiatry, as outlined in the core training curriculum of the Royal College of Psychiatrists (<http://www.rcpsych.ac.uk/traininpsychiatry/corespecialtytraining/curricula.aspx>) and to facilitate preparation for MRCPsych examinations, based on the MRCPsych examination syllabus (<http://www.rcpsych.ac.uk/traininpsychiatry/examinations.aspx>) (although the primary responsibility for clinical skills training remains with the clinical training supervisors).

*By the end of the course, trainees should be able to:*

- *understand the sciences basic to psychiatry*
- *understand the clinical aspects of the psychiatric specialties*
- *demonstrate communication and clinical interviewing skills at a level appropriate to core training*

### 2.2 Entry Requirements

For admission onto the course, trainees are required to be medical practitioners and for the duration of the course to hold core training posts in psychiatry, approved for this purpose by the Teaching and Learning Committee of the Faculty of Medicine and Health. In practice, this usually means being a core trainee on a rotational scheme of psychiatric training approved by the Royal College of Psychiatrists within the HEE Yorkshire and the Humber region.

In addition to attending teaching sessions, you will normally register with the university. This gives you access to university library and IT facilities. In order to be fully registered you need to complete an online registration process, and you can also obtain a university ID card.

### 2.3 Course Outline

New trainees may enter the course either in September (Semester 1) or February (Semester 2). For each academic year of the course, you must complete two semesters; this means that September starters finish in the following June/July, whilst February starters do not finish until the following December/January.

Trainees may enrol in the course year that is most suitable for their training requirements, agreed with their clinical training supervisors.

Less than full-time trainees (LTFT) enrol on the course when they are due to start attending teaching. They may attend the three years of teaching in the same way as full-time trainees. However, often LTFT trainees have periods (eg alternate years) when they do not attend teaching, as agreed with their clinical training supervisors, if this fits better with when they plan to sit College exams. If practical, it is usually better to start attendance years in September. If any gaps in course attendance are planned it is important that the trainee informs the course staff so that the attendance register can

be amended. Normally LTFT trainees maintain their university course registration during gaps in attending teaching.

Teaching sessions normally take place in the Medical Teaching Centre, Worsley Building, University of Leeds.

Year 1 teaching is on Fridays and Year 2 teaching on Tuesdays. Teaching is in the form of lectures, small group teaching, video-linked teaching and joint sessions with Sheffield trainees, either in Leeds or Sheffield. Sessions are delivered with guidance on further self-directed study. In Year 3, there is teaching monthly on Thursdays and also whole day CASC mock days for trainees who are preparing to take the MRCPsych CASC examination.

There are no formal university examinations and the course is not associated with a university award.

The content of the teaching is primarily based on the core curriculum of the Royal College of Psychiatrists and the syllabus of the MRCPsych examinations. Please note it is not possible to cover all aspects of the curriculum and syllabus in the course teaching sessions. Rather, lecturers highlight salient aspects for discussion and often give suggestions for further reading.

If you have a disability please contact the university's Disability Services who provide information, guidance and support (contact details are in Appendix B below).

## **2.4 Teaching Topics**

Year 1 teaching focuses initially on sections 1-5 of the MRCPsych syllabus, which form the basis of the MRCPsych Paper A examination. Topics include psychology, social sciences, human development, neurosciences, psychopharmacology, and classification and assessment in psychiatry. There is also teaching on, eg epidemiology and clinical disorders which are relevant to the Paper B examination.

There is also teaching on topics of value for core trainees that are not directly linked to MRCPsych written papers, including Clinical Interviewing Skills workshops leading to formative assessment of communication skills (FACS).

Year 2 teaching focuses further on clinical topics and critical review related to the Paper B examination – sections 6 onwards of the MRCPsych syllabus. Topics include psychiatric specialities, treatment modalities, statistics, research methods/critical appraisal and evidence-based practice.

Following this, teaching in the latter part of Year 2 focuses on developing Advanced Communication skills, leading to FACS 2.

In year 3 semester 1 there are CASC revision teaching sessions and also full-day CASC workshops including mock stations with simulated patients before each actual CASC exam. In semester 2 there is teaching on preparing for higher training.

## **2.5 Course Website and Further Learning Resources**

The course website is within the School of Psychiatry section of the HEE YH website and gives externally-facing general information about the course.

