

University of
HUDDERSFIELD
Inspiring global professionals

International Staff

Your UK Guide



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Welcome to the UK

We hope that the following information helps you to settle into living in the UK. In addition to the information below, please also refer to our [relocating to the UK webpage](#) and take advantage of our [international buddy scheme](#) where you can get in touch with an employee who made the move to the UK and may be able to provide you with support, based on their own experiences.

What to do on arrival to the UK

Here's a reminder of some of the important areas to sort on arrival to the UK. This is not a comprehensive list but will hopefully prove useful to you.



Complete any remaining Right to Work checks with the HR Team which may include collecting a *Biometric Residence Permit*



Open a [UK bank account](#)



Sort [accommodation](#) if you haven't already



Sort out your [home communications](#) – mobile, television and internet



[Apply for a National Insurance Number](#) if you don't already have one as part of your visa application



Register with the [National Health Service \(NHS\)](#)



[Sort out your transport](#)



[Enrol your children into a school](#) if applicable

Your first week in the office

We've provided the basics of what you need to know when you first join the University.



Induction

Our [People and Organisational Development's webpage](#) and their [Induction Best Practice Guide](#) will give you an idea of what to expect in terms of your induction at the University.



Meet with Payroll

Within 48 hours of starting your role, our Payroll team will be in touch to arrange a meeting with you to go through your salary and pension details. If you require a letter to open a bank account, they can also do this for you.



Staff ID Card

When you meet with our Payroll team, they will tell you how to get a Staff ID Card. Your card will give you access to permitted areas within your School or Service. You may also be required to use your ID card for other purposes, such as photocopying, printing and scanning documents.



University Account Details – including log in and email address

Your log in and email address details will be provided by your manager when you start in your role. You can use your University log in details to access our self-service platform [MyHR](#) where you can update your personal details, book annual leave, access your payslips and more!



Staff Training

You will be automatically enrolled onto mandatory eLearning courses when you commence employment. You should start to complete your training sessions as soon as possible.

You may need to complete certain training courses before taking part in specific activities, such as being involved in recruitment and selection.



Location, Location, Location!

The campus may be quite overwhelming when you first arrive. During your first week why not take time to familiarise yourself with the campus and its facilities? Maps for the campus, the accessibility route and town centre can be found on [our website](#).



Your Office

You may have your own office, however, most employees share a room and some departments have large open plan work spaces.

If you have any confidential work calls or meetings and don't have your own office, your School or Service will usually have meeting rooms available for you to reserve.



Communication Types

At the University we use a variety of communication types such as Microsoft Teams for informal messaging, telephone calls, video calls and online meetings and Outlook to email colleagues within the University. Most tend to use emails for more formal correspondence and Teams messaging for quick questions.

Some roles may require you to have a mobile telephone, provided by the University to specifically use whilst you are at work. Your manager will make you aware if this is something you will need to have.

Understanding your Money

The UK unit of currency is pounds sterling (£) not the Euro.

One pound (£) is made up of 100 pence. There are coins with 1, 2, 5, 10, 20 and 50 pence denominations as shown below, as well as 1 and 2 pound coins.

Notes are available in 5, 10, 20 and 50 pound denominations and each has it's own distinct colour.

All British currency features an image of Queen Elizabeth II or King Charles III's head on one side and the other side is usually a notable historic figure, landmark or national symbol.

Coins



1p Coin
One Pence
Also known as a 'penny'



2p Coin
Two Pence



5p Coin
Five Pence



10p Coin
Ten Pence



20p Coin
Twenty Pence



50p Coin
Fifty Pence



£1 Coin
One Pound
Also known as a 'pound' or a 'quid'

Some supermarkets require a pound coin to release a shopping trolley from the bay. When you connect your trolley back to the bay your coin is returned to you.

You can also buy a trolley coin to use instead of needing to have a pound coin with you each time you go shopping. They are usually on a handy keyring too. You can buy trolley coins from some shops, but they are also available online.



