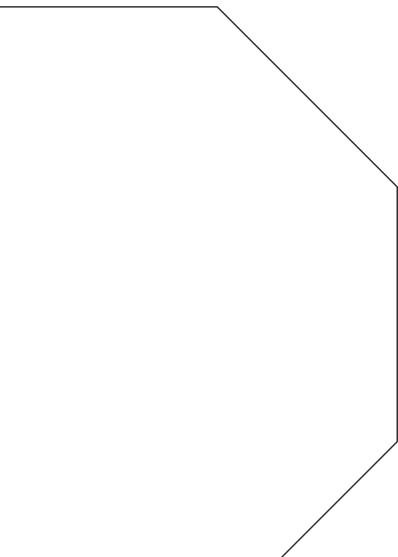




St Edmund's College

Notes for
Members
2011–2012





St Edmund's
College

Notes for Members 2011–2012

<http://www.st-edmunds.cam.ac.uk/>

Charity Registration Number 1137454

Contents

The contents of this Blue Book are intended to provide a user-friendly guide to the college and its activities. The Blue Book does not replace or supersede the Statutes and Ordinances of the College that are available for consultation in the College Office and on the College web site. There is a great deal of further information available on the College web site that is updated regularly. Members of the College are advised to familiarise themselves with the website and to view it frequently. It can be found at <http://www.st-edmunds.cam.ac.uk>

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1 The College and its Membership

1.1 ORIGIN AND DEVELOPMENT OF ST EDMUND'S COLLEGE

The College was originally founded as St Edmund's House in 1896 by the 15th Duke of Norfolk in close collaboration with Baron Anatole von Hügel and St Edmund's College, Ware. This followed a period when Roman Catholics were being readmitted to the University of Cambridge, for the first time since the sixteenth century, after repeal of the Test Act in 1871. The twentieth century brought a progressive widening in the character of the College and admission is now open to anyone who can profit by living in a community of such Christian and historical traditions.

In 1965 St Edmund's became one of the first Graduate Colleges of the University. Since 1973 the College has been able to matriculate, in addition to its research and postgraduate students, a limited number of mature and affiliated students proceeding to the Cambridge B.A. The name was changed to St Edmund's College in 1986. In 1996 the University recognised St Edmund's as a full College and the Royal Charter, approved by Her Majesty the Queen was granted in 1998.

More complete descriptions of the history of the College are available on the College website at <http://www.st-edmunds.cam.ac.uk/about/history/index.php>. In addition *St Edmund's College, Cambridge 1896–1996*, a commemorative history by Michael Walsh is available in the Master's office for £5.

The College is dedicated to St Edmund of Abingdon (c1180–1240), the first Oxbridge don to be canonised. St Edmund was a Master in theology at Oxford, subsequently Treasurer of Salisbury Cathedral whilst it was being built and was consecrated Archbishop of Canterbury in 1234. He mediated between the King and rebellious nobles on the Welsh border to avoid civil war and died in Soisy, France in 1240, almost certainly on the way to Rome for an official visit. He is buried at Pontigny in France. Although some of his actions strike one today as out of key with those expected of a saint, as when he excommunicated the Earl of Arundel for impounding two of his hounds, which had strayed onto the Earl's land during hunting, he appealed to the popular imagination as a learned, humble and holy man. His life is described in *St Edmund of Abingdon* by C.H. Lawrence (OUP, 1960)

Over the past 20 years the College has developed its buildings to increase student accommodation and provide better facilities. A description of the development and facilities available in the newest buildings, including the Richard Laws, Brian Heap and Library buildings, is available on the College website at <http://www.st-edmunds.cam.ac.uk/about/development/index.php> and subsequent pages.

The College now comprises the Master, 50 Fellows and 400 fee-paying students along with senior members, visitors and staff. Approximately 240 students are accommodated on site.

1.2 MEMBERS OF THE COLLEGE

There are several categories of membership. Since much of the terminology used in referring to members dates back several centuries, and can seem very daunting when first encountered, a brief explanation is given here. (See also Section 2.4.)

1.2.1 Fellows

The word 'Fellow' (Latin: socius) originally meant a man who lived off the college endowment and who shared with his 'fellows' a corporate responsibility for the teaching and welfare of the paying students or 'commoners'. It is the body of Fellows (Fellowship) which constitutes St Edmund's as a college. Apart from the Bursar and the Dean, the senior Fellows are not paid a full-time salary by the College, but give their services gratuitously and/or on a part-time basis. Any privileges of accommodation or entertainment they may have are paid for by the College endowment, which also contributes to overheads on their behalf.

The Fellowship comprises Fellows and Research Fellows. Fellows are normally holders of academic posts in the University of Cambridge. Some hold senior administrative offices. Research Fellows, who are normally post-doctoral, have to a greater or lesser extent some support from the College endowment. Fellows and Research Fellows have corporate responsibility with the Master for the government and administration of the College. The title of Honorary Fellow is given to persons of conspicuous merit or who render or have rendered signal service to the College. Visiting Fellows are scholars of professorial standing from other universities who have been elected into Visiting Fellowships for up to one year of sabbatical leave in Cambridge. Emeritus Fellows are Fellows of the College of a certain seniority who have reached the retirement age. Life Fellows are Fellows of the College of a certain seniority who have reached the retirement age and who have made an outstanding contribution to the life and work of the College. Bye Fellows are persons whose election appears to the Governing Body to be in the interests of the College. Fellow Commoner status is given for such a period as is appropriate to any person who engages in special activity approved by the Governing Body.

1.2.2 Senior Members

The status of Senior Member is given by the College normally to members of the University of some standing and to Directors of Studies.

1.2.3 Visiting Scholars

These are teachers in other universities and colleges who have been given membership of St Edmund's during their sabbatical leaves.

1.2.4 Associate Members

These are research workers temporarily attached to a University department or associated institution who are offered membership of the College for the duration of the tenure of their appointment.

1.2.5 Students or Junior Members

Student Members are the graduate, undergraduate and affiliated students of the College *in statu pupillari* (see 2.8 and glossary).

The graduate student members of the College fall into two categories:

- (1) Research students who are taking courses leading to research degrees such as the Ph.D, M.Phil., and some Diplomas.
- (2) Other graduate students who are taking courses leading to various postgraduate degrees, diplomas and certificates such as the LL.M., the Certificate in Education, the MAST, MMath, clinical degrees and some Diplomas.

The graduate students may have been undergraduates of the College or of another Cambridge college, or may be graduates of other universities. A graduate student, if not a Cambridge graduate, has B.A. Status while at Cambridge, but any graduate student aged 24 or more has M.A. Status while at Cambridge (see 2.4).

The undergraduate members of the College are those who are working for the B.A. degree.

Affiliated students are graduates of other universities who pursue undergraduate courses here for two years in order to gain a Cambridge B.A. degree (as a second first degree).

All members of the College *in statu pupillari* are required to conform both to University Regulations and to the College Regulations (and this they formally agree to do when they sign the Matriculation Register (see 2.2)). The University Regulations are embodied in a booklet *The Student's Handbook*. Copies of the *Student's Handbook* and the equivalent for St Edmund's, the *Blue Book*, *Notes to Members*, are given to every member on first joining the College. Both publications are liable to change from year to year. Students are required to conform to the current regulations. A copy of the up-to-date version of the *Blue Book* is available on the College website <http://www.st-edmunds.cam.ac.uk/current/bluebook/index.php> The latest version of the Statutes and Ordinances is also available to view on the College website. (See Chapter 12, Appendix 7).

1.2.6 Visiting Students

These are postgraduate students from other universities who are spending time in Cambridge engaged in research or training and have been granted the benefits of membership for the duration of their stay. (See Section 2.3 for fee information.)

Students visiting under the Erasmus scheme are also welcome in the College. All applications are dealt with initially by the University International Office.

1.2.7 Resident Members

This term applies to a member of the College in any of the above categories. Being 'in residence' does not mean one is necessarily living on the premises of the College.

1.2.8 Visitors of the Senior Combination Room

These are people in senior positions with no attachment to the University or College system in Cambridge who are linked to the College through certain privileges.

1.3 GOVERNMENT OF THE COLLEGE²

The College is owned and governed by the Master and the Fellows. Honorary, Visiting, Emeritus, Life and Bye Fellows, together with Fellow Commoners are not part of the Governing Body or Council of the College. The Governing Body consists of the Master and Fellows of the College and has ultimate authority for the government of the College as a place of education, religion, learning and research. The Governing Body meets at least once in each Full Term. The Council consists of the Master, the Vice-Master, the Bursar, the Senior Tutor, the Dean and the Secretary of the Governing Body who are members *ex officio*, six Fellows elected by and from the members of the Governing Body and two resident Junior Members of the College. The Council meets several times each term.

1.3.1 College Officers

The Master is Chairman of the Governing Body and the Council; he is thus able to keep in close touch with various officers in their work.

The Vice-Master deputises for the Master in his absence and undertakes other duties assigned by the Governing Body. He/she is also a member of most of the College's Committees.

The Senior Tutor has overall responsibility for Tutorial matters in their various aspects (see 2.1, 3.2) and is Chair of the Tutorial Committee. He/she also has overall responsibility for matters relating to the education, discipline and welfare of the Junior Members of the College.

The Deputy Senior Tutor(s) deputise for the Senior Tutor in his/her absence.

The Dean is responsible for the College Liturgy in accordance with the current rites and ceremonies of the Roman Catholic Church and works closely with the Tutors on matters of student welfare. He is Chair of the Dean's Committee and is always happy to meet students to discuss personal or pastoral matters.

² For current personnel see Section 11

The Bursar is responsible for the non-academic administration and for the financial and domestic management of the College. The staff of the College report to him/her.

The Second Bursar assists the Bursar in his or her duties and deputises for the Bursar in his or her absence.

The Treasurer is responsible for implementing the investment policy formulated by the Council.

The Secretary of the Governing Body gives notice of the meetings of the Governing Body and the Council and keeps minutes of the proceedings and decisions of these meetings.

The Tutors each have pastoral and academic responsibilities for a group of students allocated to them (a 'side') and share in responsibilities relating to the education, discipline, health and welfare of the Junior Members of the College.

The Praelector presents members of the College to the University for matriculation and for degrees.

The Admissions Tutors (undergraduate and postgraduate) are responsible for processes concerning the admission of students.

The Rooms Tutor is responsible for allocating accommodation in College and sub-let houses according to the accommodation policy established by the Tutorial Committee.

The Librarian is responsible for the College Library.

The Steward is responsible for formal entertaining, the good order of the Senior Combination Room and for making visitors to the College feel at home.

The Fellows' Stewards assist with and are responsible for formal entertainment taking place in the College.

The Wine Steward is responsible for the ordering, purchasing, recording and serving of wine for the formal entertainment provided by the College.

The Computer Officer is responsible for all matters relating to academic computing and information technology including the training and support of student users. He/she is Chair of the Computing and Information Technology Committee.

The Archivist is responsible for the safe and efficient housing, listing and curation of the College archives and their accessibility to appropriate persons.

The Chair of the Von Hügel Institute is responsible for the direction and management of the Von Hügel Institute (see 1.5).

Directors of Studies (see 2.6, 11.4) are responsible for overseeing the academic progress of students working for the B.A. and other undergraduate degrees. They appoint students' supervisors for individual/small group tuition, and provide advice on choosing courses to be taken. Fellows of the College are often prepared to direct studies in their own subjects. The title 'Director of Studies' is also given to members of other Colleges appointed for this purpose.

1.3.2 Committees of the Council³

The principal committees of the College are as follows:

The Alumni Committee is responsible for maintaining contact with the alumni and arranging special events.

The Computing and Information Technology Committee formulates the objectives and needs of the College in the relevant fields and keeps them under review.

The Dean's Committee advises the Council on how best to develop the Roman Catholic tradition of the College within an ecumenical context.

The Development Committee advises the Council on the future development of the College in its membership, development of its site and buildings and in the promotion of publicity and appeals.

The Estates Committee is responsible for the oversight of the maintenance of the College buildings, gardens and grounds.

The Ethics Committee was set up by Council to consider all ethical aspects and implications of research that is likely to be undertaken under the aegis of St Edmund's College.

The Finance and General Purposes Committee is responsible for the financial affairs of the College, including the setting of room rents and meal charges, for the recruitment and supervision of staff, and other general matters.

The Health and Safety Committee is responsible for advising the Council on all matters relating to health and safety within the College community.

The Investment Committee is responsible for investment strategy and for the oversight of the investment managers.

The Library Committee is responsible for establishing and maintaining the Library as a general reference collection (see 6.1).

The Nominations Committee is responsible for considering the need for new Fellows, preparing information on possible candidates for fellowships, and nominating to College offices and to other committees of the Council.

The Remuneration Committee is responsible for considering all honoraria, salaries and wages for Officers and Staff of the College.

The Staff Consultative Forum is responsible for making recommendations to Council on all matters relating to staff issues.

The Statutes and Ordinances Committee advises the Council on revisions to the Statutes and Ordinances of the College.

The Stewards' Committee is responsible for the oversight of catering arrangements for formal and informal meals together with food variety and quality.

The Tutorial Committee is responsible for the admission of new members, for the welfare of student members, and for relations with University faculties and departments in academic matters (see 1.3.1, 2.1, 2.6–2.10).

³ The following notes have been kept as brief as possible. For full membership of Committees see 11.5

The Von Hügel Committee is responsible for advising the Chair of the Institute on all matters relating to the activities of the Institute.

1.3.3 *The Visitor*

The College Visitor is the Archbishop of Westminster. Full details of his role and procedures relating to this may be obtained from the College Office.

1.4 THE COMBINATION ROOM⁴

St Edmund's College Combination Room (CR) is an association comprising all scholar and student members who are in residence, but does not include Fellows. The primary purpose of the CR is to promote the social welfare of its members by providing amenities and facilities for them, and to maintain and improve the physical, academic and social environment of St Edmund's College.

Spouses of CR members share all benefits though they are not liable for CR fees.

In fulfilling its purpose, the CR maintains and facilitates communication between its members and the College Council through its two elected representatives to the Council. CR representatives also sit on some other College committees. It also maintains links with other student organisations in Cambridge.

All policies and programmes of action of the CR are determined at the regularly scheduled meetings (noted in the College Calendar), which all members and spouses are encouraged to attend.

Every CR member pays a CR Subscription. The CR fees for such things as the provision of magazines and newspapers, the rental of the television sets and other expenses which may arise from time to time.

Further details of the functions of the Combination Room are given in its Constitution which may be found on the College website.

The Combination Room has to operate according to the provisions of the 1994 Education Act Part II. The following code of practice and notice have been issued to comply with the Act.

1.4.1 *Code of Practice*

The Combination Room shall operate in a fair and democratic manner and be accountable for its finances in accordance with the provisions of the Education Act 1994. The Activities of the Combination Room shall be in accord with its written constitution (available on the College website) of which the provisions of Part 9 shall prevail if there is any conflict with a provision in another Part of the Constitution.

⁴ This term is used to refer both to the main communal area of the College premises, and to a subset of members of the College. It is the latter sense which is discussed here.

1.4.2 Notice

St Edmund's College brings to the attention of all student members

- (a) the existence of the above code of practice and the written constitution of the Combination Room;
- (b) the allowed activities of the Combination Room may be restricted by the law relating to charities;
- (c) under Section 43 of the Education (No 2) Act 1986 the College has produced a Code of Practice governing meetings on College premises which may be found on the College website (See Appendix 4 on <http://www.st-edmunds.cam.ac.uk> 'Information for Members').

Every student has the right not to be a member of the Combination Room but if a student wishes to exercise this right written notice must be given to the President of the Combination Room within one week of the commencement of the Michaelmas Term. Any student who exercises this right will not be unfairly disadvantaged with regard to the provision of services or otherwise, by reason of their having done so. If the College is required to provide a student with services of a kind which the Combination Room provides for its members the cost shall be determined by the Finance and General Purposes Committee in each individual case but shall not exceed the Combination Room subscription.