<http://www.yorksandhumberdeanery.nhs.uk/cptc/>

Most course resources are on the HEE Blackboard virtual learning environment, including teaching presentations/handouts and further learning resources. You will be issued with log-in details when you join the course.

<https://heeyhpsychiatry.blackboard.com/>

The Royal College has developed a series of Trainees Online (TrOn) modules relevant to preparing for MRCPsych exams. General information and modules can be found via the College website at: <http://tron.rcpsych.ac.uk/>. Access to modules is via RCPsych login.

There is a course Twitter account, [@CPTC\\_HEEYH](https://twitter.com/CPTC_HEEYH).

## **2.6 Course Collaboration between Leeds and Sheffield**

Course provision for the region of Yorkshire and the Humber is delivered by The University of Leeds and Sheffield Health and Social Care NHS Foundation Trust on a collaborative basis, as commissioned by HEE YH.

The University of Leeds collaborates with psychiatrists from Leeds and York Partnership Foundation NHS Trust, Leeds Community Healthcare NHS Trust, South West Yorkshire Partnership NHS Foundation Trust, Bradford District Care NHS Foundation Trust, Humber NHS Foundation Trust, NAViGO, and the Yorkshire part of Tees, Esk and Wear Valleys NHS Foundation Trust to provide teaching in the North, West and East of the region.

Sheffield Health and Social Care NHS Foundation Trust (SHSC) collaborates with psychiatrists and academics from the University of Sheffield, Derbyshire Healthcare NHS Foundation Trust, Nottinghamshire Healthcare NHS Trust, Rotherham Doncaster and South Humber NHS Foundation Trust, Sheffield Children's Hospital NHS Foundation Trust, Sheffield Teaching Hospitals NHS Foundation Trust, South West Yorkshire Partnership NHS Foundation Trust, Sheffield Hallam University, the University of York and the University of Central Lancashire to provide teaching in the South of the region.

In Leeds, Dr Alastair Cardno is the Course Organiser, Hannah Megaw is the Course Coordinator, Dr Jide Adeyefa and Dr Becky Fitton are the Associate Course Organisers, Dr Owen Obasohan, Dr Taha Anjum and Dr Ayo Ilesanmi are the CASC Teaching Organisers, and Dr Clare Dowzer is the Course Website and Blackboard Manager.

For trainees in North/East/West Yorkshire the majority of teaching is face-to-face in Leeds, with some sessions video-conferenced to/from Sheffield, and some joint sessions of all trainees in Leeds or Sheffield.

## **2.7 Course Contacts**

Please do not hesitate to contact one of the following members of staff:

<b>Name</b>	<b>email</b>
Dr Alastair Cardno Course Organiser	<a href="mailto:a.g.cardno@leeds.ac.uk">a.g.cardno@leeds.ac.uk</a>
Hannah Megaw Course Coordinator	<a href="mailto:psych_cptc@leeds.ac.uk">psych_cptc@leeds.ac.uk</a>

### 3. COURSE ATTENDANCE

Attendance for the course is on a one day per fortnight basis during term-time in years 1 and 2, and one day per month in year 3. The academic year is split into two semesters:

Semester 1	September to January
Semester 2	February to July

And teaching takes place on the following days:

Year 1 - Fridays  
Year 2 - Tuesdays  
Year 3 - Thursdays

There are also two full-day CASC Mock workshops per year for trainees sitting CASC exams, prior to the actual CASC exams.

The University requires us to establish an attendance record for the course. The HEE/NHS staff who pay your fees and authorise your study leave also want to be sure that you are attending the course. We therefore have a register of attendance. Your clinical training supervisors in your base Trusts are sent the record of attendance on a regular basis to ensure that they are also aware of your attendance.

It is therefore very important that you sign the morning and afternoon registers when attending the teaching days. If you forget to sign a register, you will be marked as absent. For this reason, it is also very important that you inform the Course Coordinator of any justified absence, such as annual leave, sickness or work duties, so that this can be recorded correctly on the attendance registers. The Course Coordinator should be informed of such absences as soon as you are aware that you will be unable to attend the course on certain days.

(Please note: for online teaching sessions, there is no attendance register to sign – your attendance is based on logging in to the session.)