£2 Coin
Two Pounds

Notes



£5 Note
Five Pounds
Also known as a 'fiver'



£10 Note
Ten Pounds
Also known as a 'tenner'



£20 Note
Twenty Pounds
Also known as a 'twenty'



£50 Note
Fifty Pounds
Also known as a 'fifty'

Some smaller shops and businesses may not accept £50 notes as they do not have sufficient change in their tills. We would recommend that you try to use smaller denominations of cash where possible.

King Charles III

Following the coronation of King Charles III, updated coins and notes will be brought into circulation by mid-2024 showing the King's image, rather than that of Queen Elizabeth II.

An example of a note bearing the new image can be seen below:



You will still be able to use coins and notes which feature the Queen as new currency will only be produced to replace those that are worn, or to meet any overall increase in demand for new currency.

Transport in the UK

There are plenty of transport options available in the UK and we have a well-developed transport network.

Driving in the UK

- Check your current driving licence allows you to drive in the UK
- Drive on the left side of the road
- Make sure you adhere to all traffic laws and speed limits
- Make sure you and all passengers wear a seatbelt
- Make sure the car your drive is registered and taxed
- Make sure you have sufficient car insurance
- Apply to join the University's [car park permit waiting list](#)



Buses

- Tell the driver where you are going and pay on the bus.
- You can pay by cash or bank card, or you can purchase tickets in advance using the bus operator's app.
- If using cash, try to use exact change and don't pay with a £10, £20 or £50 note
- Some operators offer weekly, monthly or annual bus passes
- Press the bell on the bus before the stop you want
- Late at night, it is safer to avoid the top floor, or the rear of the bus



Taxis

- It is often cheaper to pre-book
- Ask for a price before you book or travel
- It is convenient to book with mobile apps, such as Uber
- Always check that the taxi is licenced
- Do not put your hand out on the road to stop or hail a taxi



Train

- Cheaper if booked in advance
- Keep your ticket until you exit the station of your destination
- You can book online, use ticket machines or buy at the ticket office, if open



Take a look at our [travel in the UK webpage](#) for further information on travelling by rail, bus, air, taxi or bike. You will also find more information on [driving in the UK](#), including importing a car.

Culture Shock

'Culture Shock' describes the impact of moving from a familiar culture to one which is unfamiliar. It is an experience described by people who have travelled abroad to work, live or study; it can be felt to a certain extent even when abroad on holiday. It can affect anyone and includes the shock of a new environment, meeting lots of new people and learning the ways of a different country.

Weather

The weather can change quickly in the UK and people can find it hard to adapt, particularly when used to a warmer climate. It can rain a lot so be sure to have a waterproof coat and umbrella, no matter the season.

The winter months can get extremely cold and the sky gets much darker earlier, so remember to dress up warm.

Language

There are a number of different accents in the UK so you may find it difficult to understand in some cases, particularly when someone has a strong regional accent.

Don't be afraid or embarrassed to ask someone to repeat what they have said.

Behaviour

Social behaviours may be different to what you are used to and may confuse, surprise or offend you. You may be surprised to see public displays of affection, differences in what people wear and differences in same sex social contact and relationships.

The UK is a very open nation and it is important not to laugh, stare or point at things you may not be used to seeing.

Food

You may find British food strange at first. It may taste different, be cooked differently or it may seem bland or heavy, compared to what you are used to. Try and find a supplier of familiar food and eat plenty of fresh fruit and vegetables.

The UK has a number of international food shops and most of the large supermarkets have international food aisles, which may offer you some home comforts.

British Slang

There are quite a number of slang words and phrases used in daily life here in the UK. Here are just a few of them:

“Chuffed”

A way to say you are happy or pleased.

“I’m really chuffed with how that presentation went”

If someone is really happy or pleased, you may hear them saying “dead chuffed” or “right chuffed”.

“Dodgy”

Meaning something or someone is untrustworthy

“Careful, that step looks a bit dodgy.”

“Cheers”

Usually said just before drinking an alcoholic drink or used as an alternative way to say “thank you”

“Naff” or “Rubbish”

Meaning something is not very good.

“I didn’t like that film, it was a bit naff”

“Fortnight”

Meaning “two weeks”

“I’m going on holiday, see you in a fortnight!”