1.5 THE VON HÜGEL INSTITUTE

The Von Hügel Institute was founded in 1987 as a research institute of the College, which carried forward the Catholic tradition of the College through its research focus on Catholic Social Policy. It was named in honour of the Baron Anatole von Hügel, a nineteenth century ethnographer and one of the College's founders. The Acting Chair is Professor John Loughlin (Fellow). It is presently housed in the White Cottage.

The Von Hügel Institute has the following objectives:

1. To foster significant and substantial academic work in the field of the relation of Christianity to Society.
2. To preserve and develop the Roman Catholic tradition of the College as an important part of its life by research and analysis which informs Catholic social policy and practice.
3. Through this and other research and scholarship to contribute to an understanding of and the promotion of a more just, inclusive, sustainable and peaceable society.
4. In all to act in a broad ecumenical spirit with a view to fostering understanding between Christians, between people of different faiths and among all those who share a concern for a better society.

The Von Hügel Institute operates through five subject areas, namely:

- Theology, Philosophy and Social Analysis
- Global Justice, Religion and Politics
- Religion and Culture
- Modelling Futures and Capability Economics
- Education and Equity

The Institute is committed to working in a wide ecumenical context in regard to the appointment of staff and in collaboration with persons and institutions of different denominations, different faiths and all those who share a concern for a more just and inclusive society.

The Institute contributes to the vibrant intellectual life of college and University and aspires to make a difference in the wider, global community, by its high-level research programmes, conferences, seminars and workshops. The Institute organizes two major public lectures: The VHI Lecture which explores the relationship between Catholic Social Teaching and contemporary society; and the Lattey Lecture (co-sponsored by the Catholic Biblical Association) which explores the relationship between Catholic Biblical Studies and Catholic Social Teaching.

The Institute's members are select College Fellows, Research Associates, Corresponding Members, and College Visiting Scholars.

1.6 THE FARADAY INSTITUTE FOR SCIENCE & RELIGION

The Faraday Institute for Science and Religion represents an ensemble of short-term projects funded by the John Templeton Foundation which has the aim of promoting academic research and understanding in the field of science and religion. The present Director is Dr Denis Alexander (Fellow). The Institute has four main activities: first, scholarly research and publication on science and religion, including the organisation of invited groups of experts to write joint publications; second, to provide short-term courses in science and religion; third, to organise seminars and lectures on science and religion; fourth, to provide accurate information on science and religion for the international media and wider public. The group of scholars based at St. Edmund's College is linked informally to a cohort of Faraday Associates, based mainly within the scientific community, who are actively involved in science-religion interactions through publishing and lecturing.

The Faraday Institute incorporates the CiS – St. Edmund's College lecture series on science and religion. These lectures are held in various Cambridge Colleges and address broad issues of interest to an inter-disciplinary audience. The lectures are followed by a Dinner-Discussion, hosted at St. Edmund's, during which invited guests have the opportunity to engage with the visiting lecturer. The resulting discussions are then edited and posted on the College web-site. Faraday research seminars, held in College, involve a more specialised series of speakers on science and religion.

The Faraday short-term courses are open to both undergraduates and graduates of any university and bursaries are provided to facilitate participation by those from low-income countries. A limited number of free places are provided on each course to students from St. Edmund's.

1.7 SEMINARS, LECTURES, DISCUSSIONS AND CONVERSAZIONE

The College regularly organises interdisciplinary seminars, etc., during term time. Such seminars not only foster interdisciplinary discussion within the College, but also enable the College to make a corporate contribution to the academic life of the University and provide an opportunity for members to give a talk to the community about their academic work or social interests. Dr Sarah Dewar-Watson and Dr Elizabeth Boyle organise the *Conversazione* series and welcome approaches from those wishing to speak.

1.8 GREEN TEMPLETON COLLEGE, OXFORD

The College is 'twinned' with Green Templeton College, Oxford, giving members of the two colleges certain reciprocal privileges. Professor Sean Loughlin (Fellow) and Professor Hill Gaston (Fellow), serve to advise members.

2 Academic Administration and Procedures

2.1 ADMISSION

The Tutorial Committee admits new members as 'resident members of the College', whether living in or out (see 1.2.7), for a specified number of terms or years. Students are admitted into residence for a particular degree course and for the normal period of that course, which in the case of the Ph.D. is usually taken to be three years (nine terms) (or, sometimes 4 years). If they wish to change their course or to extend their period of residence, they should request approval of their own Tutor and the Senior Tutor in addition to dealing with the relevant University bodies.

2.1.1 Immigration Regulations – Passport Inspection and Visas

Under new regulations all overseas students are required to produce their passports and visas for inspection and scanning on arrival at the College. During their course of study a number of points of contact must be made with the college and their faculty. Points Based Immigration rules apply to all nationals from outside the EU and Switzerland. Information is available from the International Office website: <http://www.admin.cam.ac.uk/offices/international/>

2.1.2 Immigration Rules – Dependants

From the 1 October 1994 student dependants who are granted leave to enter the United Kingdom for less than 12 months are not permitted to enter employment, paid or unpaid, or engage in any business or profession.

Helpful information about Immigration and other matters is available from the UKCOSA webpage: <http://www.intstudy.com> The Council for International Education provides advice and information to international students studying in the UK and to staff who work with them.

2.2 MATRICULATION FORMALITIES

To qualify for formal membership of the University all students are required to sign the matriculation form and the College members' book. This will be carried out during the Inaugural Ceremonies at the beginning of the academic year. If you are unable to attend any of the Inaugural Ceremonies please contact the Tutorial Office so they can arrange for you to sign the appropriate form and College Book. Matriculation must be completed by half-way through the first term of residence (the 'division' of Term). In some cases it may be necessary to produce documentary evidence of qualification to matriculate. All new College members are required to sign the College Book, to affirm thereby that they will observe the Statutes of the College (see 1.2.5. and Chapter 12, Appendix 7).

2.3 ACADEMIC FEES AND CHARGES (2011–12)

2.3.1. *University Composition Fee*

Please refer to <http://www.st-edmunds.cam.ac.uk/current/bluebook/index.php> for details of the University's courses and fees.

2.3.2. *Undergraduate and Postgraduate College Fees*

(UK/EU & O/Seas)

Admission Fee (once only) £52.00

<i>College Fees:</i>	<i>Per Year</i>	<i>Per Term</i>
Postgraduate (without supervisions)	£2,289.00	£763.00; £763.00; £763.00

PhD students in their tenth term and beyond who have applied for and been exempted from University fees will not be charged a College fee.

Undergraduate (and certain Postgraduate courses with Supervisions) unless fee paid (Home and EU students) through University (starting 2010 onwards)	£5,082.00	£1,694.00; £1,694.00; £1,694.00
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Undergraduate (and certain Postgraduate courses with supervisions (starting pre 2010)	£4,688.00	£1,563.00; £1,563.00; £1,562.00
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CR Dues	£75.00	£25.00; £25.00; £25.00
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(The student is liable for this fee. It is not part of the tuition fee)

2.3.3 *Normal Charge for Visiting Fellows, Visiting Scholars, Visiting Students & Research Associates (VHI)*

Admission Fee (once only)	£52.00
College Fee	£200.00 per term
CR Dues (residents only)	£25.00 per term

2.3.4 *All Other Categories*

Admission Fee (once only) £52.00

2.4 B.A. AND M.A. STATUS

The 'status' of B.A. and M.A. is granted to postgraduate members of the College who do not already hold a Cambridge B.A. or M.A. for the period

of their residence (see 1.2.5). It qualifies members and their spouses for use of the University Centre (see 10.2), and some privileges in the use of libraries and museums. Affiliated and mature students have the status of undergraduates.

2.5 ACADEMICAL DRESS

This is obligatory on various formal occasions, including special services in the Chapel, Matriculation Ceremonies, formal dinners and degree ceremonies, and members are strongly recommended to purchase a gown on arrival. Second-hand gowns are sometimes available. There are different gowns corresponding to different categories of members of the University, as follows:

- (a) Members of the College with Cambridge degrees wear the gown of their degree.
- (b) Members with M.A. or B.A. status (see above) wear the M.A. or B.A. gown but with the 'strings' (the fastening tapes inside the front of the gown) removed.
- (c) Affiliated students and undergraduates wear the College undergraduate gown (available from various College outfitters in the city).

Hoods are worn with gowns for some events (e.g. the Inaugural Ceremony in the Chapel). Hoods are never worn in the dining hall.

'Scarlet' occasions (announced in the College Calendar) involve the wearing of their festal gowns by holders of Cambridge doctoral degrees (Ph.D. or higher doctorate). On such occasions, doctors of other universities may wear their own doctoral gowns. Doctoral hoods are worn as appropriate (e.g. in the Chapel for the Inaugural Ceremony).

2.6 SUPERVISORS AND DIRECTORS OF STUDIES

2.6.1 *Postgraduate Degrees*

Supervision of postgraduate students is the responsibility of the Faculties or Departments of the University. Their Degree Committees appoint supervisors for those studying for postgraduate degrees.

2.6.2 *Undergraduate Degrees*

The Tutorial Committee of the College appoints a Director of Studies for each student reading for the B.A. degree. The Director of Studies arranges with the student the papers to be taken in the Tripos, advises on lectures, and assigns supervisors for each paper who will set essays, problems or other tasks and fix times for 'supervision', normally held regularly during Full Term. B.A. students must attend all supervisions arranged for them and complete the tasks assigned. The Director of Studies is responsible for the overall academic

programme and progress of the student. Termly supervision reports on each student are prepared by supervisors for the College and the Tutors and are made available on CamCORS. Directors of Studies will normally see each of their students at the beginning and end of each term.

2.7 CONTACTING TUTORS, SUPERVISORS AND DIRECTORS OF STUDIES ON ARRIVAL

Shortly after arriving at the College all students (undergraduate and postgraduate) will receive the name of their personal tutor whom they should contact as soon as possible. Postgraduate students should contact their supervisors in their Departments and undergraduate students should contact their Directors of Studies as soon as possible, before the start of Full Term, so that all these arrangements may be made in good time as supervisors become booked up early in the term (see also 11.2, 11.3, 11.4).

If a Tutor or Director of Studies requests to see a student, then the student must attend. If the student is unable to attend they must notify the Tutor, Director of Studies or Tutorial Office. Supervisions are not optional. Students must attend supervisions. If unable to, for example, because of sickness, they must inform the supervisor, Director of Studies, Tutor or the Tutorial Office. Students who miss more than one supervision without good cause may be charged the standard supervision cost.

2.8 THE TUTORIAL OFFICE

The Tutorial Office is situated next to the Chapel. The Senior Tutor's Assistant and the Tutorial Secretary are responsible to the Senior Tutor for all administrative work concerning matriculation, accommodation, congregations, examination entries and results, tutorial awards, supervision reports. This office should be the first point of contact for the Senior Tutor, Praelector and Tutors.

The Admissions Office is located in the same corridor as the Tutorial Office, opposite the IT Office. The Admissions Secretary is responsible to the Graduate Admissions Tutor and Undergraduate Admissions Tutor for administrative work concerning Admissions, Open Days and College Visits.

The opening hours for the Tutorial Office are 9.00am – 1.00pm and 2.00pm – 3.30pm. At other times the Tutorial Office can be contacted by email (tutorial@st-edmunds.cam.ac.uk)

2.9 KEEPING TERM

Those '*in statu pupillari*', are required to 'keep term'. A student is deemed to have 'kept' a term by residence if he/she has resided within the University Precincts during not less than three-fourths of that term. The University's

statutes require that students keep nine such terms by residence before being allowed to graduate. In practice, this means that undergraduates have to be resident during the whole of Full Term. Permission for unavoidable absences during Full Term need to be sought from the Senior Tutor.

If a student intends to go away from the College for any period during Full Term (other than weekends), he/she must get permission from the Senior Tutor. PhD students must inform the Tutorial Office if they are not in Cambridge.

Leave of absence must be applied for via the Board of Graduate Studies website for extended periods away from Cambridge. <http://www.admin.cam.ac.uk/offices/gradstud/>

Details of the dates of Term and Full Term from 2011 to 2012 may be found in The College Calendar and The Student's Handbook.

2.10 EXAMINATION ENTRIES

After consultation with the Director of Studies, students taking Tripos, Certificate, MPhil or Diploma examinations must record their exam entries on CamSIS during October. The responsibility for correct entry lies with the student. Please contact the Director of Studies, or the Senior Tutor's Assistant as quickly as possible in case of doubt. Exam entries need to be confirmed by the student in the Lent Term.

2.11 COLLEGE LETTERS

College letters should be requested on-line from the College website well in advance of when they will be required. It is unlikely letters can be prepared on the day of request.

2.12 PROCEDURE FOR RECEIVING DEGREES

All arrangements for the degree ceremony are handled by the Praelector. Students approved by their Degree Committee or the Board of Graduate Studies are presented by the Praelector before the Vice-Chancellor or his Deputy at a congregation of the Regent House. The dates on which the College will be presenting members in 2011/12 are 22 October, 21 January, 24 March, 28 April, 19 May, 30 June, 21 July. The first congregation for the academic year 2012/2013 will be held on 20 October 2012. General admission on 30 June is reserved solely for Undergraduates and Masters of Law.

All students will need to confirm explicitly in writing their intention to graduate before the names are submitted to the University Registry. It is your responsibility to make all the necessary arrangements with the College before notifying family and friends. Written requests can be made via CamSIS or directly to the Praelector or his secretary.

The dress code, set by the University, is to be strictly obeyed. viz: dark suit (dress), white shirt (blouse), black shoes (and stockings); men wear white bow tie and bands; the correct academic gown and hood. Fuller information is displayed on the College web site <http://www.st-edmunds.cam.ac.uk/current/graduation/index.php> on the Notice board outside the Senior Tutor's office and on the University's web site. Those who seek a dispensation from these norms should inform the Praelector at the earliest opportunity so that the proctors' permission might be requested. Students who propose to take their degrees on the days of general admission (at the end of June) or the MPhil at the July ceremony are strongly advised to hire the necessary dress well in advance owing to the high demand at this time. Academical dress may be hired from Ede & Ravenscroft (71–72 Trumpington Street), Ryder and Amies (22 King's Parade) and A.E. Clothier (5a Pembroke Street). Up to three guests may be invited to attend the ceremony; a ticket system applies to prevent overcrowding. No charge is made for tickets.

Graduands are required to attend a rehearsal in the College chapel. During this ceremony one of the Fellows will examine the graduands' dress to ensure that it conforms to the requirements of the University of Cambridge. After the rehearsal and inspection of dress, the Praelector will lead the graduands to the Senate House.

Members of the College may graduate in person or *in absentia*. Should a student not wish to receive his or her degree in person, they are asked to let the Praelector know their plans well in advance via the Tutorial Office. Students receiving their degree *in absentia* are admitted to their degrees automatically at the beginning of the congregation and the certificate is usually sent to the student in the week following the ceremony. The College makes no charge for the receiving of degrees. A student who has not fully paid all College bills is not eligible to receive his/her degree.

2.13 DEGREE CELEBRATIONS

For members taking degrees, the College arranges a small celebration before the ceremony. This generally takes the form of a light buffet lunch. The timetable for graduations is arranged by the University. When the College is presenting its candidates in the late afternoon or early evening, afternoon tea may be served instead of lunch. Graduands will be informed of arrangements by the Praelector.

Firm bookings for lunch/afternoon tea maybe made with the Praelector's secretary (praelector@st-edmunds.cam.ac.uk). Graduands may arrange to have up to three guests at the lunch/afternoon tea. They should contact the Praelector's Secretary to make the reservation and payment for themselves and any guests. The Praelector's Secretary will advise graduands of the cost of lunch/afternoon tea.