In the event of changes to planned teaching sessions or cancellation we will inform you by email as early as possible. However, occasionally sessions can be cancelled at the last minute, e.g. if a lecturer becomes ill, so please check for emails up to the morning of a teaching day before travelling. If there happens to be a change or cancellation in the course of a teaching day, we will aim to let you know as soon as possible in the teaching room.

#### ATTENDANCE POLICY

The Yorkshire School of Psychiatry Management Committee has agreed the following attendance requirements:

It is recommended that trainees attend **a minimum of 70%** of teaching provided on the course, with non-attendance entirely accounted for by authorized absences (there is evidence to suggest that trainees who attend above this stated threshold are more likely to be successful in their exams).

Absence is permitted for, eg clinical reasons and leave. It is the responsibility of the trainee to obtain authorisation in advance of teaching and to notify the Course Coordinator. Failure to do this will result in notification of unauthorised absence.

#### 4. REGISTRATION

Following submission and acceptance of an application form, registration is online, and needs to be completed in order for you to officially become a student of the University of Leeds. We will provide further information about how to complete registration.

**Please note the deadline to complete registration when you are given this information. It is important to register within this time, otherwise you may not be able to attend the teaching sessions.**

Once you have registered you have the option of obtaining your student card which identifies you as a student of this University and also acts as your University Library card for in-person visits (online library resources can be accessed with your university login details). It will also allow you to use the Sports Centres providing that you have paid the required annual fee. (You would also be required to pay a small fee every time you used the facilities.) Your student card will also be able to get you a discount in many High Street stores. Further details can be found if you log onto the NUS website.

If you lose your student card, please obtain a replacement from the main student office (Taught Student Administration), Marjorie and Arnold Ziff Building, where you can order a replacement card. There is a charge to replace your student card, which applies irrespective of the reason for the loss. You will also require some other form of identification with you when doing this.

Please note that you are required to register online at the start of each year of the course. Failure to do this by the specified deadline will result in you being withdrawn from the university system.

In order to be eligible to attend Years 1-3 of the course you will be in a psychiatric training post within the West or North & East localities of HEE Yorkshire and the Humber, and your fees will be paid directly to the University by HEE.

#### 5. TRAINEE REPRESENTATIVES AND FEEDBACK

Each year of the course normally has two trainee representatives. The trainee representatives attend the Course Management Committee meetings (twice annually) and are able to put forward student opinions and feedback, in order to optimise the way in which the course is run. If you are interested in taking on this role then please do not hesitate to contact the Course Coordinator.

Whether or not you are a trainee representative, we very much value feedback from trainees regarding the teaching sessions you attend. Feedback will be circulated for each teaching session via an email link to a JISC online questionnaire. It is anonymous, so please be honest, while maintaining respectful and professional language. It is very important that you complete these forms, as we are continually trying to improve the way in which the course is run and the course content. Lecturers on the course will also be sent their feedback results, so that they can amend their teaching material accordingly. They also use the feedback in their annual reviews.

You are also welcome to email the Course Coordinator at any time in order to give further feedback.

Student feedback plays a vital role in planning the timetable for the coming academic year and this is your chance to let us know your views.



## **6. CHANGE OF PERSONAL DETAILS**

If you are changing your correspondence address and/or changing your name, please inform the Course Coordinator. You must also make these changes through the Student Portal on the University website if you are registered with the university:

<https://studentservices.leeds.ac.uk/>

## **7. EMAILS**

When you register with the university you will be given a university email address, which will be our normal mode of communication with you for re-registration, temporary leave and any confidential communication.

General emails about teaching will normally be sent to your nominated email account. It is important that you specify this to the Course Coordinator and also notify the Course Coordinator of any changes to your nominated account.

## **8. PERMANENT OR TEMPORARY LEAVE**

You may find it necessary to leave the course, either permanently or temporarily, before completing your studies here.

In the case of leaving permanently, you should inform the Course Coordinator as soon as you know this will happen.

Many students on the course find it necessary to take a period of temporary leave during their course of studies.

Again you should inform the Course Coordinator as soon as you know this will happen.

It is also very important to contact the Course Coordinator when you return from temporary leave, so that a plan can be made for continuation with the course.