“Okie Dokie” or “Okedoke”

Another way to say okay.

“Mate”

Usually means “friend” but can also be used as a friendly greeting in conversation.

“Hi mate. How are you?”

“Gutted”

Saddened or devastated about a situation.

“I’m sorry you didn’t pass that test. You must be absolutely gutted”.

“Knackered”

Meaning tired or exhausted in any given situation.

“That exercise class was so hard. I’m knackered.”

“You ok” or “Alright”

Another way to say “how are you”.

“It’s cracking the flags”

A way to say how sunny it is.

“Under the weather”

A way to say that you’re not feeling well.

“I’m a little under the weather today.”

“Proper”

Used instead of “really” to express something strongly.

“I was proper annoyed.”

“See you later” or “ta ra”

Another way to say goodbye.

“It’s pouring down”

A way to say it’s raining really heavily

“It’s spitting”

A way to say it’s raining really lightly or it’s started raining.

“Any road”

A substitute for anyway.

“Any road, what are your thoughts on that?”

“Hey ho”

Another way to say “never mind” or “oh well”.

“Piece of cake”

When you think something is easy to do.

“Crack on” or “move on”

To proceed or progress quickly.

“We need to crack on with that.”

“You need to get a move on”

“I’m easy”

A way of saying you don’t have a strong opinion when someone has offered you a choice.

“Order whatever you like, I’m easy.”

“Manky”

Something that’s dirty or disgusting.

“You what” or “Eh”

Sometimes used if someone hasn’t heard or understood something that’s been said.

“Keep your hair on”

Don’t panic or lose your temper.

Yorkshire Slang and Phrases

The Yorkshire accent can be confusing and Yorkshire slang is a hard thing to define, however, here are some of the must-know phrases you may hear when out and about!

“Ey up” and “Ow do”

These are both usually heard when people are greeting each other. “Ey up” is another way of saying hello and “ow do” is a shortened version of “how are you doing?”

“Si’thi”

A way to say goodbye, this is a version of saying “see you later”. Just so you know, when we say “see you later” we don’t usually mean it literally, unless you have arranged to actually meet up with that person later that day. It’s mostly used as a way of saying “goodbye”.

“T”

Instead of using the words “to the” we shorten them to “t”. For example, instead of saying “I am going to the market on Saturday” you might hear “I’m going t’market on Saturday.”

“Reyt”

This basically means “alright” as in “it’ll be reyt”. You might even hear it used as a greeting “Reyt?”

“Nowt” and “Owt”

“Nowt” means “nothing” and “owt” means “something”.

“Have you got owt to eat?” “Nah, sorry mate, I’ve got nowt.”

“Tha”

“Tha” means “you”, for example “does tha know when t’bus is due?”

Measurements in the UK

Different systems of measurements are used around the world. Here in the UK the metric system is routinely used in government, industry and commerce, however, imperial units are used to specify journey distances and vehicle speeds. The mix of the two can be confusing at times so hopefully this handy guide will prove useful.

Metric Measurements

Length/Distance:

- Millimetres (mm)
- Centimetres (cm)
- Metres (m)
- Kilometres (km)

Weight/Volume:

- Milligrams (mg)
- Grams (g)
- Kilograms (kg)
- Tonnes (t)
- Millilitres (ml)
- Litres (l)

Temperature:

- Degrees Celsius

Imperial Measurements

Length/Distance:

- Inches (in or “)
- Foot/Feet (ft or ‘)
- Yards (yd)
- Miles (m)

Weight/Volume:

- Ounces (oz)
- Pounds (lb)
- Stones (st)
- Fluid ounces (fl oz)
- Pints (pt)
- Quart (qt)
- Gallon (gal)

Temperature:

- Degrees Fahrenheit

Weather

The temperature is measured in Degrees Celsius.

To help you remember key points, here's a couple of useful rhymes:

*When it's zero it's freezing,
when it's 10 it's not.
When it's 20 it's warm,
when it's 30 it's hot*

*30's hot
20's nice
10's cold
Zero's ice*

Rainfall is measured in millimetres and visibility in metres

Roads

Road signs will show distances in miles and speed limits in miles per hour (mph).