2.14 COLLEGE TEACHING

Graduate members of the College may wish to know that opportunities occasionally exist for them to give some College supervisions either in St Edmund's or in other Colleges. Further information may be obtained from the Senior Tutor or the Director of Studies in their subject area.

2.15 ACADEMIC AND PERSONAL AWARDS

The College has at its disposal limited funds for awards and travel grants, for the assistance of students. Applications for these and for grants for approved courses and conferences and fieldwork should be made well in advance through the applicant's Tutor. A written statement of the character of the work and expense involved, supported by a reference from the student's academic supervisor, is required. Any student in financial difficulty should consult his or her Tutor immediately so that appropriate arrangements can be discussed. Further information and application forms online.

A limited number of named bursaries and studentships are also offered by the College; details may be found on the College website.

2.16 DATA PROTECTION

The College has a Data Protection Policy, which may be found on the College website or by contacting the College Office. (See Appendix 5 on <http://www.st-edmunds.cam.ac.uk> 'Information for Members'.)

2.17 USE OF THE COLLEGE SHIELD

Council has agreed that the College Shield can be used by Members for specific and agreed presentation purposes. Members can apply for permission by contacting their Tutor who will put in a formal request to the Master on their behalf. The Master's secretary can provide a copy of the Shield suitable for printing purposes. A high resolution copy is available upon request.

2.18 EQUAL OPPORTUNITIES

The College has an Equal Opportunities Policy, which may be found on the College website or by contacting the College Office. (See Appendix 6 on <http://www.st-edmunds.cam.ac.uk> 'Information for Members'.)

2.19 COMMENTS, SUGGESTIONS AND COMPLAINTS

The College welcomes comments and suggestions from students about the services it provides. Students wishing to make a suggestion, comment or complaint about the College's policies or services, either academic or non-academic, can do so informally:

- at the point where the service is provided, or
- by contacting the person in charge of the relevant area, or
- by raising the matter with the CR representative on the appropriate College committee or the CR President or
- by raising the matter with their College Tutor.

If, after a reasonable time and effort, the student has not been able to resolve the issue, then this matter should be brought to the attention of the Senior Tutor.

If the matter relates to the Senior Tutor then it should be brought to the attention of the Master.

With respect to Bullying and Harassment the College follows the University Code (see Appendix 2 on the College website).

Students with complaints which remain unresolved after exhausting the College's internal procedures can consult the website of the Office of the Independent Adjudicator (see section 9.3.5).

3 Accommodation

3.1 ACCOMMODATION CATEGORIES

There are five categories of single study bedrooms on site, and a small number of flats, 3-room and 4-room apartments and maisonettes. The College also rents rooms in Westminster College. The rooms are assigned to categories as follows:

Category 1

Category 2

Category 3

Category 4

Category 5

Room rents (categories 1–5) cover light, normal heating and cleaning.

Residents in the flats, maisonettes and apartments are responsible for the payment of gas and electricity charges and Council Tax.

3.1.1. Membership of the ANUK Code of Practice

The College has signed up to the ANUK/Unipol National Code for Educational Establishments.

3.2 ALLOCATION OF ROOMS

The Rooms Tutor in consultation with the Tutorial Committee is responsible for allocating College accommodation, and endeavours to apply fair principles of seniority and priority of application in meeting preferences of members. Students are not entitled to occupy College accommodation if any of the following conditions apply:

- (a) when they have been remitted College fees, unless they are given special permission by the Senior Tutor. Fourth year PhD students who have been granted Fee Remission by the Board of Graduate Studies will not be expected to pay a College Fee. They can apply for College accommodation but will be treated as a lower priority group (see website for details; <http://www.st-edmunds.cam.ac.uk/>)
- (b) if their study extends considerably over the period usually expected for the completion of their degree.
- (c) when they have completed the requirements for their degree, e.g. during the summer months, though they may apply to do so.

3.2.1. Room Changes

All single rooms are allocated to individual students. Room changes will only be permitted in exceptional circumstances, normally on medical or

psychological grounds. If a student wishes to make a case, he/she should consult his/her Tutor.

3.3 RENT SCALES

The rent you pay for a single room covers the provision of all utilities. Rooms are banded to reflect the size, facilities, and other features. The rents for the bands are set out below.

In general, annual price increases are based on trends in the HIGHER EDUCATION PURCHASING PRICE INDEX. No guarantee is given to maintain or hold increases at any particular level, although the College will always strive to minimise increases. When charges are revised the increases are not necessarily the same for all categories, so that for example, rents might increase by a different percentage to meal charges.

The College cannot and does not give any undertaking of any kind, which would prevent its Governing Body from introducing new charges not shown here or from increasing charges in the future.

All amounts shown here are in pounds sterling (£). The pound sterling is the only currency accepted by the College. Overseas students need to bear in mind that exchange rates can fluctuate up as well as down. The College cannot and does not alter its fee structure to reflect exchange rates since it has no control over these external events. Therefore it would be prudent for overseas students to take into account the possibility of an unfavourable movement of exchange rates and to take appropriate precautions.

3.3.1 All Students Starting 2010 onwards

For undergraduates, the licence period is normally until the end of June. For graduates studying for an MPhil or similar degree, the licence period is normally until the Congregation (graduation) towards the end of July. For graduates studying for a PhD, the licence period is normally 12 months.

Room rents are invoiced QUARTERLY in advance. If you have any queries please speak to the College Office.

Room	
<i>Category 1</i>	£1,164.00 per quarter
<i>Category 2</i>	£1,372.00 per quarter
<i>Category 3</i>	£1,467.00 per quarter
<i>Category 4</i>	£1,549.00 per quarter
<i>Category 5</i>	£1,752.00 per quarter

Rents invoiced MONTHLY (exclusive of utility bills and Council Tax)

Studio Flat	£584.00 per month
Maisonette	£718.00 per month
Apartment (3-room)	£998.00 per month
Apartment (4-room)	£1,292.00 per month

3.3.2 All Postgraduate Students Starting pre 2010

Room Rents are invoiced QUARTERLY in advance. If you have any queries please speak to the College Office.

Category 1	£1,100.00 per quarter
Category 2	£1,237.00 per quarter
Category 3	£1,331.00 per quarter
Category 4	£1,413.00 per quarter
Category 5	£1,616.00 per quarter

Rents invoiced MONTHLY (exclusive of utility bills and Council Tax)

Studio Flat	£584.00 per month
Maisonette	£718.00 per month
Apartment (3-room)	£998.00 per month
Apartment (4-room)	£1,292.00 per month

3.3.3. All Undergraduates Students starting pre 2010

Category 1	£842.00 per term
Category 2	£951.00 per term
Category 3	£1,016.00 per term
Category 4	£1,070.00 per term
Category 5	£1,234.00 per term

Rents invoiced MONTHLY (exclusive of utility bills and Council Tax)

Studio Flat	£584.00 per month
Maisonette	£718.00 per month
Apartment (3-room)	£998.00 per month
Apartment (4-room)	£1,292.00 per month

Please note that residents in the flats, maisonettes and apartments are responsible for the payment of gas charges, electricity charges and Council tax.

3.3.4 Caution Money and Unpaid Rents

Caution money equivalent of one month's rent (minimum 353.00) is charged at the commencement of residence each year against possible loss or damage to decorations, fabric and furnishings, and is credited (as appropriate) in the final bill. Release of caution money can only be made if the student completes the relevant form and is signed off by a member of the housekeeping staff.

Accounts for fees and charges for each term are presented at the beginning of each full term and are due for payment immediately. A penalty interest charge of 1.5% per month is applied to accounts not paid in full by the due date. Students must ensure they have sufficient funds at all times to pay each term's account in full, including their first payment on arrival in Cambridge.

The above information can also be found on the College web page Rents for the Blue Book <http://www.st-edmunds.cam.ac.uk/docs/collegefees.pdf>

3.3.5 *Westminster College:*

The College lets a number of rooms in Westminster College. The rooms are available for term time only. The room licence is for three terms. Students must pay a £20.00 key deposit to Westminster. A terms notice must be given. Students must follow the rules laid down by Westminster for the occupation of the rooms.

3.3.6. *Full Term Dates 2011/2012*

	BEGINS	PAYMENT DUE IN FULL
Michaelmas Term	4th October	4th October
Lent Term	17th January	17th January
Easter Term	24th April	24th April

3.3.7. *Official Visitors and Member's Guests*

Official visitors (Visiting Fellows, Visiting Scholars, Visiting Students) and the guests* of College members are charged rents on the following scales.

Daily room rent (up to 5 days)	£29.00 Category 1–2, £35.00 Category 3–4 £50.00 Category 5.
Additional guest in room	£14.00 Category 1–2, £16.00 Category 3–4 £18.00 Category 5.
Extra bed in room	£5.00
Categories 1–4	£150.00 per week, £600.00 per month, standard
Category 5	£175 per week, £700 per month, en suite
Flat	£775.00 per month
Maisonette	£925.00 per month
Apartment (3-room)	£1,100 per month
Apartment (4-rooms)	£1,400 per month

Rents are payable monthly in advance. For rental periods exceeding one month a deposit (caution money) of one month's rent applies as a precaution against possible loss of or damage to College property, decoration, fabric, carpets and furnishings. This deposit, less any charges, is credited to the final bill.

*Guests will, in addition, be charged VAT at the prevailing rate.

3.4 TENURE OF ROOMS

3.4.1. Notice Period

Members who have been allocated a room in College will be issued with a Licence Agreement. Upon signing the Agreement, keys and/or access cards will be issued. If they wish to vacate their room during the year they must give 3 months notice except for July to September when 4 weeks notice may be given.

Those members on termly contracts (undergraduates starting pre 2010 and those living in Westminster College) must give a term's notice. Thus, a person giving notice in the second week of Michaelmas Term would be released from their notice period by the second week of Lent Term.

Failure to do so renders a member liable to full charges for the notice period. This rule applies to all rooms and includes those in Benet House,

3.4.2 Extension of Room Licence Period:

Students may request an extension of their room licence period. This is particularly important for graduates whose studies extend beyond July. Requests for extensions should be made to the Tutorial Secretary. The College reserves the right to move students to a different room should they wish to extend their licence period.

3.4.3 Unauthorised Occupancy

If a room is occupied beyond the agreed period without permission, there will be a surcharge of double the daily rate, and a charge may be levied for the additional inconvenience to the administrative and housekeeping staff.

3.4.4 Letting of Accommodation during a Member's Absence

For undergraduates who started pre 2010, the College reserves the right to let rooms, flats and maisonettes immediately on the expiry of a licence period and will normally do so. Please note that such students are expected to vacate their rooms during the vacations except by prior agreement.

When a student is billed quarterly and is away for a short period of time, the College does not offer any rent reduction as the student has licence to occupy. Nor will the College sub-let the student's room. There is therefore, no requirement to hand in keys or make the room available for guests.

A student who intends to be absent from College for a long period must inform their Tutor well in advance. In exceptional circumstances where a student is undertaking prolonged fieldwork and the student's room can be rented whilst the student is away, the possibility of a refund will be considered at the discretion of the Rooms Tutor and the Bursar.

3.4.5 Sub-letting of Rooms

Students are not permitted to sub-let their rooms or to allow anyone to stay in their room when they are not there. Any violation of this regulation is reported to the Senior Tutor who will take appropriate action in conjunction with the Rooms Tutor and Bursar.

3.4.6 Guest Accommodation

Occasional guest rooms are available for Fellows' and students' private guests. Such rooms must be booked via Reception. A charge will be made for the use of the room.

Students are allowed a guest in their room without charge for a maximum of 9 nights each term. Guests are allowed to stay for up to 3 consecutive nights. A charge will be made for spare beds and linen (£5.00 per bed, per night) which may be obtained from Reception, but in an emergency these can be obtained from the Portering staff upon signing a Bed/Linen request form. Students wishing to accommodate a guest for a greater period must obtain written permission from the Senior Tutor. A charge will be made for any such guests. Cancellations must be made in advance, otherwise the room will be charged to the member's account.

All students must sign-in any guests at Reception. This is to comply with fire and safety regulations and failure to do so is taken very seriously.

College staff and others who in the course of their normal duties encounter a person unknown to them may enquire as to their identity; students and their guests must comply with this request. Students must accept full responsibility for their guests. Since space is limited, guests may not park cars on College premises except to load or unload.

3.4.7 Access to Rooms

While a student is in residence, his/her room is home. Everybody – staff, Fellows, and other students – should respect the occupant's right to privacy. From time to time, however, it may be necessary for a College officer or member of staff to gain access to a room as a matter of urgency, whether or not the occupant is present. For example, there might be a potential danger to people or to the fabric of the building; or people from outside the College, such as window cleaners or electrical contractors, may need access in order to perform their duties. Whenever practicable and reasonable, an attempt will be made to arrange a mutually convenient time; but if the matter is urgent, access must be granted without undue delay. The housekeeping staff would also expect reasonable access to ensure that rooms are kept clean and tidy.

The Manciple conducts a brief routine check on the state of each room once every Term. Further checks will normally take place only when there

is reason for concern that a room is not being properly maintained according to the guidelines.

Nobody should enter a room without knocking and giving the occupant reasonable time to respond.

3.5 RULES FOR OCCUPANTS OF COLLEGE ACCOMMODATION⁵

3.5.1 Keys

Students are issued with keys or cards for access, as applicable. Keys issued to students are subject to a £20.00 deposit, refundable upon return of the keys. Students must not give their keys or cards to any other individuals, including another member.

To avoid being locked out, members are advised to carry their University card or rooms keys with them at all times so that they may enter at any time of the day or night.

3.5.2 Care of Fabric and Furniture

Inventories are placed in all rooms before the start of the Michaelmas Term. They should be checked, signed and returned to the Manciple within the first week of occupancy. Furniture or carpets may not be moved from one room to another, or put in corridors, or moved outside the building, and curtains are not to be taken down. Personal furniture or curtains may not be brought into any student accommodation. Rooms must be maintained in an acceptable state. Nails and drawing pins, sellotape, Blu-tak and White-tak damage paintwork and may therefore not be used to fix posters, pictures, etc. to the walls. Blu-tak and White-tak may only be used on non-painted wooden surfaces. Most rooms are provided with pin-boards and picture-rails.

Rooms should be left clean and tidy when they are vacated. Failure to do could result in a charge for cleaning and prohibition from having a room in College in the future.

Occupants will be charged for any damage to the fabric, decoration, furniture or fittings. Charges will reflect the real cost of repair or replacement, and are therefore likely to be high. There may also be an additional financial penalty in recognition of the extra work caused for the College staff. Charges for damage to communal areas will be split equally among the students living there.

Shower attachments should not be left in bathrooms. On a number of occasions flood damage has been caused by shower attachments left hanging over the edges of baths with taps not fully turned off.

3.5.3 Breakages and Maintenance

Breakages and necessary repairs should be reported to Reception for the attention of the Manciple.

⁵ Residents in Bene't House are regarded as members living in College

3.5.4 Cleaning

Members are responsible for keeping their rooms in a reasonable state of cleanliness and order. College cleaners are responsible for the general daily cleaning of rooms and not for the making of beds. Clean bed linen is supplied weekly. College staff must be allowed access to rooms to empty the bins daily and clean the sinks.

3.5.5 Animals

No animals may be kept on College premises.

3.5.6 Storage of Personal Property

- (1) The College has very little space for storage. Members living in the College must keep all of their property in their rooms. Those members living out are not permitted to bring their property into College for storage. Members going down at the end of the academic year or leaving the College must make arrangements to remove all their property before leaving. If necessary, arrangements must be made to use commercial storage in Cambridge. Any property left at the College may be disposed of.
- (2) It is not permitted for members to store property of any description under the staircases or in any staircase or landing cupboards. This would be potentially dangerous should a fire occur, and exit from the staircases could be hazardous if inflammable materials are stored in these places. The safety of residents in this respect is of paramount importance.