Please remember to inform us of any change of address during a period of temporary leave so that we are able to get in touch with you regarding your return to the course.

## **9. THE UNIVERSITY COMPUTER SYSTEM**

If you register as a student at the University of Leeds, you will be allocated a "username" for the University Computer System Network.

The University has its own computer helpdesk team within the Information Technology (IT) department. You can contact them if you encounter any computer problems when using the University computer clusters. Further information and contact details are on <https://it.leeds.ac.uk> and their contact telephone number is (0113) 343 3333.

## **10. MEDICAL TEACHING CENTRE (MTC)**

The teaching for the Psychiatry course normally takes place in the Medical Teaching Centre (MTC) rooms, which are situated on Levels 8 of the Worsley Building. A campus map showing you the location of the Worsley Building can be found on the university website (<https://www.leeds.ac.uk/campusmap>) and on boards around the university campus.

Prior to the beginning of a new semester, you will be sent the new timetable. This will include information on the dates, times and venues for the next semester's teaching, as well as the timetabled teaching sessions that are due to take place.

Please find in Appendix A a floor plan of Level 8 of the Worsley Building, which is where the majority of the teaching will take place. If you are unable to find a teaching room, then please go to the MTC Reception (Room 8.15, Level 8, Worsley Building), where a member of staff should be able to guide you to the correct place.

When using the MTC teaching rooms, please note that you are responsible for the security of your personal belongings and that any loss or theft of personal belongings is not the responsibility of the University. Please note that in recent years the number of thefts from the Medical School has increased, so please do not leave any personal belongings in teaching rooms if you are not there.

If you accidentally leave something behind in the teaching room, first check with the Course Coordinator to see if it has been found. If not, lost property can be found in the MTC Reception (Room 8.15). Items not claimed at the end of the year will be disposed of.

Please also ensure that you leave the teaching rooms in a tidy condition and ready for the next user. Please use the waste/recycling bins provided in the corridors for all of your rubbish and do not leave any rubbish on the floor. Failure to keep rooms tidy may result in no longer being able to use the rooms and having to find teaching rooms elsewhere on the campus, which will be far less convenient for both trainees and members of staff.

## **11. UNIVERSITY LIBRARIES**

Please find below a list of the main University libraries which you may find useful once you are registered. Your student identity card also acts as your University library card. Many library resources are available online on or off campus at <http://library.leeds.ac.uk>

### **(1) Health Sciences Library**

The Health Sciences Library is situated on Level 7 of the Worsley Building, so this is probably the main library you will use, in that it is in the same building as your teaching rooms and also in that it contains the main collections for medical and health-related subjects.

### **(2) St James's University Hospital Library**

This library is actually based over at St James's University Hospital campus, on Level 3 of the Clinical Sciences Building. Again, this library supports medical and healthcare students.

### **(3) Edward Boyle Library**

This library holds main collections for Science and Engineering and is based on the University of Leeds campus.

### **(4) Brotherton Library**

This library is also based on the University of Leeds campus in the Parkinson Building. It holds the main collections for Social Sciences and Law.

### **(5) Laidlaw Library**

This library mainly holds collections for undergraduates. It is close to the Parkinson Building on the University of Leeds campus.

## 12. HEALTH AND SAFETY

Information on health and safety issues relating to studying at University of Leeds can be found at <http://www.leeds.ac.uk/safety> including student induction information at [http://wsh.leeds.ac.uk/student\\_induction](http://wsh.leeds.ac.uk/student_induction)

## 13. SUPPORT AND WELLBEING

There might be times when you're struggling with life at University and would like some additional support. Whatever your situation, there is help and guidance available. Information on support and wellbeing services at the University of Leeds can be found at <https://students.leeds.ac.uk/#Support-and-wellbeing>

## 14. SUSTAINABILITY AT THE UNIVERSITY OF LEEDS

Sustainability at the University of Leeds is at the heart of everything we do. It shapes what we teach, what we learn, what we buy, what we use, what we share, and how we travel. Together we are a community of around 40,000 students and staff, and every one of us has a part to play in building a sustainable future.