New vehicle length and height restriction signs are listed in metric alongside imperial, however, older signs in imperial measurements can remain until they are replaced.



Food and Drink

Loose foods, such as fruit or vegetables are measured in kilograms. Pre-packed foods are measured in grams or kilograms.

Milk is usually sold in pints but should also state the measurement in litres.

Pizzas from restaurants and takeaways are usually measured in inches.

Alcohol

In pubs and bars some drinks will come bottled. Draught drinks such as beer, ale, cider and non-bottled soft drinks are measured in pints. If you wanted a small glass of lager for example, you can ask for “half a pint of lager” or “half a lager”.

Spirits such as gin, rum, vodka and whisky are served as singles (usually 25 ml) or doubles (usually 50 ml). Port, sherry and other fortified wine is usually served in 50 or 70 ml measures.

Wine is served in 125 or 175 ml measures and you can buy wine by the bottle.

Accommodation

When looking for a property you will find that accommodation can be measured in square feet (sq ft) or square metres (sq m). Most listings will also give measurements for each room or area, which is usually listed in both feet & inches and metres.

House sizes in the UK may be smaller than where you have relocated from. In 2023, the average UK house comes in at just 818 sq ft.

When thinking about bringing your furniture to the UK make sure you take into account the room sizes of properties and also the width of doorways. The size of a standard internal door in the UK is 1981 x 762 millimetres or 78 x 30 inches.

Dos and Don'ts

Here's a handy guide to what you should and shouldn't do in the UK.



Do

- Be on time. Punctuality shows respect. If you are running late for an appointment, let them know.
- Greet people you meet.
- Stand in line if there is a queue and wait patiently for your turn. Queuing is an art form in the UK after all!
- Say "excuse me" if someone is blocking your way and you would like them to move.
- Be polite. It is considered good manners to say please and thank you.
- Respect everybody around you and respect their opinions, personal space and privacy.
- Respect equality. Everyone should be treated the same regardless of race, disability, gender, sexuality or religion.
- Pay attention to your surroundings, especially when crossing the road. Remember we drive on the left!



Don't

- Drive on the wrong side of the road.
- Talk too loudly in public.
- Stare at anyone in public or point your finger, privacy is highly regarded.
- Ask personal or intimate questions.
- Throw rubbish on the floor. Find a bin or take your rubbish home to dispose of it.
- Cross the road until the green man is displayed on the crossing.
- Smoke indoors.
- Spit in the street. This is considered very bad manners. Use a tissue to catch it and then bin it.
- Swear or use abusive language.

Food and Drink in the UK

We have some traditional dishes in the UK and here are just a few of them.



Full English Breakfast or "Fry Up"



Beans on Toast

Can be eaten for breakfast, lunch, dinner or even as a snack



Fish & Chips

With optional mushy peas



Roast Dinner

Traditionally eaten on Sundays



Pie and Mash



Toad in the Hole

Sausages in Yorkshire Pudding

International Foods

Food in the UK may be very different from what you are used to, however, you will find a wide range of global cuisine available if you are eating out at a restaurant or ordering a takeaway.

Local Supermarkets

The UK has a number of international food shops and most of the large supermarkets have international food aisles, which may offer you some home comforts.

Here are a few of the local international supermarkets and shops in Huddersfield which may stock items from your home country. We also have a number of the UK's main supermarket retailers in Huddersfield, refer to the green boxes for more information:

Albarakah Supermarket

279 Manchester Road,
Paddock,
Huddersfield, HD4 5AA

*Asian curries, halal butcher &
sweet centre*

Asia Foods

97-99 Yews Hill Road,
Lockwood,
Huddersfield, HD1 3SG

*Halal meat & chicken, dairy
products, rice, herbs & spices,
fresh & frozen fish*