3.5.7 Cooking

Because of hazards to personal safety and the risk of damage to furnishings and fittings, cooking is not allowed in College rooms, except for the use of electric kettles, which must be used on a tray. All other appliances may only be used in the kitchens; refrigerators and conventional electric ovens must not be brought into College.

Any electrical equipment brought into the College should be PAT tested to ensure it is safe. Please contact the Manciple to arrange for testing.

Four small kitchens are available in the Norfolk building, two in B wing and one each in E and F wings, where members can cook simple meals. The residents of Benet House have their own kitchen. Residents in the Richard Laws building have the use of a small kitchen on each wing (8 in total) and residents in the Brian Heap building have the use of a large kitchen on each wing (10 in total). Residents of each wing are requested to confine cooking to their own wing. Please clean kitchens after use and store in the refrigerator only those foods which will otherwise deteriorate. Please ensure that the kitchen is left clean and tidy, and that all electric switches are turned

fully off when cooking is finished. Please use the extractor fans and open windows whilst cooking. Please note that environmental health legislation lays down stringent regulations for mass cooking and, accordingly, the College does not permit large-scale catering in the student kitchens under any circumstances.

3.5.8 Energy Saving

Energy is expensive! Lights must be switched off on leaving rooms. The background central heating system should normally provide adequate warmth. Where fixed gas and electric fires are provided to meet exceptional conditions they must not be used unnecessarily. The use of heaters not provided by the College is not permitted unless, in exceptional circumstances, written authorisation is given by the Bursar. In such cases a charge of £150.00 per term will be levied.

3.5.9 Night Access

The front door of the College is locked at 11.00 p.m. To avoid being locked out, members are advised to carry their University Card or room keys with them at all times so that they may enter at any time of the day or night.

3.5.10 Noise

A resolution has been passed by the Combination Room to the effect that 'after 11.30pm anyone can require music to be turned off in neighbouring rooms'. This resolution, in the words of the CR President, 'should be understood as expressing the Combination Room's hope that members will continue to seek to respect each other's right to study, sleep or celebrate, according to taste'.

4 Safety and Security

4.1 FIRE REGULATIONS

4.1.1 Objectives

- (1) Evacuation and safety of personnel. This comes first.
- (2) Extinction of fire.

A fire action notice will be found on the inside of every door.

4.1.2 Preparation for an Emergency/Awareness of Safety Procedures

All members of the College, especially residents, should familiarise themselves with:

- (1) the location of the Fire Alarm panels
- (2) these regulations.

FIREDOORS MUST BE KEPT CLOSED AT ALL TIMES

FIRE EXTINGUISHERS MUST NOT BE REMOVED FROM THEIR CASES

AN ALARM SIGNAL MUST ALWAYS BE TREATED AS A GENUINE EMERGENCY

4.1.3 Discovery of Fire

- (1) *The Norfolk Building, Blocks D & E and The Tower*

The Fire Alarm panels in the Norfolk Building and The Tower are connected directly to the smoke and heat sensors. In the event of the Fire Alarm being activated, the Cambridge Fire Authorities are automatically notified and Fire Engines will be despatched to the College immediately.

The Norfolk Building, Blocks A & B have localised smoke and heat sensors. If an alarm sounds, you must activate the fire alarm by breaking the glass on the nearest alarm panel.

All persons in the Norfolk and Laws building must evacuate the buildings immediately and proceed to the Assembly Point (see 4.1.5, 4.1.6).

- (2) *Bene't House and The White Cottage*

Raising the alarm: Anyone ascertaining that fire has broken out must activate the Fire Alarm by breaking the glass of the nearest alarm panel (see 4.1.5, 4.1.6).

- (3) *The Brian Heap, Library, Geoffrey Cook and Richard Laws Buildings*

The Fire Alarm panels in the Brian Heap, Library, Geoffrey Cook and Richard Laws buildings are connected directly to the smoke and heat

sensors. In the event of the Fire Alarm being activated, the Cambridge Fire Authorities are automatically notified and fire engines will be dispatched to the College immediately (see 4.1.5, 4.1.6).

All persons in the Norfolk and Richard Laws building must evacuate the buildings immediately and proceed to the Assembly Point (see 4.1.5, 4.1.6).

Calling the Fire Brigade: 999 must be dialled from the nearest telephone. No coins or phone cards are needed. When the operator answers, say: 'Emergency. Fire at St Edmund's College, Mount Pleasant, Cambridge.' State where the fire is and be prepared to answer any further questions. To avoid any confusion with Edmund House, Milton, the words 'Mount Pleasant' must be included. As soon as possible inform Reception or Resident Fellow. (see also 4.2)

4.1.4 Extinction of the Fire

- (1) This is the business of the Fire Service.
- (2) The person who discovers the fire should not attempt to use an extinguisher before telephoning the Fire Service.

4.1.5 Evacuation of the College

- (1) *Exit:* On hearing the fire alarm, everyone must evacuate the building by the nearest exit. Do not under any circumstances use the lifts. At night, it may be necessary to take out some clothing or covering, but there should be no delay to collect private property. For those evacuating the building via the main staircase to the reception area, the first person to arrive at the front door should break the fire panel glass and retrieve the key. The front door should be unlocked and secured by the hook and eye bolt, allowing everyone to pass through the door quickly.
- (2) *Evacuation:* Everyone should proceed immediately to the Fire Assembly Point posted in the relevant building. They should keep to the right on all stairs and corridors. When the alarm is sounded, no one should remain inside the building. Do not attempt to re-enter the building for any reason.

4.1.6 At the Fire Assembly Point

- (1) *Assembly Points:* On arrival at the Norfolk Building Fire Assembly Point, occupants of each wing (A, B, C, D, E and F) should form a line in front of their own staircase letter for the roll call.
- (2) *Non-Residents and Visitors:* Non-resident members and visitors should use Assembly Point C. Fellows and College Office staff should use Assembly Point C. Kitchen and Cleaning staff should gather at Assembly Point F.

- (3) Residents of Bene't House should remain in their own grounds.
- (4) Residents of the Laws Building should remain in their own grounds.
- (5) Residents of the White Cottage should use Assembly Point C.
- (6) Residents of the Heap Building and those in the Library and Geoffrey Cook Buildings should remain at the assembly point as posted in the buildings.
- (7) Roll Call: Once at the Fire Assembly Point, everyone comes under the orders of the Fire Officer. His/her duties will be assumed by one of the following:
 - (a) the Senior Fellow present
 - (b) a Research Fellow
 - (c) the Security PorterThe Fire Officer will conduct a roll call.
- (8) Dismissal: Until the emergency is declared to be over, no one may leave the Assembly Point without the consent of the Fire Officer.

4.2 SUMMONING HELP OUTSIDE OFFICE HOURS

The following information is intended to help in summoning assistance outside office hours (see also 5.1, 5.3, 6.5).

- (1) Reception should be contacted in the first instance.
- (2) If the Porter is unavailable, please contact one of the Resident Fellows if you require assistance out of hours and at the weekends. Contact details will be announced on the College Official Notice Board.
- (3) Weekend Reception is provided and is staffed from 8.00am–11.00pm on Saturdays and Sundays.
- (4) There is both an alarm bell and a telephone in the lifts in the Norfolk, Laws, Heap and Cook Buildings. If help is required follow the instructions displayed in the lift.

4.3 SECURITY

For the most part, a College is a relatively safe environment. However, thefts and other intrusions do occasionally occur, and it is important that members take all sensible precautions.

- (1) Members must lock their rooms when they leave them. This applies even for short absences. Members are asked to take great care of their keys and University cards. Loss of a University card must be reported to the Bursar's Assistant immediately.

- (2) Valuable items should not be left on view, especially in ground floor rooms.
- (3) Unknown persons should never be allowed into a room.
- (4) A Security Porter is on duty at Reception between the hours of 5pm and midnight Mon–Thur. Fri 5.00pm and 1.00am. Duties include the patrol of the buildings and grounds, which makes it necessary for the Porter to be away from Reception periodically; the front door will be locked at times when the Porter is out on patrol. Lifts will be switched off between 11.00pm–7.00am, Mon–Fri.. 11.00pm–8.00am Sat & Sun.
- (5) The College front doors are locked for the night each evening at 11.00pm and during periods when the Security Porter is on patrol. Members may gain access after this time through other external doors using the University card. DOORS MUST BE LOCKED AGAIN AFTER ENTRY. If a member discovers any external door open after 11.00pm they are asked to lock it. The outer doors of Bene't House should be kept locked at all times.
- (6) All windows on the ground floor of the Norfolk Building, Laws Building, Heap Building, Cook Building and Bene't House must be closed and locked at night. The windows of ground floor rooms must also be locked whenever the room is empty.
- (7) If a member sees a suspicious person in the College premises they should, as appropriate, ask them to identify themselves or refer the matter to a Senior College Officer, Resident Research Fellow and/or to reception immediately.
- (8) All matters or concerns relating to security should be referred immediately to the Manciple or the Bursar during the day or to Reception at other times.
- (9) A number of CCTV cameras are installed in College buildings and grounds. Images from these are recorded for the purposes of crime prevention and public safety. The system is operated by the College and any queries should be directed to the Bursar.

4.4 SAFETY

Members must exercise great care in the use of equipment likely to cause danger (see 3.5.6, 3.5.7).

4.5 SAFETY AND SUPERVISION OF CHILDREN

- (1) Children must be supervised at all times.

- (2) Members of the College are reminded that they and their children must not intentionally or recklessly damage or deface College property.
- (3) Toys and play equipment used outside should be tidied away each evening. Cycles should ideally be locked in the bicycle racks. Special care should be taken to clear away objects from the grass which could damage the lawn mower or be damaged by it.
- (4) It is a special request of the College that children should not play in the courtyard between the maisonettes and the College buildings. This is a quiet area where people are studying or working in their rooms. The steps to 'E' wing and the kitchen rear entrance are dangerous for children.

4.6 SMOKING

The College has a non-smoking policy. Smoking is not allowed anywhere in the College (including student rooms and the Bar) except in designated areas outside the buildings where ashtrays are provided.

4.7 INSURANCE OF PERSONAL EFFECTS

The College is not responsible for the safety of members' personal belongings. They are not covered by any College insurance, nor can the College accept responsibility for any loss or damage. In some cases, members may be covered by their parents' insurance. If not, they are strongly advised to take out insurance policies themselves. Some companies run special schemes for student insurance.

4.8 BICYCLES

A University Ordinance requires that bicycles which are the property of members of the University must be identified with a College name and number on the frame. Reception will allocate a number on request.

Bicycles should be stored in the racks situated adjacent to the College car park, the Laws building, the Heap Building and at Bene't House. They must not be taken into students' rooms or brought into the College buildings for safekeeping. Cycling within the College grounds beyond the racks is not permitted.

Theft of bicycles is rife in Cambridge and they should always be securely locked when left unattended, both on or off the College grounds. All members are strongly recommended to include bicycles in insurance cover for theft.

Many students enter the University with little or no experience of how to cycle safely; indeed some students learn to cycle on Cambridge roads. The

city is full of dangers to cyclists from buses, delivery vehicles, cars, other cyclists and pedestrians. The wearing of protective clothing, especially cycle helmets, and highly visible clothing in the dark, is strongly encouraged. The use of front and rear lamps is required by law after dark.

Mount Pleasant is part of the Cambridge Inner Ring Road and carries dense and very heavy traffic. The one-way system must be adhered to. It is highly dangerous to cycle against the traffic flow, and cycling on the pavements is illegal.

4.9 CARS

Parking facilities in the College are extremely limited. The parking of motor vehicles permanently in the College grounds is not permitted.

Most undergraduates, unless they can provide evidence of special circumstances will not be permitted to keep a car in Cambridge (see *The Student's Handbook*). Permission will only be given at the beginning of the term for applicants requiring a vehicle in Cambridge due to a disability or other special circumstances.

Further details about how licences are granted are available on the web: <http://www.admin.cam.ac.uk/offices/proctors/motor/> or notice boards when you arrive.

For Graduate students (and those of M.A. status), although you may be eligible to keep a car in Cambridge, you should note that this will not automatically enable you to keep a car at College. If you wish to keep a car in College please contact the Senior Tutor to gain permission. If allowed to do so, you will need to collect a form from the Tutorial Office to fill in and take to the Motor Proctor. There are a limited number of spaces available and we cannot guarantee that any student, regardless of grounds, will be allowed to do so.

If you are granted permission, you will then need to take your letter of confirmation to the College Office who will allocate you with a permit to display in your vehicle and note down your car's registration details.

All visitors to the College should report to Reception to obtain permission to park in the College grounds and submit their vehicle's registration number.

Please note that the University Special Motor Pro-Proctor can fine a student a three-figure sum if a car is parked illegally.

Students should consult the notice from the University Motor Proctor displayed on the Tutorial Notice Board.

5 Health Care

5.1 MEDICAL CARE

Each new member must register with a Cambridge doctor; cards for this purpose are available in the College Office. The nearest medical practice to the College is located at 1 Huntingdon Road (tel: 364127). Mental health care is available in the University; details may be obtained through your doctor or through the University Counselling Service (Tel: 332865), which provides professional and confidential counselling services for academic, social and personal problems with which the normal College structures are – for whatever reason – unable to cope. A student may make an appointment either directly with the Centre on their website <http://www.counselling.cam.ac.uk> or through his or her Tutor or the Dean.

5.2 THE COLLEGE NURSE

The College Nurse is available during Full Term on Mondays from 1.00pm–3.00pm in Tutorial Room 1 (Norfolk Building) and can be contacted via his/her pigeonhole at the College. Please check the Tutorial notice board in case of any date and/or time changes. The College Nurse can be contacted via email on lrc31@cam.ac.uk or Lesley.crisp@btinternet.com In emergencies please telephone 077198 68843.

5.3 MEDICAL EMERGENCIES

Urgent medical help out of hours is available at CAMDOC, Tel: Cambridge (01223) 464242. The nearest Accident and Emergency department is at Addenbrooke's Hospital. Most general practitioners in Cambridge participate in an out-of-hours emergency service which can be contacted via a patient's registered doctor's practice, and which is often a more appropriate first port-of-call out-of-hours than the hospital.

5.4 DENTAL CARE

There is a University Dental Centre, at 3 Trumpington Street, tel: 332860. NHS dentists in Cambridge tend to be heavily over-subscribed, and private dentists can be expensive.

5.5 NOTIFICATION OF SICKNESS

In the event of prolonged sickness (particularly during the Exam Time) please notify the Tutorial Office or your Tutor.

5.6 MEDICAL INSURANCE

Overseas Visiting Scholars and Students who intend to be in residence in this country for less than six months will not be entitled to medical care free-of-charge under the National Health Service. It is recommended that immediately they arrive they should obtain medical insurance, unless they are already adequately covered under a valid insurance scheme. The College cannot be liable for any medical expenses.

5.7 ANAPHYLAXIS

The College should be informed if a member is allergic to particular substances.

5.8 POLICY ON HIV AND AIDS

The University issues guidelines annually on HIV/AIDS and recommends that Colleges should formulate policies based on them. This College's policy is reviewed annually, incorporating new evidence and advice provided by medical bodies and the University's working group. The policy is formulated to promote the safety of all members of the College and its employees. It can be found on the College website. (See Appendix 3 on <http://www.st-edmunds.cam.ac.uk> 'Information for members'.)

5.9 FURTHER INFORMATION

For further useful information about matters of a medical, personal and psychological kind, see the Student's Handbook on-line, the CUSU Handbook and other publications produced by the Student Union.

The Dean and Tutors are always available for confidential discussion of any personal difficulties.

6 Communal Facilities

6.1 THE COLLEGE LIBRARY

The library is situated at the top of the Library Building. With a mezzanine floor, the split-level design provides a light and open space for reading and study. Intended for the use of St Edmund's members only, it is accessed using the University card.