### Travel

We are committed to reducing our carbon emissions, congestion and air pollution. This includes encouraging students, staff and visitors to walk, cycle, car-share and use public transport wherever possible. Car parking facilities on and around campus are limited, there are good public transport links to the city and wider region, including subsidised tickets for the CityZap bus between Leeds and York. Additionally, the [University's Bike Hub](#) is a facility where members of the University can hire bikes, get mechanical and cycling advice, and buy discounted cycle parts and accessories. For more information on this and our City's Clean Air Zone plans, please read the [University of Leeds Travel Plan](#) and [Travel Guide](#).

### Reuse, Recycling and Waste

The University takes its commitment to sustainable buying seriously. This means considering sustainability when we buy goods and services. We are a Fairtrade University offering over 60 Fairtrade products, and use locally sourced food wherever possible in Great Food at Leeds cafes and eateries, such as The Refectory. Using a Refresh card helps to support this and saves you money!

We also encourage efficient use of resources, using what we have wisely, conserving what we can, and sharing wherever possible.

There are lots of ways you can help to reduce waste. Swap single use plastic for reusable water bottles and find your nearest water coolers on the Sustainable Campus Map at [sustainability.leeds.ac.uk/sustainable-campus-map](https://sustainability.leeds.ac.uk/sustainable-campus-map). You can also buy KeepCups from Great Food at Leeds (GFAL) cafes and receive discounts on hot drinks when using a reusable cup. To find out more, ask at any GFAL cafe on campus or visit [gfa1.leeds.ac.uk](https://gfa1.leeds.ac.uk).

The University of Leeds, in collaboration with Leeds University Union, has pledged to be single-use plastic free by 2023. You can find out more about the pledge, current activities and how you can get involved [here](#) and by following #2023PlasticFree. There are labelled recycling bins across campus, in both indoor and outdoor public spaces, as well as halls of residence, making it easy to dispose of waste in the correct way. For more information on what you can recycle and where, as well as useful tips on how to reduce waste, please read our [Reuse, Recycling and Waste Guide](#) and [Living in Leeds Guide](#).

## **How to get involved**

As a University of Leeds student, you will have lots of opportunities to get involved with sustainability; either within your school, through your studies, across campus, or in the wider community. There is a wide range of existing projects for you to get involved with, such as; becoming a [Sustainability Architect](#) or Volunteer, joining a sustainability student group, carrying out research as part of the [Living Lab](#), or taking part in the annual [Student Sustainability Research Conference](#). No matter what your background or interests are, anyone can take part. To see the full range of opportunities available, visit [sustainability.leeds.ac.uk/studentopportunities/](https://sustainability.leeds.ac.uk/studentopportunities/)

By getting out and getting involved – from supporting events and exploring the city, to being responsible neighbours or volunteering for local organisations - students at Leeds make a great contribution to the city, the wider UK and global society. For more information read our [Living in Leeds Guide](#).

## **Sustainability Strategy**

In our [Sustainability Strategy](#), we are clear that we want to be a University with a reputation for outstanding performance on sustainability; one that challenges the status quo and is renowned for its open, welcoming environment. This remains at our core and we are taking great strides to make it a reality.

For more information on our current progress, check out the latest [Annual Sustainability Report](#).

To find out about the latest news, upcoming events, activities, and opportunities, sign-up to [Sustainability newsletters](#) or follow us on our social media links below.