Continental Superstore

Unit 1 Miln Road,
Birkby,
Huddersfield, HD1 5EH

Fruit & vegetables

Cyrus

205-207 Lockwood Road,
Lockwood,
Huddersfield, HD1 3TG

*Eastern European & Kurdish /
Iranian food*

Dong Dong Supermarket

29-37 Beast Market,
Huddersfield, HD1 1QF

*Chinese, Japanese, Korean,
Thai, Philippine, Vietnamese
& Singaporean food*

Hua Long Supermarket

3-5 Wood Street,
Huddersfield, HD1 1BT

*Chinese, Japanese, Korean,
Thai & Singaporean food*

Javid Supermarket

177-179 Bradford Road,
Fartown
Huddersfield, HD1 6EQ

*Asian, Caribbean, Middle
Eastern, Polish, African &
English groceries*

Kashmir Stores

16-20 Thornton Lodge Road,
Huddersfield, HD1 3JQ

*Fresh meat, poultry, fruit &
vegetables*

Mackinley's

12 Byram Street,
Huddersfield, HD1 1DR

Caribbean & African store

MASH'ALLAH Supermarket

25 Blacker Road,
Huddersfield, HD1 5HU

Middle Eastern & Arab store

Mena Foods

Castlegate Retail Park,
Unit 4 Green Street,
Huddersfield, HD1 5AN

*Halal supermarket, providing
Kurdish, Arabic, Persian &
Pakistani food*

New TongYi Supermarket

10 Cross Church Street,
Huddersfield, HD1 2PT

Korean & Chinese store

The Hut Continental Food

32/34 Wood Street,
Huddersfield, HD1 1DU

Polish store

The Prince Food and Spices

21 Market Place,
Huddersfield, HD1 2AA

African food store

Aldi

The Ringway Centre,
Beck Road,
Huddersfield, HD1 5DG

0.7 miles from campus

Gallagher Retail Park,
Wakefield Road,
Huddersfield, HD5 0AN

1.9 miles from campus

Scar Lane,
Milnsbridge,
Huddersfield, HD3 4PE

2.0 miles from campus

Asda

Carr Pitt Road,
Aspley,
Huddersfield, HD5 9AD

0.3 miles from campus

Bradford Road,
Huddersfield, HD2 2LQ

2.0 miles from campus

Lidl

1 Castlegate,
Manchester Road,
Huddersfield, HD1 3HJ

0.3 miles from campus

Wakefield Road,
Huddersfield, HD1 3PD

0.4 miles from campus

Marks & Spencer (M&S) Simply Food

Gallagher Retail Park,
Wakefield Road,
Huddersfield, HD5 0AL

1.9 miles from campus

Morrisons

Penistone Road,
Huddersfield, HD5 8QW

1.9 miles from campus

Sainsbury's

Southgate,
Huddersfield, HD1 6QR

0.2 miles from campus

22-24 Market Street,
Huddersfield, HD1 2ET

0.3 miles from campus

Tesco

Viaduct Street,
Huddersfield, HD1 1RW

0.5 miles from campus

Dietary Requirements

Food delivery apps such as Just Eat and Uber Eats have the option to filter by dietary requirements such as Halal, Kosher, gluten-free, vegan and vegetarian.

Vegetarian/Vegan Foods

In most restaurants or cafes you will find vegetarian and vegan options available and the majority will have a menu online so you can check what is available before you go.

The University's food outlet Eco Eats, located in Student Central on campus, offers vegetarian and vegan options for just £1.99.

Supermarkets have a range of vegetarian and vegan foods available to buy and due to the recent surge in popularity of the vegan diet, these ranges are expanding regularly.



Gluten-Free Foods

Some restaurants or cafes will have gluten-free options available and of those, most will have a menu online so you can check what is available before you go. Some will offer gluten-free options, but they might not be suitable for coeliacs so please check with them directly.

Businesses who sell or provide food directly to customers are required to provide allergen information in writing. This could be full allergen information on a menu, chalkboard, an information pack or a written notice explaining how customers can obtain this information.

Halal Foods

Supermarkets: Some of the mainstream supermarkets in the UK offer Halal products. Where available, links to their Halal statements have been provided below.

[Morrisons](#)

[Tesco](#)

[Sainsbury's](#)

There are a range of local international supermarkets (see the section above) where you can buy Halal products. In addition, there are a number of online Halal food stores where you can order Halal products for delivery to your home.