The acquisitions policy is to add useful works of reference and to provide core textbooks where students indicate a need. Recommendations for purchase should be sent to the Assistant Librarian and this can be done via the College's website. The Student Librarian (elected by the student body each Lent Term) helps maintain good order in the Library and represents the views of students on the Library Committee

Holdings are listed in the University's online Newton Catalogue, which can be accessed on the web. Books may be borrowed (except those that are marked REFERENCE) using the automated circulation system, which requires the scanning of both the reader's barcode and the barcode in the book. Instructions are provided. Books to be returned should be placed in the box on the upper floor of the library. As the library does not have staff continually present, borrowing is a matter of trust and co-operation between readers and the Fellow of the College who is the Librarian.

Food and drink may not be consumed in the library nor is smoking permitted in any circumstances. Readers are asked to maintain the good order of the Library and return books to the appropriate place on the shelves. They are also asked to keep the Library a place of quiet and to be considerate to others working there.

Donations of relevant books are welcomed, but anyone wishing to present a book should follow the guidelines displayed in the Library. Under no circumstances should donations be left without prior contact with library staff.

6.2 COLLEGE COMPUTER ROOMS – E-MAIL AND COMPUTING FACILITIES

Computers and laser printers for word processing and other computing tasks, including internet access, are available for student use in the Norfolk Building Computer Room and the Library. Information about the use of this equipment, and assistance can be obtained from the IT Office or the CR Student Computer Support Officer.

Food and drink may not be consumed in the Computer areas.

Access to College and e-mail facilities are arranged by the IT Office and made available from the Reception at the beginning of the academical year.

All rooms in College, including the flats and maisonettes, have RJ45 twisted-pair ethernet connections to the University of Cambridge Data Network (CUDN), allowing access to College services and the Internet. Any PC, Mac or Unix machine with an appropriate ethernet port and software may be connected to the Network, but any other device will require specific permission from the IT Manager. For further details see <http://www.st-edmunds.cam.ac.uk/current/computing/networking>

For connection to and charges for the Computer Network, please read the information available on the College web site and complete the on-line registration form. From member's study bedrooms the simplest procedure is to plug the computer to be registered into the network socket (socket A or rooms with multiple sockets) with a standard Ethernet cable (available from the College Office for £5.00 for those not providing their own), and then opening a web browser to be directed to the registration form.

Wireless networking is currently available in the Library building, Norfolk Library and CR and can be accessed using the College password assigned by the IT Office or using the EDU Roam Service.

6.3 TELEPHONE

Outgoing calls can be made on the University Telephone Network telephones located in various College buildings.

Building	Number
Norfolk	36091
Richard Laws	36092
Brian Heap	36093
Benet House	36094

These telephones can be used to make free calls to University extensions and to 'freefone' numbers, including those used by phonedcards and services offering credit card calling facilities.

Callers from outside the University can access these lines by dialling an extra '3' before these five-digit numbers, prefixed by the Cambridge area code if appropriate.

For instructions on the activation and use of telephones in rooms, please see <http://www.st-edmunds.cam.ac.uk/current/telephones>.

6.4 POSTAL ARRANGEMENTS

Members should check their pigeonholes in the foyer of the College daily, if possible, to pick up mail, notes from supervisors, etc. This is particularly important for students living out, as it is usual in Cambridge to communicate via the College. Students are asked to note that each student's pigeonhole is the one below his or her name.

Letters for the Master and Fellows should be left at Reception.

Letters to be posted should be stamped and can be left in the pigeonhole marked Royal Mail. Reception will clear this and ensure the items are collected by the duty postman. Please note that Reception does not sell stamps. The nearest Post Office is on Histon Road, and many retail outlets also sell stamps.

6.5 THE COLLEGE OFFICE

The College Office staff are responsible to the Bursar for the administrative work of the College, for day-to-day cash accounting, compilation of bills, payments and recoveries. The College Office is situated off the main foyer. All enquiries and payments should be made to Reception. College office hours are 8.30am–5.00pm Monday to Thursday and 8.30am–4.00pm on Friday. Outside these hours assistance may be obtained in urgent matters (e.g. emergency plumbing/electrical repairs, first aid, etc.) by first reporting to Reception or a resident Fellow (see 4.2).

6.6 LAUNDRY

Card-operated washing machines and tumble driers are available in the College launderette located beneath the flats. Only recommended washing powders should be used. An iron and ironing boards are available in the launderette. A card-operated washing machine is available in Bene't House for the use of residents there.

Private laundry may be sent to one of the local laundries but these are expensive, and members must make their own arrangements for this.

Cards for washing machines are available from the College Reception for £5 each. The laundry should only be used between the hours of 8.00am and 11.00pm and access is restricted outside these hours.

6.7 COMMON ROOMS

The main common room is the Combination Room (CR) situated on the ground floor of the main College building. It has a TV, a bar, and a pool table; a selection of newspapers and periodicals are available there. On the second floor of the main College building students also have the use of the Norfolk Library as a quiet area. There is also a Fitness Centre in the new Library Building.

6.8 VENDING MACHINES

A snack and drinks vending machine is located by 'B' door in the Norfolk building. There is also a drinks machine in the Laundry and a hot drinks machine in the Norfolk Library.

6.9 BAR

The bar is managed by the CR Bar Steward and operated voluntarily by members of the College on a rota system drawn up by the Bar Steward. The bar will normally be open between 9.30pm and midnight. Please see the Bar Steward if you are willing to tend the bar.

You will be required to attend a training session before you can serve at the bar.

A copy of the Premises licence granted by the Cambridge City Council is displayed in the College bar, together with a copy of the Code of Conduct relating to bar operations. The bar is governed by regulations concerning permitted hours of opening, behaviour and underage drinking. An official extension to the opening hours can be granted for specific occasions on application to the Bursar, who is the DPS or in his absence the Manciple who is a Personal Licence Holder. Members are asked to co-operate with the CR Bar Steward and the Security Porter who is responsible for ensuring that the official closing times are adhered to. Late licenses are by permission of the Bursar and the Senior Tutor to whom written applications should be made at least 10 days before an event. Please note that smoking is not permitted in the Bar or elsewhere in College buildings.

An official extension to the opening hours can be granted for specific occasions on application to the Bursar, who is the Designated Premises Supervisor or in his absence the Manciple who is a Personal Licence Holder.

6.10 TELEVISION

There is a colour TV, DVD and a video player in the Combination Room.

The CR DVD/Video Officer will generally rent DVD/video films to be shown on Saturday and Sunday evenings during full term, and suggestions for future selections are very welcome. The TV and/or DVD/video may be booked by members in accordance with the rules posted on the side of the TV cabinet.

So far as selection of channels is concerned, any general directive has proved impracticable. The choice of channels is best left to the good sense of members of the College.

So far as possible, tuning of the sets should be avoided. It commonly leads to breakdowns.

It is a student's responsibility to obtain a TV licence for any television receiver brought into College, including using your computer to watch broadcast programmes. TV licensing authorities make checks on a regular basis and students are personally liable for any fines imposed. The CR TV licence does not cover individual students.

The TV in the Combination Room should be switched off when the Room is in use before and after formal dinners and during receptions before lunch or tea on the Saturdays when Congregations are held.

6.11 SPORTING FACILITIES

The College is very proud of its sporting tradition, and many members have competed in both College and University teams in recent years, in a wide variety of sports. The College Boat Club is very active and rents facilities from Trinity Hall, enjoying changing rooms and a fitness centre. Details of how to book punts may be found on the CR web site and the punts are located at St John's College. There is a Fitness Room in the Library Building. Members also have access to the squash courts at Fitzwilliam College.

College members wishing to participate in sporting events or recreational activities or who have questions about the College sporting facilities should contact the Combination Room Sports Officer.

Students who represent the University in a particular sport and who are awarded a Blue or Half-Blue are asked to inform the Tutorial office of the award so that a correct record is kept.

6.12 MUSIC PRACTICE FACILITIES

The organ in the College Chapel may be played at times when the Chapel is not in use for services (please see the Dean). There is a Music Practice Room in the Library Building. In addition, the grand piano in the Garden Room of the Library Building may be played by prior arrangement with the Bursar. Ensembles requiring practice facilities should consult the Bursar. Music should not be played after 10pm

6.13 STUDENT SOCIETIES

The College has a number of active student societies that have been approved by the College Council. (See Appendix 1, No 6.0, CR Societies, in the CR Constitution on <http://www.st-edmunds.cam.ac.uk/current/bluebook/index.php>)

No Student Society shall be formed without approval from the College Council.

6.14 ARRANGING MEETINGS AND EVENTS IN COLLEGE

Students and College Societies wishing to arrange meetings and events in College should discuss their plans in the first instance with the Bursar, so that matters such as co-ordination with other activities, cost, insurance and security can be resolved.

Under Section 43 of the Education (No. 2) Act 1986 the College has produced a Code of Practice governing meetings on College premises. It may be found on the College website. (See Appendix 4 on <http://www.st-edmunds.cam.ac.uk> 'Information for members'.)

6.15 ROOM BOOKINGS

6.15.1 Supervision Rooms

The Terry McLaughlin and Michael Murphy Rooms in the Library may be booked in advance for supervisions through the Tutorial Office during the Michaelmas and Lent Terms. These Rooms are used for examinations during the Easter Term, so reservations for supervisions may not be possible then.

6.15.2 Private Functions

The permission of the Senior Tutor and the Bursar must be sought if organised parties are to be held in the College.

The Dining Room, Huddleston Room, Garden Room and Okinaga Room may be booked for private functions through the Bursar's Assistant.

6.16 COLLEGE DRESS, PUBLICATIONS AND COMMEMORATIVE ITEMS

6.16.1 Books and Stationery

St Edmund's College, Cambridge 1896–1996, a commemorative history by Michael Walsh, is available in the Master's Office for £5.00.

Greetings cards and prints featuring the College may be obtained from the Reception.

6.16.2 Sartorial and Heraldic Accoutrements

Gowns may be readily purchased at the many outfitters in Cambridge.

College ties are available as follows: shield and striped ties from Ryder & Amies and Clothiers; College badge (Martlet) tie from Clothiers.

Scarves, blazer badges, heraldic shields and other items are also available from these suppliers, to whom enquiries about summer blazers should also be addressed.

7 College Chapel

St Edmund's College chapel celebrates the liturgy according to the Roman rite. There is Mass each Sunday at 10.30am and 6.30pm on weekdays throughout the year. The Dean, Dr John Patrick Kenrick OP, is a Catholic priest and resides in College in Geoffrey Cook Building, Apartment 8, (tel: 336123). The chapel is open daily.

7.1 SUNDAY MASS

The celebrations are open to all members of the College and its visitors and friends in the vicinity. Tea and coffee are served after Mass in the Combination Room and this provides an opportunity for members of the College and congregation to meet informally. During full term there are guest preachers at the Sunday Mass.

7.2 PRIESTS

Priests who are members of the College and those who visit it for short periods are welcome to take an active part in its liturgical life. They are generally invited to celebrate one Sunday Mass in full term and one evening during the week.

7.3 ECUMENICAL ACTIVITIES

Although the daily life of the College is rooted within the Catholic tradition, there is an ecumenical spirit and arrangements are made for celebrations involving other traditions within the Church. Each term the Eucharist is celebrated for Anglican members of the College. There is a weekly Bible Study during full term at a time to be announced on the chapel card and informal Morning Prayer (lasting about 15 minutes) is held each Tuesday at 8.00am in the College chapel. A Taizé service is held each term. Vespers is celebrated once a term. This celebration of the ancient office of the Church is open to all members of the College. During the week of prayer for Christian Unity a special ecumenical service is held in College.

7.4 COLLEGE CHOIR

Members of the College who sing or play musical instruments are welcome to join the choir, which rehearses each Monday at 8.00pm in full term. Those who wish to become members of the choir should contact the Organ Scholar, Matthew Dunn (mjd92@cam.ac.uk) or the Dean.

7.5 DRESS FOR FORMAL EVENTS TAKING PLACE IN CHAPEL

Members of the College wear gowns in the chapel for the beginning- and end-of-year Masses, the Feast of St Edmund of Abingdon (the nearest Friday to 16 November), memorial services and other celebrations, as announced.

8 Catering Arrangements

8.1 REGULAR MEALS AND SUNDAY LUNCH

Members in Statu Pupillari

These meals are available between the following times:

Breakfast: Monday–Friday	8.00 – 9.00am
Lunch: Monday–Friday	12.30 – 1.30pm
Brunch: Saturday	11.00 – 12.30pm
Dinner: Monday–Friday	6.30 – 7.45pm
Lunch: Sunday	12.30pm – 1.30pm

(There is no evening meal Saturday or Sunday)

Meals are paid for in advance by use of the University Card (see 10.1), which must be presented at the till (see 9.3.1(2)).

The price of each menu item on sale in the Dining Hall is displayed on a price-list. You will also be able to see the charges for each selection you have made as it is keyed into the till. Further information about menus and prices is available on the College website under ‘Information for Members’.

Members of the College should note that meal charges do not cover the cost that the College incurs in providing a catering service. In line with other colleges, it is College policy to eliminate the subsidy by raising the overall meal income gradually by a sequence of annual increases.

Formal Hall and College Guest Night Dinner Charges

Students and their guests are each charged £10.50 for Formal Hall and £17.50 for College Guest Night dinner.

Fellows and their guests are each charged £17.50 for Formal Hall and £25.00 for College Guest Night dinners.

8.2 MINIMUM BILLING FOR MEALS

All members of College who live in College in the Norfolk, Richard Laws, Brian Heap, Geoffrey Cook Buildings, Bene’t House, Flats and Maisonettes are required to pay a Minimum Billing Charge of £200.00 per term for meals, this being equivalent to four weeks’ meals per term. The charge for members who live outside College is £85.00. This charge is included in your College Bill at the beginning of each term and a credit placed on your University Card. When meals to this value have been consumed, members may pay for further meals by ‘topping up’ their University Card at Reception. Members may also use their University Card to pay for Formal meals, including the Norfolk Commemoration, College Garden Party and Congregation (graduation) lunches and teas. It is not College policy to refund unspent balances.

The success of the catering operation depends in large measure on the support of members, who are encouraged to take meals in College as much as possible. Kitchen and meal charges can therefore more easily be kept within reasonable limits.

Meal charge for other classes of Members

Per dining privileges sheets.

8.3 TIMES AND DATES OF MEALS

Full details of these are given in the College Calendar. The Calendar also contains details of periods of closure and reduced kitchen service during vacations.

8.4 GUESTS

Guests are eligible to attend some meals, but not all. Members are entitled to invite up to three guests a day to any meal from which guests are not excluded or limited. Fellows and students may invite additional guests provided they consult with the Fellows' Steward and Manciple in advance. Children under 16 are not admitted to Formal dinners (see 8.10), but are welcome at all other meals and in particular at Family Lunches (see 8.10.2).

Members are responsible for ensuring that their guests are aware of, and comply with, the dress code for Formal occasions in College (see 8.9.1).

8.5 BOOKING FOR MEALS

Members are asked to note the arrangements for booking for meals, which vary from one category to another (see 8.10 for full details).

- (a) For regular meals no booking is required.
- (b) Members must book for all Formal dinners by accessing the Meals Booking System on the College's website (<http://www.st-edmunds.cam.ac.uk/dbs>) and following the instructions given there, including entering your name and those of your guests correctly onto the system. In case it is not possible to access the website Members should contact the Fellows' Stewards by email: fellows.steward@st-edmunds.cam.ac.uk

Please indicate when making your booking on line if you wish certain diners to be placed together on the seating plan and any special dietary requirements. We are (only) able to cater for the following dietary requirements: vegetarian, vegan, celiac, gluten free, dairy-free, and nut allergy. The Fellows' Stewards and the Manciple will try to meet all requests.