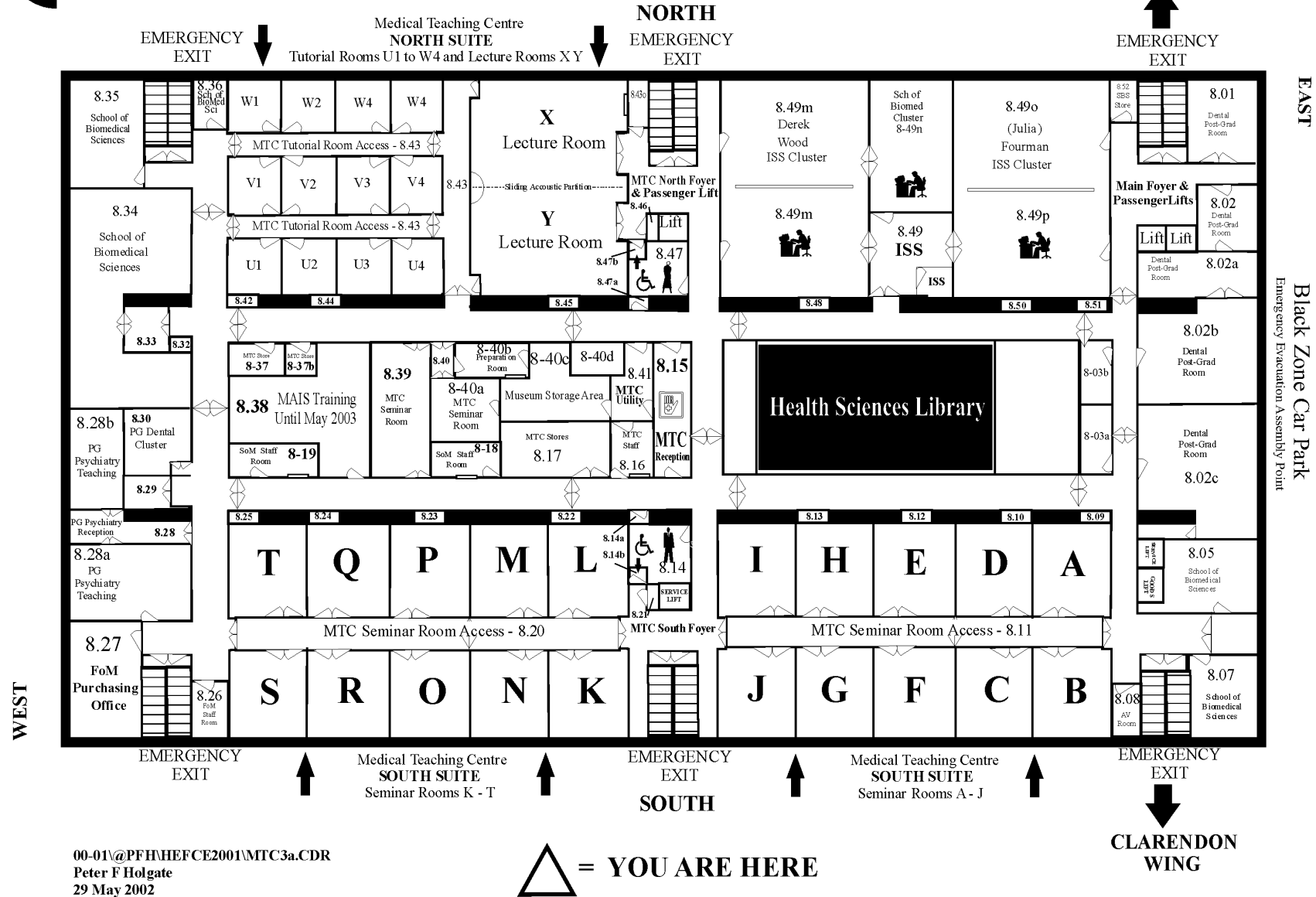


Web: **[sustainability.leeds.ac.uk](https://sustainability.leeds.ac.uk)**  
E-mail: **[sustainability@leeds.ac.uk](mailto:sustainability@leeds.ac.uk)**  
Twitter: **UoL\_Sus**  
Facebook: **/UoLSustainability**  
Instagram: **UoL\_Sus**

**APPENDIX A**



University of Leeds - School of Medicine  
**Medical Teaching Centre**  
Worsley Building - Level 8