Restaurants: There are a large number of restaurants and takeaways in the UK who serve Halal products. A few mainstream places have been listed below with links to their Halal information:

[Nando's](#)

[KFC](#)

[Subway](#)

Kosher Foods

Some of the mainstream supermarkets in the UK offer kosher products. Where available, links to their Kosher statements are provided below:

[Morrisons](#)

[Tesco](#)

There are a few online Kosher food stores where you can order Kosher products for delivery to your home.



On Campus - Huddersfood

Huddersfood have a number of food outlets across campus, such as the [International Kitchen](#) which offers food for everyone, including a range of international foods like noodles and curries and Eco Eats which offers affordable, home cooked vegetarian and vegan food for £1.99!

Information about the catering outlets, including a map showing the location of the outlets on campus, can be found on the [Huddersfood website](#).

Huddersfood also cater for special diets, so make sure to ask. There are Halal, vegetarian and vegan options at all outlets. Details of allergen information can be found on the [Huddersfood website](#).

Bag a bargain with Too Good to Go! The University and the Students Union have partnered with Too Good to Go to reduce food waste on campus. You can buy and collect magic bags of food at a great price. For further information take a look at the [Huddersfood website](#).

Follow Huddersfood on Instagram for updates, competitions and promotions using the handle [@huddersfood](#)

Sustainability and Fairtrade

The Catering Team works closely with the Sustainability Team to ensure that possible sustainable choices are made when it comes to the provision of food on campus. The University prides itself on offering students, staff and visitors a variety of healthy, sustainable and cost-effective options when visiting Huddersfood outlets. Further information can be found on the [Estates and Facilities webpage](#).



Eating and Drinking – the rules

Paying the Bill

If you're invited out for a meal, splitting the bill is common practice, however, some people prefer to pay just for what they've had.

It may be best to check how the bill will be settled, before ordering anything. If everyone will be paying for their own food and drink, ask for a separate bill when ordering to make it easier when it comes time to pay.

Sometimes the host will pay for everything, but not always. You are certainly expected to offer to pay your share in this situation.



Tipping

Tipping is not a big custom in the UK but there are certain situations where it is polite to do so, such as restaurants. When you receive your restaurant bill at the end of the evening take a look at it. If there is a service charge on the end of the bill, that's your tip included and there's no need to give anything more. Of course, if you feel you received incredible service and you want to leave more, you can.

As we are moving towards a cashless society, some places may offer alternative ways to leave a tip, such as via a QR code or on the card machine when paying the bill.

Paying for Drinks

When out for drinks with a group, it is common for one member of the group to buy a drink for everyone. This is called 'a round'.

Once everyone has finished that drink, another person in the group buys a round and this will go on until everyone has bought a drink for everyone.

In restaurants your drinks will be added to the bill, which you would pay at the end of the meal.

In bars and pubs, you will be required to pay for your drink when you order it. Some establishments will let you to set up a tab if you are also eating there. Setting up a tab means that any drinks you have will be added to the tab and you then pay in full before you leave. You may be asked to leave your payment card with the bar staff as collateral.



UK Alcohol Law

It is against the law for anyone aged under 18 to purchase alcohol. It is also illegal for someone to buy alcohol for or sell alcohol to, anyone under the age of 18. However, 16 and 17 year olds who are accompanied by an adult can drink (but not buy) beer, wine or cider with a meal.

Some establishments will allow those aged 16 or under to enter their premises, if accompanied by an adult.

When buying alcohol, you may be asked for ID to prove that you are over the age of 18.

Some establishments are following the Challenge 25 scheme. This means that if you are lucky enough to look under 25 you will be asked to prove that you are aged 18 or over when you buy alcohol. Examples of acceptable ID include photocard driving licence, passport, military identification and proof of age cards bearing the PASS hologram.

Religion in the UK

The UK is a multi-faith society. The UK's official religion is Christianity and churches of all denominations can be found throughout the UK, such as Catholic, Protestant, Baptist and Methodist. The main other religions are Islam, Hinduism, Sikhism, Judaism and Buddhism.