8.6 CANCELLATION OF MEAL BOOKINGS

Please give prompt notice of any cancellation of booked dining places at Formal dinners. This should be done by using the on-line dinner booking system (<http://www.st-edmunds.cam.ac.uk/dbs/>), up until the system closes. If it is necessary to cancel 48 hours before the dinner, please email the Fellows' Steward (fellows.steward@st-edmunds.cam.ac.uk or telephone the College Kitchen). Last minute cancellations can cause severe difficulties. Full charges will be levied for all cancellations made after the list closes unless the place can be re-allocated to someone on the 'stand by' list. Those enquiring about the availability of cancelled places should email the Fellows' Stewards. All arrangements of this kind must be made through these channels and not between individuals.

8.7 BOOKING OF PRIVATE FUNCTIONS

Requests for the use of the dining Hall, Huddleston Room, Garden Room and Okinaga Room for private functions, which have been approved by the Senior Tutor and/or the Bursar, should be made to the Bursar's Assistant. Any catering arrangements should be made with the Manciple. Members will be charged for the catering plus a fee for use of the room. Where clashes occur priority will be given to College academic events. For some private functions the College may be required to charge VAT.

8.8 SPECIAL DIETARY REQUIREMENTS

The College will seek to respond to the needs of members with special dietary requirements. Vegetarian options are routinely available. Other special dietary requirements should be discussed in the first instance with the Manciple, who will try to prepare appropriate meals if this can reasonably be arranged, though the College cannot guarantee to fulfil all individual requests. The College should be informed if a member has a serious food allergy; this should be discussed immediately on arrival with the member's Tutor and with the Manciple, who will be able to advise on the ingredients and labelling of College meals.

8.9 DRESS CODE AND CUSTOMS FOR MEALS

8.9.1 Dress

Formality in dress is welcomed but not enforced at dinner each day and at Sunday Lunch. Members are asked to note the various dress requirements associated with the different categories of event (see 8.10).

Where the notes indicate 'formal' dress, this is to be interpreted as a jacket and tie or lounge suit for men, and the equivalent level of formality for women. The College expects members and guests to wear 'formal' dress when this is indicated.

Where '*formal evening wear*' is indicated, this means 'black tie' for men and evening dress for women. Please note that it is the custom of the Fellowship to dress in formal evening wear when new Fellows or Visiting Scholars are being inaugurated. These ceremonies may take place at a number of points during the year in addition to the Inaugural Ceremony, and are held in the College Chapel prior to a Formal dinner. All members of the College are warmly encouraged to attend these ceremonies, which are advertised on the College Notice Board. The fact that Fellows on these occasions will be dressed in formal evening wear for the subsequent dinner does not affect the dress requirement for other members at the dinner.

Academic gowns are to be worn at all Formal dinners, except the Sports Dinner. Festal 'Scarlet' (see 2.5) gowns are to be worn at the Inauguration and Matriculation Dinners, the Beginning of Year Dinner, the St Edmund's Feast, the Norfolk Commemoration, the Ascension Day Dinner, and the Graduands Dinner.

Members in need of advice about matters of dress for dining should contact either the Senior Tutor or the Fellows' Steward.

8.9.2 Customs

Members are asked to note the various customs associated with College dining.

Those eating breakfast are asked to refrain from reading newspapers in the Dining Hall during the course of the meal.

It is expected that students (and their guests) speak only English in the Dining Hall.

Only food purchased from the College should be consumed in the Dining Hall.

Plated food should not be removed from the Dining Hall for consumption elsewhere.

On no occasion should wine be brought into the Dining Hall.

Smoking and photography are never permitted in the Dining Hall.

Mobile phones should be switched off before entering the Dining Hall.

Formal dinners have a formal beginning and end. Diners should congregate in the Garden Room for pre-dinner drinks and once the CR bell is sounded should follow the Master, or presiding Fellow, into the Hall at the invitation of the Butler. Diners should leave the Hall by following the Master, or presiding Fellow, after the post cibum Grace has been read. Diners should not leave the Hall during the meal without the permission of the Master, presiding Fellow or head of table.

8.10 NOTES FOR PARTICULAR MEALS

8.10.1 Family Lunch

Family Lunch is a traditional Sunday lunch, held during term on the dates shown in the College Calendar. Members are particularly encouraged to bring children. A special menu may be provided for children. There is no specific dress requirement, but formality in dress is particularly welcome.

8.10.2 Formal Hall

Formal Hall is a three course meal including wine, held during term on the dates shown in the College Calendar. Members may invite up to 3 guests. Advanced booking is required (see 8.5). Dress is formal and gowns are worn (see 2.5).

8.10.3 Sports Dinner and Boat Club Dinner

The Sports Dinner is held at the end of the academical year and is open to all those who have represented either the College or the University during the year in a sports team. Guest attendance is usually limited to sports-related guests, e.g. members of other colleges who have helped the St Edmund's teams in some appropriate manner. The Dinner is organised by the Sports Officer and advance booking is required. Dress is formal evening wear (men: black tie; women: evening dress) or Sporting blazer. Gowns are not worn.

The Boat Club Dinner held at the end of the Lent term is similar in style to the Sports Dinner.

8.10.4 College Guest Nights

College Guest Nights are four course meals including wine, held on the dates shown on the College Calendar. Members may invite 3 guests. It is particularly appropriate to invite Senior Members of the University as guests to these dinners. Members are invited to introduce guests to the Master or presiding Fellow. Advance booking is required (see 8.6). Dress is formal and gowns are worn. Guests who are members of the University should be asked to wear gowns.

8.10.5 Christmas Dinners

Christmas Dinners are traditional Christmas meals, held at the end of the Michaelmas Term. They are open only to members of the College and their partners and no guests may attend. Advance booking is required. Dress is formal and gowns are worn.

8.10.6 Supervisors' Dinner

This dinner is intended to thank Supervisors and Directors of Studies who have worked with St Edmund's students during the year.

8.10.7 Inaugural and Matriculation Dinners; Beginning of Year Dinner; Graduands' Dinners

These are dinners which mark the beginning and end of the academical year. They are open only to members of the College and their partners, and no guests may attend.

The Inaugural and Matriculations Dinners are open only to new members of the College and their partners, and to Fellows and to Members of the CR Executive. They take place at the beginning of the Michaelmas Term following the Inauguration Ceremonies held in the College Chapel. All new members will be allocated to an Inaugural Ceremony and are warmly encouraged to attend the dinner on the same evening. These dinners will be charged in the usual way. A list of those who are booked-in for the dinner will be displayed on the College notice board some days beforehand. Those who are unable to attend are asked to inform the Tutorial Office.

The Beginning of Year Dinner is open to all other members of the College and their partners. Advance booking is required.

The Graduands' Dinner is open to those members of the College proceeding to their degree and other members of the College who have completed their course. Advance booking is required. Festal gowns are worn and dress is formal.

8.10.8 Fellowship Dinners

These dinners are open to Fellows, including Fellows in Classes A, B, C and D; Honorary Fellows; Life Fellows, Emeritus Fellows, Bye Fellows and Fellow Commoners by invitation. They are held termly, following a meeting of the Governing Body. Advance booking is required, via the Master's Secretary (masters.office@st-edmunds.cam.ac.uk). Dress is formal; gowns are not worn.

8.10.9 St Edmund's Feast

The St Edmund's Feast is celebrated on the nearest Friday to 16 November, and commemorates both the Feast of the Patron Saint of the College, Saint Edmund of Abingdon, and the arrival in the College buildings of the first Master and the first four students on 2 November 1896. The Feast is preceded by Evening Prayer in the College chapel at which a sermon is given by the St Edmund's Preacher, who is invited each year and is a distinguished member of one of the Christian churches.

The St Edmund's Feast is intended for the members of the College, and there are no distinguished outside guests, apart from the St Edmund's Preacher. Other guests may not be invited to the Feast. Advance booking is required; priority will be given to those who have not attended the event in the past. Festal gowns are worn and dress is formal.

8.10.10 Norfolk Commemoration

The Norfolk Commemoration is the major College Event of the year, and marks the foundation of the College by the 15th Duke of Norfolk, Henry Fitzalan Howard, in collaboration with the Baron Anatole von Hügel. Distinguished outside guests of national and international standing are invited by the College from the academic world and from many other walks of life, e.g. political, diplomatic, artistic and religious.

Attendance is by invitation only. A number of student members are invited to the Norfolk Commemoration. These may include members of the CR Executive, those who have obtained a First in a Tripos examination in the previous year or a prize and those who have obtained a 'Blue' or 'Half-Blue' in a sporting activity. In addition, a ballot is held to allocate a number of other student places. Any charge made for attending may be paid from a member's University card.

Festal gowns are worn and *formal evening wear* is compulsory. Members of the College are asked to ensure that they have the necessary dress before accepting invitations to the event. Blazers may be worn by holders of 'Blues'.

9 College Discipline, Examinations, and the Payment of Bills

9.1 COLLEGE DISCIPLINE

The College's code of discipline is set out in the Statutes and Ordinances of the College (see Chapter 12, Appendix 7), which can be viewed on the College web page and may be referred to by application to the College Office. College discipline is governed by Ordinance 27 of the College.

The members of the College shall:

- (a) Comply with the Ordinances, and Standing Orders of the College, and with the instructions given by the Officers of the College in the performance of their duties.
- (b) Do nothing intended to disrupt or impede the activities and functions of the College, or to hinder the discharge of their duties by the Officers and employees of the College.
- (c) Not assault or intentionally or recklessly cause any personal injury to any other member or any employee of the College or the University.
- (d) Not intentionally or recklessly damage or deface or knowingly misappropriate any property of the Governing Body or of any member or employee of the College.

The Master and the Council shall each have power to forbid any member of the College charged with contravening sub-Ordinance (1.1) and (2.1) of Ordinance 27 to enter on or remain within the precincts of the College pending the determination of his or her case.

9.2 EXAMINATIONS

If a student is ill or encounters adverse conditions which might affect or have affected their examination results, they should contact their GP and Tutor or the Tutorial Office as soon as possible. In the event that an exam appeal is made subsequently, it is essential to have medical evidence.

9.2.1. Sitting examinations under special conditions

If a student needs to sit his/her examinations under special conditions (eg using a computer, needing extra time), then arrangements for this must be made well in advance, ie by 1st December through their Tutor and the Tutorial office. Medical evidence is normally required to support such requests and should be obtained during the Michaelmas Term. The Disability Resource Centre should be contacted as early as possible in the Michaelmas Term with regard to dyslexia or other learning difficulties. (<http://www.cam.ac.uk/disability>)

Late applications to sit examinations under special conditions will attract a fee to cover invigilation and the delivery of exam papers.

9.2.2. Examination Failure, Thirds and Ordinary

Students will not necessarily be allowed to continue with their undergraduate course if their academic progress is not satisfactory, ie if they attain a Third, Ordinary or Fail. Their progress throughout the year, supervision reports and examination results will be considered by the Tutorial Committee and a recommendation made for each student. The College's code of practice with regard to failure in a Tripos examination is set out in Ordinance 27 4.4.

If a student fails a Tripos examination they are not usually allowed to continue to the next year of that Tripos.

9.2.3. Academic Progress

If any student feels unable to continue for financial, academic or other personal reasons, they should discuss the possibility of degrading (intermitting for graduate students) with their Tutor. In order to return to the College at a later stage various guarantees must be produced – details will be sent out by the Tutorial Office. The College may reserve the right to set an internal examination to test the student's academic ability before agreeing to support the application to return.

9.3 PAYMENT OF BILLS

College bills must be paid promptly. Any queries about College bills should be taken to the College Office in the first instance. It is advisable to sort things out quickly, as interest is charged on late payments.

9.3.1. Timing of Payment

Accounts for fees and charges are payable by all students on the first day of each term (see 9.3.3). A penalty interest charge of 1.5% per month is applied to accounts not paid in full within 14 days. Students must ensure they have sufficient funds at all times to pay each term's accounts in full, including their first payment on arrival in Cambridge. Late or outstanding accounts mean disciplinary action will be taken against the student; the College has the power to send down a student in these circumstances. If a student should get into financial difficulties, he/she should consult the Bursar and his/her Tutor as soon as possible.

- (1) **University Composition Fees** and **College Fees** (for self-funding students) and some minor charges (for all students) are payable termly in advance (see 2.3). Bills will be sent out from the College Office accordingly at the beginning of each term. Some self-funding students require annual confirmation from College that they have paid their fees. The Bursar will be pleased to supply this when payment has been made.

- (2) **Meals** (see 8.2). All members of College who live in College in the Norfolk, Richard Laws, Brian Heap, Geoffrey Cook Buildings, Bene't House, Flats and Maisonettes are required to pay a Minimum Billing Charge of £200.00 per term for meals, this being equivalent to four week's meals per term. The charge for members who live outside College is £85.00. This charge is included in your College Bill at the beginning of each term and a credit placed on your University Card. When meals to this value have been consumed, members may pay for further meals by 'topping up' their University Card at Reception. Members may also use their University Card to pay for Formal meals, including the Norfolk Commemoration and the College Garden Party. It is not College policy to refund unspent balances.

The success of the catering operation depends in large measure on the support of members, who are encouraged to take meals in College was much as possible. Kitchen and meal charges can therefore more easily be kept within reasonable limits.

- (3) **Rent** (see 3.3). Rent is payable quarterly or monthly in advance.

Students, Visiting Scholars and Visiting Fellows must ensure they have sufficient funds available at all times to pay each term's account in full in advance, including their first payment on arrival in Cambridge.

A penalty interest charge is applied to accounts not paid in full by the due date.

All bills must be settled promptly, and your attention is drawn to the Code of Practice (see 9.3.4).

9.3.2. *Methods of Payment*

Payments will be received by the College Office. Please note that GB Pounds Sterling is the only currency accepted by the College. You may pay by the following methods:

- (1) **Cheque or Bank Draft.** Cheques and Bank Drafts are to be made payable to St Edmund's College.
- (2) **Direct Deposit.** Payment may be made directly into the College Bank Account. Please be sure to include your name as the payment reference so that the payment can be allocated to the correct account.

The College bank details are as follows:

Account:	St Edmund's College
Bank:	Barclays Bank
Address:	9–11 St Andrew's Street, Cambridge CB2 3AA
Account Number:	13310426
Bank Sort Code:	20-17-19
Swift Code:	BARCGB22
IBAN:	GB40BARC20171913310426
Reference:	[Forename.Surname]

- (3) **Cash.** Cash Payments in excess of £500 cannot be accepted for insurance reasons.
- (4) **Debit Card.** There is no surcharge or limit on debit card payments.
- (5) **Credit Card.** A surcharge of 2% will be added to your total for credit card payments.

Please be advised that we are using chip and pin technology so you will need to know your pin number in order to make a card payment.

9.3.3. Financial Difficulties

By careful management of their finances, most students, postgraduates and undergraduates, complete their degrees without any undue financial hardship. But occasionally there are circumstances where a few students find it hard to make ends meet. The “Welcome Pack” sent to those in their first year gives a general indication of the level of living expenses at Cambridge. It will be appreciated that meals taken out of College may cost more or less than those taken in College. Meals charges are the main elements in a typical College bill that can be controlled by the individual. The room rent is the only main fixed living cost. It is important to be aware of the likely size of each term’s College bill and to make sure there are sufficient funds to meet it when it falls due. The College charges interest on overdue bills and the effective rate of interest (APR) is deliberately set above that on ordinary credit cards. No undergraduate should ever get into a position of having to pay interest. If there is an unpaid bill, the College will not allow the person concerned to proceed to graduation until the bill is settled. If a student should get into financial difficulty, he/she should consult the Bursar and their Tutor as soon as possible. If his/her Tutor is convinced that the student is in genuine and unavoidable difficulty then a recommendation will be made to the College that interest charges be waived on the unpaid bill. The Tutor will also be able to give advice about possible sources of additional finance.

9.3.4. Code of Practice for the Collection of Student Debts

This code of practice sets out the procedure that will be followed by the College Office in presenting accounts for payment by junior members, explains the responsibilities of junior members to pay their accounts promptly, and sets out the action that will be followed in cases of overdue accounts. This code of practice was formally approved by the Governing Body at its meeting on 25 June 2001 and represents the current procedure.

