



Welcome to De Montfort University

Getting Started

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Introduction

We are pleased to hear you will soon be joining DMU's staff community. We want you to feel welcome and included into our vibrant culture here in Leicester.

A city rich in cultural diversity

Leicester is rich in culture and famed for diversity, making it feel like the world is on your doorstep. The city is home to one of the biggest celebrations of Diwali outside of India. It's an inclusive city with a long history of welcoming a variety of ethnic communities and religious faiths. Eating out in Leicester can feel like travelling the globe with bars and restaurants influenced by tastes from all over the world, plus a huge selection of coffee shops and lunch spots, from independent cafes to your favorite restaurant chains.

A city always moving forwards

Leicester is the third most 'progressive' city in the UK, according to Bankrate UK, which ranked cities on how they addressed issues including recycling and the gender pay gap while promoting positive change.

A city for sport lovers

Whatever sport you follow, you'll be spoiled for choice in Leicester – one of the great sporting capitals of England. We are home to Premier League and FA Cup winners Leicester City; rugby union's Leicester Tigers, who hold a record-breaking 11 championship titles; one of the UK's most successful women's hockey teams at Leicester City Hockey Club; basketball team Leicester Riders, who have won 6 BBL Championships; and Leicestershire County Cricket Club.

A city to enjoy the arts

Arts and culture are renowned across the city, including the biggest comedy festival in the country – the annual Leicester Comedy Festival; live performances at Curve theatre; the latest blockbusters and independent movies at the Phoenix or Showcase cinemas; King Richard III Visitor Centre; National Space Centre; and colourful street art by GraffWerk.

Your First Day

Getting Here

DMU's campus is based at the heart of Leicester's city centre, you can travel to campus by car, train or public transport, for more information click [here](#).

If you are thinking of driving on to campus, speak to our line manager about arranging your first day car parking space at our main car park. Once you join, you can register for a car parking permit via our employee portal DMUHub. For more information about our car parking permits, click [here](#).

To help support you navigate yourself from the main carpark to your building, please view a map of our campus by clicking [here](#)

Getting Started

Your line manager will be in touch with you prior to your first day to ensure you are given full details of whom you will be reporting to, the location and time where you will be meeting.

Your IT log in details and equipment will be provided to you on your first day by your line manager or a team member.

Your staff ID card – please email an electronic passport type photo of yourself to your line manager, prior to your first day as this will be required by our cards processing team to prepare your staff ID card.

All employees receive their pay on the 25th of every month, it is recommended you check your personal and bank details are all correct on [DMUHub](#), prior to your first pay day.

Induction

Welcome Event

At DMU you are encouraged to join our Welcome Event within your first few weeks of joining us; this will be your opportunity to learn about our mission, goal and values and also meet other new starters that have recently joined the organisation. You can reserve a space by selecting the 'My Development' tile on the [DMUhub](#) and searching for the 'Welcome Event'.

Staff Induction

To ensure DMU have complied with their statutory and regulatory obligations, all new staff members are auto-enrolled onto the Staff Induction, hosted on the [LearningZone](#). Please ensure this is completed within the first month of starting with us, this includes the following e-learning modules:

- Welcome to Essential Training
- Healthy DMU and Safeguarding
- Health and Safety in the Workplace
- Equality, Diversity and Inclusion
- Data Protection and Information Security
- Our academic staff are also required to undergo our Academic Staff Essentials.

Once this has been successfully completed you can generate a completion certificate to share with your line manager.

My Progress

All employees are set objectives, and these are assessed through our annual appraisal process. Each colleague will have regular meetings with their line manager to discuss their performance and how they are getting on with their objectives. Once you join, you will be provided with further information on this via your line manager.

Your New Campus

At De Montfort University, we have reimaged our campus to create a modern and inspiring environment for our staff and students. As a staff member, you can access:

- All DMU Libraries
- The QEII Leisure Centre
- DMU Venues
- The Heritage Centre
- Open Faith Spaces
- All food outlets and restaurants we have onsite

For more information, click [here](#)

Rewards and Benefits

You will automatically be signed up to our benefits platform, Vivup, after your start date using your DMU email address. This site offers regular offers including money off grocery shopping, home technology and appliances and much more. Further information can be found on the DMU Connect page.

Empowering Strategy

Key to our culture is our Empowering University Strategy. This defines our vision to create a community of participation, fairness and collective responsibility; transforming individual lives and championing a fair and sustainable society. This details our Sustainability and Environmental approach and our role as a hub for United Nation Sustainability Development Goals (SDGs); our focus on Learning for Life and; our focus on achieving Equality for All. For more information, please click [here](#).

Equality, Diversity and Inclusion

You have access to several Staff Networks, including DisAbility and Wellbeing, LGBTQ+ Staff, DMU Women and our Race Equality Network. These networks provide a safe space for discussion and encourage collaborative input designed to better the experience of our staff. For more information click [here](#).

We are also honoured to have achieved the status of being ranked 2nd in the UK for supporting the LGBTQ+ staff [Stonewall top 100 employer](#) 2024! If you have any questions or would like to join a network, please reach out to our equality and diversity team on equality@dmu.ac.uk.

Empowering Extra's

Take a look at our Empowering Extras Staff Benefits, designed to supercharge your experience at DMU. You will have comprehensive access to retail savings, lifestyle savings, advice/guidance and annual leave purchase from day one. You will automatically be signed up to our benefits platform, Vivup, after your start date using your DMU email address. For more information click [here](#).