In the larger towns and cities it is easy to find somewhere to practice your faith as well as a community of people there to welcome you. In smaller towns you may only find Christian churches.

On Campus

The University is a multicultural hub of the town centre and the wider community celebrates faith and religion. Our Faith webpages contain information on [local places of worship](#).

The University's More in Common Centre contains prayer and community rooms for the use of staff and students across the University, of all faiths and none. It is open from 7 am to 10 pm on weekdays and 8 am to 9 pm at the weekends.

The centre includes:

- Muslim prayer rooms and specialised wudu washing facilities available throughout the day
- A large, 200 capacity hall bookable for a variety of events and purposes
- A social space and shared kitchen area, with free hot drinks, microwave facilities and space to relax, meet friends, or get some work done.
- Smaller, bookable rooms for a wide range of purposes and events that promote and enhance our 'More in Common' philosophy
- Outside space to enjoy the fresh air (maybe more so in summer!)

The University has a Christian, Muslim and Hindu chaplain presence on campus.

Further information about prayer and worship on campus can be found on the [Faith webpage](#) and within the University's [Religion and Belief Policy and Guidance document](#).



Keeping Safe

The UK is generally a safe place, but whenever you travel to a new country it is vital you look after yourself.

Avoid displaying expensive items such as watches, jewellery or mobile phones in busy public places.

Try not to carry large amounts of money with you.

If you have lost a key or just moved into a property, it is a good idea to change the locks. If you are living in rental accommodation, make sure you speak to your landlord first.

Be vigilant at ATMs (cash machines).
If you notice anything suspicious about an ATM, do not use it and report it to the bank.
Cover your pin number and be aware of your surroundings including people who may be trying to distract you to steal your card, pin number or money.

Further information on personal safety and possessions can be found on the [West Yorkshire Police](#)

Important telephone numbers to know

999 **Emergency telephone number** for the police, fire brigade, ambulance service and coast guard

101 **Non-emergency telephone number** for the police

112 **Emergency telephone number**

This is the same as 999 but was introduced across Europe to give a standard number for travellers to call across the EU.

In the UK it connects to the same services as 999 and works in the same way

111 **Non-emergency telephone number**

111 should be used for urgent (not life-threatening) health services.

For life-threatening health emergencies, use 999. Further information [about NHS 111](#) can be found on the NHS England website

Important Dates

January

New Years Day: 1 January

Burns Night: 25 January

February

Valentine's Day: 14 February

Shrove Tuesday (pancake day):

This date varies from year to year, but it is always 47 days before Easter.

March

St David's Day: 1 March

St Patrick's Day: 17 March

Mother's Day: This date varies from year to year, but it is always on the fourth Sunday during the Christian period of lent.

April

Good Friday: This date varies from year to year, but it is always on the Friday before Easter Sunday.

Easter Sunday: This date varies from year to year and when it falls depends on the moon! Easter Sunday is usually the first Sunday after the full moon that occurs on, or after, the spring equinox.

Easter Monday: This date varies from year to year, but it is always on the Monday after Easter Sunday.

St George's Day: 23 April

May

May Day: This date varies from year to year, but it is always the first Monday in May.

Spring Bank: This date varies from year to year, but it is always the last Monday in May.

June

Trooping the Colour: This date varies from year to year, but it is usually on the second Saturday in June.

Father's Day: This date varies from year to year, but it is always on the third Sunday in June.

August

Yorkshire Day: 1 August

Summer Bank Holiday: This date varies from year to year, but it is always the last Monday of August.

The University's annual leave year ends: 31 August

You can carry forward a maximum of 5 days (pro-rata) of remaining annual leave entitlement into the new leave year. Any carry forward must be used by the end of December.

September

The University's annual leave year starts: 1 September

October

Halloween: 31 October

November

Bonfire Night: 5 November

Remembrance Day: 11 November

St Andrew's Day: 30 November

December

Christmas Eve: 24 December

Christmas Day: 25 December

Boxing Day: 26 December

New Year's Eve: 31 December