- (1) Invoices for fees and charges and room rents will be sent out 7 days before Full Term and are payable immediately. Invoices will be circulated by email to the student email lists. If required, a hard copy is available in the College Office upon request.
- (2) In the event of non-payment of fees, charges or room rents, the Bursar or Deputy will write to the student concerned on the 15th day after

the invoice was issued, with a copy to the Senior Tutor, stating his or her intention to advise the Master that the student would not be permitted to come back into residence the following term.

- (3) Appeals against this decision should be addressed to the Bursar, in writing, with a copy to the Senior Tutor.

The junior member will be told of the right to appeal against any of these decisions, but normally the only grounds for appeal will be a dispute over the amount(s) charged, or failure of the College to follow the procedure set out above.

The above actions will be reported to the Tutorial Committee and to the Council without delay.

- (a) The Council shall determine any additional charges to be made in the case of accounts that are not settled within 14 days of presentation. Currently, a penalty interest charge of 1.5% per month is applied calculated from the date on which the account is presented.
- (b) Nothing in this statement of practice will debar the Council from suing for money owed to it if that seems appropriate.

Junior members should be aware that the consequences of failing to settle a College account will be that they may be required to go out of residence during a term and will not be allowed back into residence in a subsequent term. In addition, no member will be allowed to graduate if money is owed to the College or the University.

9.3.5. The Office of the Independent Adjudicator

The Department of Education and Skills (a government department) has set up the Office of the Independent Adjudicator (OIA) to deal with student complaints that cannot be resolved through an educational institution's normal mechanisms.

Students with complaints which remain unresolved after exhausting the College's internal procedures can consult the OIA website [//www.oiahe.org.uk](http://www.oiahe.org.uk) where the form required to initiate a complaint can be found. No charge to a student is made for the investigation of an unresolved complaint.

10 Central University Facilities

10.1 THE UNIVERSITY CARD

All new students will need a University Card. The card enables access to the main College buildings and facilities such as the library, music room, fitness centre, laundry, and computer room. The card is also used for admission to the University Library and other university buildings. The card is used to pay for meals in the Dining Hall, and the balance can be renewed at the Reception. To avoid being locked out, members are advised to carry their University card and room keys with them at all times so that they may enter at any time of the day or night.

Undergraduates and graduates who provide a photograph to the Tutorial Office before coming to College will receive their University Cards after arriving at College. Students will receive a note in their pigeonholes from the College Card Representative (The Bursar's Assistant) when their cards are ready for collection. Students are asked not to try to collect their cards until they have received a collection note.

Students who do not provide a photograph before coming to the College should contact the Bursar's Assistant and provide a photograph as soon as possible after arriving at College. Please note that due to the high volume of cards to be printed, there may be some delay in receiving cards for photographs submitted near the start of term.

Students are asked not to present themselves at the University Card Offices to obtain their card due to the volume of work the Card Offices attend to during the first few weeks of term, but to contact the Bursar's Assistant in the first instance.

Please note: Visiting Fellows, Visiting Scholars and Senior Research Associates of the Von Hügel Institute, who are not members of the University, will be charged at £7.50 (+ VAT, if applicable) per card issued.

Lost University Cards must be reported to the Bursar's Assistant as soon as possible so a new card can be ordered. There is a charge of £10.00 for lost cards, which will be billed to your student account.

University Cards are issued by and remain the property of the University of Cambridge (clearly stated on the back of every card). Cards **must** be returned to the Bursar's Assistant when you leave the University. Cards are not transferable and you must not use another person's card.

10.2 THE UNIVERSITY CENTRE

Postgraduate and affiliated students are entitled to use the facilities of the University Centre in Mill Lane, which offers, amongst other things, a cafeteria, a formal restaurant, a bar, coffee lounges and a TV room.

10.3 THE UNIVERSITY LIBRARY

The University Library arranges several introductory sessions at the beginning of each academical year. Details can be found on the College notice boards. See also Library's pages in the University website.

10.3.1 Admission to the Library

- (1) Undergraduates should present themselves at the Library, situated in West Road, with their University Card which will be validated.
- (2) Postgraduate students registered by the Board of Graduate Studies should present themselves at the Library with either a letter from the BGS or University Card, where they will be given Library privileges according to their B.A or M.A status.
- (3) Visiting Fellows and Visiting Scholars who wish to use the University Library should complete a form available from the Tutorial Office, to be signed by the Master and present it at the Library. This will enable them to borrow books.

10.4 UNIVERSITY CLUBS AND SOCIETIES

Attention is drawn to the Freshers' Fair and 'squashes' which are held at the beginning of the Michaelmas Term to introduce new students to the enormous variety of clubs and societies which exist in the University. The majority of these societies have their own web pages, which can be found via the University website.

11 Current Fellows and College Officers and Staff

11.1 MASTER

Professor J P Luzio, Professor of Molecular Membrane Biology, Director, Cambridge Institute for Medical Research

11.2 FELLOWS

Class A Fellows (in order of seniority by date of election)

Dr S A Mitton, (*Second Bursar, Steward, Deputy Praelector, Director of Studies in History and Philosophy of Science*), Affiliated Research Scholar, Department of History and Philosophy of Science, Founder Director of Total Astronomy Limited.

Dr H E Mason, Assistant Director of Research in Applied Mathematics and Theoretical Physics.

Dr M Robson, (*Admissions Tutor (undergraduates), Praelector and Deputy Senior Tutor*)

Dr P W Gardner, (*Archivist, Secretary of the Governing Body, Director of Studies in Education*), University Senior Lecturer in Education

Mr F A McRobie, (*Tutor, Director of Studies in Engineering*), Reader in Engineering

Dr P Dunstan, (*Librarian, Tutor*), Librarian, University Faculty of Divinity

Dr R C Jennings, Director of Technology Transfer & Consultancy, Cambridge Enterprise

Dr E M K Brett, Senior Commissioning Editor, Language & Linguistics, Cambridge University Press

Dr R A Chatterjee, Fellow in Accounting, Judge Business School

Dr J Bunbury, (*Senior Tutor*), Teaching Fellow in the Department of Earth Sciences

Miss S Langley-Hobbs, (*Tutor*), University Surgeon, Queens Veterinary School

Dr E Yin, University Senior Lecturer in Marketing, Judge Business School.

Dr A Kaminski, (*Postgraduate Admissions Tutor (Science)*), Cancer Research UK Research Institute

Dr D F Wood, Director of Medical Education in the Clinical School/Clinical Dean School of Clinical Medicine

Dr A Harter, Visiting Fellow, Computer Laboratory

Dr P Head, Sir Kirby Laing Lecturer in New Testament, Faculty of Divinity

Dr S Jenkins, Royal Society University Research Fellow, Department of Chemistry (*Rooms Tutor*)

Dr A Gannon, (*Tutor, Director of Studies in History of Art*), Academic Adviser to Pathways in Higher Education Practice, Academic Staff Development.

Dr D Jongkind, (*Deputy Senior Tutor, Postgraduate Admissions Tutor for Graduate courses*), JW Laing Research Fellow, Tyndale House

- Dr F Constantino-Casas, (*Tutor*), University Senior Lecturer, Department of Veterinary Medicine
- Dr M Swann, University Lecturer, Faculty of Education
- Dr PY Lin, (*Tutor*), University Lecturer in Taiwanese Studies in the Faculty of Asian and Middle Eastern Studies.
- Dr E Reid, Wellcome Trust Senior Clinical Research Fellow and Principal Investigator, Cambridge Institute of Medical Research.
- Professor J Loughlin, (*Acting Chair of the VHI, Tutor, Director of Studies in PPS*), Affiliated Lecturer in POLIS
- Dr R Anthony ACA, (*Bursar, Treasurer*)
- Dr JP Kenrick OP, (*Dean*)
- Dr N Morrison, (*DoS in Land Economy, LT & ET 2012*) Lecturer, Department of Land Economy, Senior Associate of the Cambridge Centre for Housing and Planning Research (CCHPR).
- Dr O Franco, Clinical Lecturer in Public Health, Designated Director MPhil in Public Health, Dept of Public Health & Primary Care.

Class B Research Fellows

- Dr T Freeman, Research Associate, Centre for Family Research, Faculty of Social and Political Sciences
- Dr A Peden, Principal Investigator, Cambridge Institute for Medical Research
- Dr S Brunnegger, (*Fellows' Steward*) Postdoctoral Research Fellow
- Dr A. Colli, Embedded Researcher, Centre for Advanced Photonics and Electronics in the Department of Engineering.
- Dr E. Boyle, Leverhulme Early Career Fellow, Dept of Anglo-Saxon, Norse & Celtic.
- Dr J Meri, Ariane de Rothschild Academic Director, The Woolf Institute, Centre for the Study of Muslim-Jewish Relations.
- Mr M Cole, (*Fellows' Steward*) Dept of Engineering, Electrical Engineering Division Centre for Advanced Photonics & Electronics (CAPE).
- Dr Yi (Jessica) Li, Research Associate, Dept of Clinical Neurosciences, Cambridge Institute for Medical Research.

Class C (Professorial) Fellows

- Professor R S White, FRS, Professor of Geophysics
- Professor R E Hills, Professor of Radio Astronomy
- Professor E R Chilvers, Professor of Respiratory Medicine
- Professor J S H Gaston, Professor of Rheumatology
- Professor U Steiner, (*Director of Studies in Natural Sciences (Physical)*), John Humphrey Plummer Professor of Physics of Materials.
- Professor M E Herrtage, (*Vice-Master, Director of Studies, Veterinary Medicine (Clinical)*), Professor, Department of Clinical Veterinary Medicine and Dean of the Veterinary School.
- Professor M Field, (*Director of Studies in Natural Sciences, (Biological)*), Professor, Department of Pathology.

Professor P Guthrie, OBE, Royal Academy Engineering Professor of Sustainable Development, Department of Engineering

Class D Fellows

Dr D Alexander, (*Chair, Computing & IT Committee, Director of the Faraday Institute for Science and Religion*), formerly Chairman, Molecular Immunology Programme, Brabraham Institute
 Miss B O'Flynn, formerly, Director of Personnel, The British Council.
 Dr S Butler, (*Director of Studies in Law*), Solicitor.
 Dr E Kessler MBE, Executive Director, Centre for Jewish-Christian Relations

Honorary Fellows

HRH The Duke of Edinburgh, KG KT OM
 The Duke of Norfolk, Edward Fitzalan Howard
 Rt Hon The Lord St John of Fawsley PC
 Sir Crispin Tickell GCMG KCVO
 Dr Richard Laws ScD CBE FRS
 Rt Hon Baroness (Betty) Boothroyd OM PC
 Most Revd Peter Smith
 Professor Derek Burke CBE DL
 Sir John Hanson KCMG CBE
 Dame Bridget M Ogilvie ScD
 Professor Bruce M Alberts
 Baroness (Janet) Cohen of Pimlico
 Rt Rev Dr Anthony Russell, Bishop of Ely
 Professor Sir Martin Evans FRS
 Revd Dr John Polkinghorne KBE ScD FRS
 Lord Alec Broers ScD FRS
 Professor Amartyr Sen FBA
 HE Cardinal George Pell
 Professor Sir Brian Heap SCD CBE FRS
 Dr Colin Bundy
 Mr Joaquín Almunia
 Professor Christopher G Rapley CBE
 Professor Sir David Watson

Life Fellow

Rev Dr G M W Cook, Affiliated Lecturer, Department of Physiology, Development and Neuroscience, formerly *Vice-Master*

Emeritus Fellows

Dr B Elsmore (*Keeper of Works of Art*), formerly Assistant Director of Research in Physics

Dr A C Palmer, formerly University Lecturer in Clinical Veterinary Medicine
 Rev Dr F McHugh, formerly Director, Von Hügel Institute
 Dr J Tudor, formerly Consultant Radiologist and Associate Lecturer in Clinical Medicine, and formerly *Senior Tutor*
 Dr M A Hoskin, formerly Head of Department, History of Science,
 Dr P G G Jackson, formerly University Physician, Department of Clinical Veterinary Medicine, formerly *Senior Tutor*
 Dr B O'Keeffe, formerly *Co-Director, The Centre for the study of Faith in Society, Von Hügel Institute*
 Professor D Bridges, formerly *Director of the Centre for Educational Research and Development and Chair, Von Hügel Institute.*

Bye Fellows

Dr P Christie, Scientific Adviser, Schlumberger Cambridge Research
 Dr R Al-Lamki, Clinical Scientist, NIHR, Department of Medicine
 Miss Catherine Dobson, Barrister and member of the Inner Temple.
 Dr José Liht, Affiliated Lecturer in the PPS Faculty
 Miss Katie Snalune, Equine Hospital Physician, Queen's Veterinary School Hospital.
 Dr Robin Bunce, Supervisor in PPS and History of Political Thought.
 Dr David Snoswell, Research Associate, Dept of Physics.

Fellow Commoners

Mrs C M Richardson
 Very Revd Canon T Russ
 Mr Barry Brown

11.3 TUTORS

Dr Judith Bunbury (*Senior Tutor*)
 Dr Dirk Jongkind (*Deputy Senior Tutor, Admissions Tutor for graduate studies*)
 Dr Michael Robson (*Deputy Senior Tutor, Admissions Tutor for undergraduate studies, Praelector*)
 Dr Ann Kaminski (*Postgraduate Admissions Tutor (Science)*)
 Dr Anna Gannon
 Dr Stephen Jenkins (*Rooms Tutor*)
 Mr Allan McRobie
 Dr Petà Dunstan (*College Librarian*)
 Dr Fernando Constantino Casas
 Dr Pei-Yin Lin
 Professor John Loughlin
 Ms Sorrel Langley-Hobbs
 Dr Alan Colli (*f*)

11.4 DIRECTORS OF STUDIES

Dr Elizabeth Boyle (St Edmund's): Anglo, Saxon, Norse and Celtic
 Dr Corinne Roughley (Hughes Hall): Archaeology and Anthropology
 Professor Koen Steemers (Dept of Architecture): Architecture
 Dr Sally Church (MT 2012) (Wolfson) Asian and Middle Eastern Studies
 Dr Pei-Yin Lin (ET 2011 & LT 2012(St Edmund's): Asian and Middle Eastern Studies
 Dr David M Scott (Dept of Chemical Engineering): Chemical Engineering
 Mrs Natascha Hennessey (54 Akeman Street): Classics
 Dr Rob Harle (Computer Laboratory): Computer Studies
 Rev Dr Michael Robson (St Edmund's College): Divinity
 Dr Chiara Petrone (Dept of Earth Sciences): Earth Sciences
 Dr Dabo Guan (Dept of Economics): Economics
 Dr Phil Gardner (St Edmund's): Education
 Mr Allan McRobie (St Edmund's College): Engineering
 Dr Bill O'Neill (Dept of Engineering), Engineering Manufacturing
 Dr Michele Gemelos (3, Victoria Street, Ely) English
 Dr Harriet Allen (yr 1 and 3) (Girton): Geography
 Dr Mia Gray (yr 2 and 3) (Girton): Geography
 Dr Simon Mitton (St Edmund's): History and Philosophy of Science
 Dr Rosemary Horrox (Fitzwilliam): History
 Dr Anna Gannon (St Edmund's College): History of Art
 Dr Sean Butler (St Edmund's College): Law
 Dr Theresa Biberauer (Dept of Linguistics): Linguistics
 Dr Andreas Richter (Judge Business School): Management Studies
 Dr David Webster (20 Limes Road): Medicine (Pre-Clinical)
 Professor Hill Gaston (St Edmund's College): Medicine (Clinical)
 Dr Emanuela Davey (Murray Edwards): Modern and Medieval Languages
 Dr Ben Walton (Jesus College): Music
 Professor Mark Field (MT 2011) (St Edmund's College): Natural Sciences (Biological)
 Professor Ullrich Steiner (St Edmund's College): Natural Sciences (Physical)
 Professor John Loughlin (St Edmund's): Politics, Psychology and Sociology
 Professor Michael Herbage (St Edmund's College): Veterinary Medicine (Clinical)
 Dr David Chivers (Selwyn College): Veterinary Medicine (Pre-Clinical)
 Dr Peter O'Donnell (Homerton College): Mathematics (Applied)
 Dr Tom Forster (DPMMS): Mathematics (Pure)
 Mr David M Scott (Dept of Chemical Engineering): Chemical Engineering
 Mrs Moira Gardiner (MT 2011) (Clare Hall): Land Economy
 Dr Nicky Morrison (LT & ET 2012) (St Edmund's): Land Economy
 Dr Ben Walton (Jesus College): Music

11.5 COMMITTEES OF THE COLLEGE

The Governing Body of the College consists of the Master and all Fellows in Classes A, B, C and D.