**Appendix B**  
**Contact Details for Central University Departments**

University Department	Duties of Department
<b>Student Education Service</b> Web: <a href="http://students.leeds.ac.uk">http://students.leeds.ac.uk</a>	Provides a wide range of information on student support services and access to university guidance and regulations.
<b>Taught Student Administration</b> (Student Office) Tel: 0113 343 3986 Email: <a href="mailto:TP_Applications@leeds.ac.uk">TP_Applications@leeds.ac.uk</a> Web: <a href="http://students.leeds.ac.uk/#Academic-life">http://students.leeds.ac.uk/#Academic-life</a>	Provides information on and deals with administration on admission, registration, student loans, replacement student cards, degree ceremonies, and all personal detail changes, such as change of address or name.
<b>Disability Services</b> Tel: 0113 343 3927 Fax: 0113 343 3944 Email: <a href="mailto:disability@leeds.ac.uk">disability@leeds.ac.uk</a> Web: <a href="http://www.leeds.ac.uk/disabilityservices">www.leeds.ac.uk/disabilityservices</a>	Disability Services provide information, guidance and support to disabled students and staff. Students who are dyslexic or have any other form of disability, which may interfere with their studies, should contact this office.
<b>Information Technology (IT)</b> Tel: 0113 343 3333 Fax: 0113 343 5411 Email: contact via website Web: <a href="https://it.leeds.ac.uk">https://it.leeds.ac.uk</a>	IT support for the University's teaching, research and administrative needs. Invaluable service regarding IT passwords.
<b>Leeds University Students' Union</b> Tel: 0113 380 1234 Fax: 0113 380 1205 Web: <a href="http://www.luuonline.com">www.luuonline.com</a>	The Union exists to promote student interests. Please visit the Union's website for a list of all offices with contact details.
<b>Leeds University Union Welfare Services</b> Tel: 0113 380 1300 Email: <a href="mailto:advice@union.leeds.ac.uk">advice@union.leeds.ac.uk</a> Web: <a href="http://www.leeds.ac.uk/union">www.leeds.ac.uk/union</a>	Advice offered includes housing, academic appeals, money, immigration and the hardship fund.
<b>Library</b> Tel: 0113 343 5663 Email: <a href="mailto:library@leeds.ac.uk">library@leeds.ac.uk</a> Web: <a href="http://library.leeds.ac.uk">http://library.leeds.ac.uk</a>	Issues relevant to borrowing learning sources (eg. books and journals) outside the material provided in the teaching sessions.
<b>Office of Academic Appeals and Regulations</b> Tel: 0113 343 3990 Email: <a href="mailto:Studentcases@leeds.ac.uk">Studentcases@leeds.ac.uk</a> Web: <a href="http://www.leeds.ac.uk/welfare/appeal.html">www.leeds.ac.uk/welfare/appeal.html</a>	Considers academic appeals against degree classifications, assignment marks and examination results and also requests regarding extension of registration.
<b>The Alumni Office</b> Tel: 0113 343 6109/6023 Fax: 0113 343 4029 Email: <a href="mailto:n.e.davies@adm.leeds.ac.uk">n.e.davies@adm.leeds.ac.uk</a> Web: <a href="http://www.leeds.ac.uk/alumni2">www.leeds.ac.uk/alumni2</a>	Maintains a list of all alumni, produces alumni newsletter, organises reunions and offers shopping deals with major retailers.
<b>University of Leeds</b> Switchboard: 0113 243 1751 Fax: 0113 244 3923 Web: <a href="http://www.leeds.ac.uk">www.leeds.ac.uk</a>	Contact the switchboard if you are not sure which department you wish to speak to or if you require a telephone number within the University.
<b>University Student Counselling Service</b> Tel: 0113 343 4107 Email: <a href="mailto:stuccouns@adm.leeds.ac.uk">stuccouns@adm.leeds.ac.uk</a> Web: <a href="http://www.leeds.ac.uk/uscs">www.leeds.ac.uk/uscs</a>	Offers free counselling to students registered with the University of Leeds. This includes individual counselling, group counselling, focused groups (eg. exam stress, assertiveness) and general counselling information.

# Freedom to Speak Up Guardians

## Do You Want To **Speak Up**?

If you want to speak up about anything, in relation to the University or your placements, but are not sure who to speak to or what the right option is for you, you can always contact the **Freedom to Speak Up Guardians**

- **SPEAK TO US** about **any** issue that concerns you big or small, including any form of discrimination (such as racism, sexual harassment), bullying or anything that could be improved.
- **DISCUSS** your experiences in a confidential, safe and impartial space.
- **EXPLORE** options, make an informed decision about the next steps.
- **SHARE** your suggestions and influence change for all students.
- **RECEIVE FEEDBACK** from your Guardians who will work to ensure action is taken.

Email: [medfsug@leeds.ac.uk](mailto:medfsug@leeds.ac.uk)

Robina Mir  
Text: 07541 207278

Carly Miller  
Text: 07541 207279

Please be aware **only the Guardians** have access to the above contact details. These are not monitored daily, however we will respond to you as soon as possible.