The College Council consists of the Master, Vice-Master, Bursar, Senior Tutor, Dean and Secretary of the Governing Body; six other Fellows from the Governing Body, currently Mr McRobie (13), Professor Gaston (13), Dr Mitton (12), Dr Dunstan(12), Dr Wood (12), Dr Gannon (13), two CR reps.

x = ex-officio; f = elected Fellow; bold = chair underlined; I = in attendance

Tenure is normally for three years

The Master is ex-officio for all Committees of Council.

Academic Agreements (3) (*Recorder: Dr Robson*)

Rev Dr Robson (13), Dr Kaminski (14), Dr Brett (14)

Alumni (11) (*Recorder:*)

xMaster, xVice-Master, xBursar, x Senior Tutor, Dr Mason (13), Dr Elsmore (Obs.) (12), Dr Palmer (Obs.) (12), CR Rep [1], Rep from Alumni: Mr Patrick Mitton, Dr Peden (13), Dr Colli (14), Dr Jackson (Obs) (14)

Computing & Information Technology (7) (*Recorder: The Computer Manager*):

Dr Alexander (14), Prof Gaston (13), Dr Harter (14), Dr Colli (12), CR Rep [1], Computer Manager (Co-opted), *vacancy*

Conversazione (3)

Dr Mason (14) & **Dr Elizabeth Boyle** (13), *vacancy* to arrange the Conversazione's together.

Dean's (11) (*Recorder: The Dean*):

xMaster, **xDean**, xVice-Master, xChair of VHI, fDr Brett (13), Dr Mitton (12), Dr Gannon (12), Dr Mason (14), CR Reps [2], Dr Elsmore (Obs.) (12)

Development (*Recorder:*) (11)

xMaster, xVice-Master, xBursar, xSenior Tutor, Dr Kessler (13), Dr Jennings (13), Prof Field (13), Dr Yin (12), Dr Morrison (14), *vacancy*, CR Rep[1]

Estates (*Recorder: Dr Boyle*) (10)

xVice-Master, xBursar, Dr Colli (12), Dr Brunnegger (14), Dr Jenkins (14), Professor Loughlin (14), Miss Langley-Hobbs (12), Dr Boyle, CR Rep [1], Staff Rep: The Manciple[I]

Ethics (6) (*Recorder: Mrs Lowdell*)

xVice-Master, Dr Jennings (14), Dr Alexander (12), Dr Swann (12), Chair of the VHI (14), Dr Wood (14)

- Finance & General Purposes (*Recorder: Dr Butler*) (14):
 xBursar, **xMaster**, xVice-Master, xSenior Tutor, xTreasurer, Dr Jennings (14), Dr Reid (14), Dr Chatterjee (12), Dr Butler (12), Miss O'Flynn (12), Prof Guthrie (12), Dr Kaminski (14). CR Reps (2).
- Health & Safety (*Recorder: Miss Langley-Hobbs*) (11):
Prof Gaston (12), xVice-Master, xBursar, xSenior Tutor, x College Nurse, Dr Wood (13), Miss Langley-Hobbs (13), Mrs Sara Cooper (12), Dr Wood (13), Staff Rep, The Manciple [I], CR Rep [I]
- Investment (*Recorder:*) (10)
The Master, xVice-Master, xBursar, xTreasurer, Prof Gaston (13), Dr Butler (13), Dr Chatterjee (13), Mr Dalwood (A), Ms Baroudy (A), Dr Sabwarhal (A)
- Library (*Recorder: Dr Dunstan*) (9)
 xMaster, **xDr Dunstan**, xArchivist, Dr Freeman (12), Dr Brett (14), fDr Kaminski (12), Dr Morrison (14), lLibrary Assistant, CR Rep [1]
- Nominations (*Recorder: Mrs Lowdell*) (11)
xMaster, xVice-Master, xSenior Tutor, xSecretary of the Governing Body, Dr Butler (14), Prof Gaston (12), Dr Kaminski (12), McRobie (12), Dr Gannon (13), Dr Jennings (13), Professor Chilvers (14)
- Remuneration (5)
xMaster, xBursar, x Vice-Master, Dr Jennings (14), Professor Chilvers (14), Mr McRobie (14), Dr Dunstan (14), *vacancy* (External Member)
- Staff Consultative Forum (*Recorder:*)
Master, Vice-Master, Bursar, Treasurer, Dr Jongkind, up to 7 members of staff.
- Statutes & Ordinances (*Recorder: Secretary of the Governing Body*) (8)
xMaster, xVice-Master, xSecretary of Governing Body, x Senior Tutor, x Dean, Dr Mitton (14), Dr Butler (14), Miss O'Flynn (12)
- Stewards (12) (*Recorder:*)
xSteward, xBursar, xWine Steward [Dr Re Manning], xFellows' Stewards [Dr Brunnegger, Dr Cole and Dr Li], Dr Butler (13), CR Rep [1] *vacancy, vacancy*
- Tutorial (*Recorder: Senior Tutor's Assistant*) (16)
 xMaster, **xSenior Tutor**, xDeputy Senior Tutor/Admissions Tutor for Graduates, Dr Jongkind, xDeputy Senior Tutor/Admissions Tutor for u/g's, Dr Robson, xPostgraduate Admissions Tutor (Science), Dr Kaminski, *vacancy for Deputy Admissions Tutor for u/g's*, xRooms Tutor, Dr S Jenkins, Mr McRobie (T), Dr Dunstan (T), Dr Constantino Casas (T), Dr Lin (T), Dr Constantino-Casas (T), Professor Loughlin (T), Dr Gannon (T), Ms Langley-Hobbs (T), *fvacancy* (14), fDr Colli (14)
- Von Hügel (*Recorder: Dr Brett*) (11)
 xMaster, xVice-Master, **xChair of Institute**, xDean, Professor Loughlin (13), Dr Bunbury (13), Prof Chilvers (12), Dr Mitton (12), Dr Brett (14), Dr Mason (14), *vacancy* CR Rep [1]

11.6 COLLEGE STAFF

Master's Office:

Master's Secretary Mrs S Lowdell
Development Officer
Secretarial Assistant

Tutorial Office:

Admissions Secretary Miss M Howard
Senior Tutor's Assistant Mrs V Richards
Tutorial Secretary Ms A Alasalmi

College Nurse: Mrs Lesley Crisp

Bursar's Office:

Bursar's Assistant Mrs H Butrym
Receptionist Ms K Spizewska
Facilities Co-ordinator Mr J Dudzic
Manciple Mr D Perry

Accounts Office:

College Accountant Mrs W Dyce
Payroll & Accounts Assistant Mrs E Bland
Accounts Clerk Mrs L Li

Catering:

Front of House Manager/Butler Mr T Anstee
Under Butler Mr M Zyla
Head Chef Mr M Slater
Sous Chef Mr A Doggett
Chef de partie Mr A Haden
Junior Chef de partie Mr A Cundell

Assistant Librarian: Ms S Jennings

IT Office:

IT Manager Mr E Koht
IT Support Assistant Mr H Cole

Housekeeping:

Ms M Nicolle	Miss N Gzella
Mrs T Mason	Mr R Moseley
Miss E Pajuk	Miss A Wankowicz
Miss E Bonnici	Miss Aneta Bros
Miss Ana Svirina	

Facilities:

Mr P Harris
 Miss B Spizewska
 Mr Z Drozdowski

Archivist:

Von Hügel Institute:

Faraday Institute:

Administrator Mrs P Stanton

The International Society for Science and Religion (ISSR):

Administrator Mrs T McCluskey

Library Programme Assistant Ms S Mellul

11.7 OFFICERS OF THE COMBINATION ROOM

President Parul Bhandari

Vice-President Felix Bauer

Treasurer

Secretary Katharina Werner

Welfare Officer Theresa Bernard

LGBT Officer Fiona Christie

Development Officer

Women's Officer Lucy Bentley

Academic Affairs

Bar Steward Jones Von Hoffmann

Computer Officer

Entertainments Officers Katie Bouston

Librarian Peter Moor

External Officer Felix Bauer

Environmental Officer Jialun Hu

Sports Officers Ray Ninan Panicker

Finance Officers

Housing Officer

International Officer Tim Rademacher

Punt Master Tessa de Roo

Stewards Officer

12 Constitution of the Combination Room and Policy Documents

The following documents may be obtained from the College website <http://www.st-edmunds.cam.ac.uk> under 'Information for Members' and may also be inspected in the Bursar's office:

- (Appendix 1) The Constitution of the Combination Room of St Edmund's College.
- (Appendix 2) University Code on Bullying and Harassment
- (Appendix 3) College Policy on HIV and AIDS
- (Appendix 4) St Edmund's College meetings on College premises
- (Appendix 5) Data Protection Policy for students
- (Appendix 6) Equal Opportunities Policy
- (Appendix 7) Statutes and Ordinances of the College

Glossary

Black tie – This term indicates the following items of clothing: Black dinner suit; white dress shirt; black bow tie and black shoes. This clothing can be hired from a number of Cambridge outfitters (e.g. Moss Brothers, 14 St Johns Street). For ‘black tie’ events, women wear formal evening dress

Bands (part of formal dress for graduation etc.) – a special white linen neck tie worn on some formal University occasions

Combination Room, CR (place) – a common room (some colleges have separate combination rooms for junior members, postgraduate students and fellows)

Combination Room, CR (body of students) – in St Edmund’s it consists of all scholar and student members in residence (does not include Fellows)

Congregation (of the Regent House) – a meeting at which formal University business is conducted, and degrees conferred

Director of Studies – assigns supervisors (q.v.) to undergraduates, and advises them in their choice of courses

Division of term – the half-way point of the term (q.v.)

Easter term – 10 April to 18 June, unless Easter falls on or after 22 April, then the Easter Term shall begin on 17 April and end on 25 June.

Fellow – a member of the governing body of a college, usually engaged in teaching or research within the University

Full term – the period within each term when lectures and other formal teaching take place and during which undergraduates are normally required to be in residence

General Admission – special Congregations (q.v.) held at the end of June each year, at which most new graduates ‘proceed’ to their first degree

Gown – traditional academical robes still worn on formal occasions. There are many variants, depending on the wearer’s college and degree or status

Hood – these are worn with academical gowns in College Chapel and at the Senate House on formal occasions. Although descended from medieval monastic hoods, they are never worn on the head, but draped down the wearer’s back

In Statu Pupillari – a person *in statu pupillari* is defined as any member of the University who has not been admitted to some office in the University, to a Fellowship or office of a College, or to a degree which qualifies the holder for membership of the Senate, and is of less than three and a half years’ standing from admission to his or her first degree

Lent term – 5 January to 25 March (24 March in a leap year)

Long vacation – the summer break between one academical year and the next

Matriculation – formal enrolment in the University

Michaelmas term – 1 October to 19 December

Praelector – the Fellow who ensures members of his/her college are duly matriculated (q.v.), and presents them for admission to degrees

Scarlet – term for festal robes (see gowns) worn on special days in the University Calendar

Screens – College notice boards

Send out of residence, send down – to terminate a student's studies at a college owing to serious infringements of discipline

Senior Combination Room – common room for fellows and other senior members of a college

Supervision – individual or small-group teaching of undergraduates, advising of research students

Supervisor – a teacher providing supervisions

Term – one of three periods during the year during which the university is reckoned to be fully functional for official purposes

Term, to keep – to be resident within the precincts of the University for the prescribed number of days during a term, a traditional requirement for undergraduate students

Tripes – a University examination leading to an honours B.A.

Tutor – a Fellow responsible for the welfare (personal, social, moral, legal, but not usually academical) and discipline of a group of students in his/her College, and/or for admissions, allocation of rooms etc.

Tutorial side – the students falling under the responsibility of a particular Tutor

Vice-Chancellor – the resident and active administrative head of the University

Visitor – a person of eminence and repute to whom appeal is to be addressed in case of disputed questions on which the Governing Body of a college cannot reach a satisfactory decision by internal statutory procedure

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Some Useful Information

The Emergency Services (fire, police, ambulance) can be called on 999. For non-emergency matters, the police prefer to be contacted on Cambridge 358966. Urgent medical advice out of hours is available at CAMDOC, Tel: Cambridge (01223) 464242. An emergency doctor can usually be contacted via the medical practice at which you are registered.

INTERNAL

- The College Office (tel. 336250) is situated off the main foyer. All enquiries and payments should be made to Reception. Office hours are 8.30am–5.00pm Monday to Thursday, 8.30am–4.00pm Friday. (Opening hours at the weekend are 8.00am–11.00pm). A Security Porter is on duty at Reception between the hours of 5.00pm and midnight Monday to Thursday, 5.00pm and 1.00pm Friday. Outside these hours assistance may be obtained in urgent matters (e.g. emergency plumbing/electrical repairs, first aid, etc.) by first reporting to Reception.
- The Bursar's office is situated on the ground floor. (tel. 336126)
- Tutors can be contacted via e-mail, via the Tutorial Office, via their College pigeonholes or by telephone (at work or home). See the College Calendar for details.
- The Tutorial Secretaries are based in Room A1 on the ground floor, (tel. 336252/336086/767068) and can give advice on many matters of a Tutorial nature. See College Calendar for details.

EXTERNAL

- **Bus Information:** The Bus Station is in Drummer Street. There is a free City Centre Shuttle bus service which operates every 15 minutes from 9am till 5 pm (buses marked: City Centre Shuttle).

Details of the Uni4 bus service linking the University sites on the west of Cambridge to the city centre and Addenbrooke's Hospital can be found at <http://www.cam.ac.uk/local/travel/bus.html> A discounted fare of 50p per journey is available for University Card holders.

For other services within Cambridge and some long-distance services, Stagecoach Cambus can be found at www.stagecoachbus.com/cambridge, or contact the Traveline on: 08706 082608. National Express can be found at www.nationalexpress.com/neh.cfm or telephone 08705 808080 and runs regular services to all the London airports (Heathrow, Gatwick, Stansted, Luton) as well as other routes nationwide.

- Rail Information: can be found on <http://www.nationalrail.co.uk> or by contacting National Rail Enquiries Tel: **08457 48 49 50**
National Rail Enquiries Textphone: **0845 60 50 600**
- Taxis: there are many taxi firms in Cambridge, but some of the largest include: Panther (Tel: 715715), Camtax (Tel: 313131) and Regency Taxis (Tel: 311311).
- Pharmacies: the nearest pharmacies to the College are in Sidney Street and on Histon Road (in the row of shops at the junction of Windsor Road). In the evening (until 9pm) and on Sundays (10am–4pm) There is also Boots the Chemist (Tel: 350213).
- Cambridge Rape Crisis Centre: Cambridge 358314.
- The Samaritans: Cambridge 364455 or 0845 790 9090.
- University Counselling Service: (3) 32865.
- Convenience Stores: A large selection of foods and other items is available at the Nasreen Dar Store on Histon Road 8am–8pm daily, including Sundays (speciality foods, including hallal food can be purchased here).

