Non-Stipendiary Postdoctoral Research Fellowships at St Edmund’s College 2018

Notes to Candidates

St Edmund’s College is a Graduate College of the University of Cambridge, founded in 1896, which admits men and women of diverse academic disciplines and of many nationalities. The College stands in six and a half acres of landscaped grounds in the northwest area of Cambridge, in easy reach of the city centre, the University Library, the Arts and Humanities Faculties on the Sidgwick site and the scientific centres in west Cambridge. The principal focus of the College is in students for the PhD or other postgraduate degrees, but in addition there is a smaller number of mature undergraduates as well as some Visiting Scholars. The Master, Mr Matthew Bullock MA, Fellows and about 500 students, form a single community for dining and for all social purposes. Spouses and families of members are made welcome to dine in College and to play an active role in the social life. As a relatively small College, St Edmund’s is able to provide a friendly atmosphere for its members, in which it is easy to get to know people in a short time.

The Master and Title A-D Fellows comprise the Governing Body of the College, which meets at least once a term. The College Council, comprising the senior Officers and six elected members from among the other Fellows, plus two student representatives, meets about three times a Term.

Postdoctoral Research Fellows (as Title B Fellows) have the full rights of Fellowship within the College and are voting members of the College’s Governing Body. They are expected to attend meetings of the Governing Body. In due course, they might also be invited to become a member of other College committees.

The Governing Body of St Edmund’s intends to elect up to four postdoctoral, non-stipendiary Research Fellows for a period of 2 years, potentially renewable for a further two years, starting not earlier than 1 October 2018. The closing date for the receipt of full applications and references is 4 January 2018.

Non-stipendiary Research Fellows will be expected to demonstrate that they have financial support and applicants should obtain a letter from the Head of the Department in which they will be working to confirm that they have been accepted to work in the Department. Fellows are required to live in Cambridge during term, but leave of absence can be granted to work away if necessary. They are entitled to Fellows’ Dining Privileges but funds for research are not available. Research Fellows may be offered accommodation in College at the same rent as students subject to undertaking certain duties.

Research Fellowships are normally, but by no means invariably, awarded to applicants who are at a fairly early stage in their research career, whatever their age. Applicants should be of postdoctoral level or expect to attain it by 1 October 2018. The award of a Fellowship will be the result of a competition and an important part of the process is the interviewing of short-listed candidates. The College is not able to fund travel from overseas. Only in exceptional cases would a candidate be elected without interview.

The 2017/2018 recruitment timetable is for invitations to short-listed candidates to be issued on or about 26 January, and interviews will be held on Wednesday 7 February 2018. The recommendations will go to the Governing Body for formal election.

Applications should include a current curriculum vitae, two named referees and a Research Proposal, which should not normally exceed 1000 words. This proposal will be examined by
experts in the field and by the Fellowship Committee. The final choice, however will be made by the Governing Body, and the proposal should therefore be written so as to convey to the non-specialist something of the interest and importance of the topic. Candidates should submit full details of their contact address, telephone number and e-mail address.

Applicants should note that no candidates will be elected into a Research Fellowship until they have submitted for examination for PhD/DPhil and have passed.

The College will not solicit references. It is therefore your responsibility to ask the referees named on the Application to send their references directly to the Master before Thursday 4 January 2018.

Dining Privileges for Fellows under Title A, B, C, D, the Henslow Fellow (Title B), the Toby Jackman Newton Trust Research Fellow (Title B), Life Fellows, Professor Sir Brian Heap, and Professor Paul Luzio.

Fellows under Title A, B, C, D, the Henslow Fellow, the Toby Jackman Newton Trust Research Fellow, Life Fellows, Professor Heap and Professor Luzio are entitled to:

1. Regular meals and regular meals for spouse/partner and/or guests up to the value of £250 per term. Guests must be accompanied by the Fellow. An initial credit of £50 will be made to College/University cards at the beginning of each term, with additional top-ups of £50 available at request up to a total value of £250 per term. Any Fellow who requires an additional top up at the College’s expense may make a request to the Master and Vice-Master if the reason relates to College business. Additional credit is available if paid for. Unused credit will be deleted and cards will be re-set at £50 credit each term. This credit cannot be used for any other purpose.

2. Up to eight free Formal Dinner meals per term including spouse/partner and/or guests and one Fellowship Dinner per term. Formal Dinners include all formal dining events listed on the College Calendar. Spouses/partners are allowed to all meals, but are normally excluded from the Norfolk Commemoration and Fellowship Dinners, except for the Fellowship Dinner in the Michaelmas Term to which spouses/partners are warmly invited to attend. Depending on the availability of spaces they are often excluded from the Inaugural and Matriculation Dinners, the Feast of St Edmund’s and the Supervisors’ Dinner. Guests are not normally permitted at the Inaugural and Matriculation Dinners, Beginning of Year Dinner, the Feast of St Edmund’s, Christmas Dinners, the Supervisors’ Dinner, the Norfolk Commemoration, the Graduands’ Dinner or the Fellowship Dinners. Additional meals, including those for spouse/partner and/or guests, may be taken if paid for.

3. Wine may be taken at Formal Dinners at own expense. Please indicate when booking those diners who will **not** take wine.

4. Unmarried Fellows may invite one guest to dine on occasions when Fellows are entitled to be accompanied by their spouses/partner.

Bookings for most Formal Dinners should be made by accessing the Formal Dinner Booking System on the College website ([http://www.st-edmunds.cam.ac.uk/dbs](http://www.st-edmunds.cam.ac.uk/dbs)) and following the instructions given there, including entering the name of any guests onto the system. Fellows who cannot access the website can contact the Fellows’ Stewards, email: fellows.steward@st-edmunds.cam.ac.uk. Please indicate any special dietary requirements when making a booking. Bookings must be made by midday four days before the event, when the list closes (for example, at midday on Wednesday for a Friday night Guest Night). The Supervisors’ Dinner, the Norfolk Commemoration and Fellowship Dinners are by invitation only.

Formal Dinners and Sunday Lunches have a formal start time. All other meals may be attended at any time within the limits shown below. When attending regular meals please ensure that you have your card with you (available from the Bursar’s Assistant (bursars.office@st-edmunds.cam.ac.uk)). Guests will not be served without the Fellow being present. If a Fellow does not have their card when attending a meal, their name will be recorded. If you wish to bring additional guests to an ordinary
meal please warn the Kitchen in advance (tel: (7)63121, email: catering@st-edmunds.cam.ac.uk). Invoices for additional credit and Formal Dinners taken at own expense will be issued; prompt payment is appreciated.

Breakfast (not cooked)  8.00am - 9.00am (Mon -Fri)
Saturday Brunch       11.00am – 12.30pm
Lunch                  12.30pm - 1.30pm (Mon-Fri)
Sunday Lunch           12.30pm – 1.30pm
Dinner                 6.30pm - 7.45 pm (Mon-Fri)
                        6.00pm – 6.45pm on Formal Hall and College Guest Nights
Formal Dinners         7.00pm for 7.30pm
Fellowship Dinners     Following Governing Body meeting (usually 7.15pm for 7.45pm)

No evening meal is served on Saturdays or Sundays.

Dates of Formal Dinners and periods of Kitchen closure are given in the College Calendar and further information may be found in the Blue Book ‘Notes to Members’. These documents can be found on the College website, at https://www.st-edmunds.cam.ac.uk/college-life.

Wine Charges:

Formal Hall           £5.00 per person
Other Formal Dinners  £8.50 per person

Charges for additional dinners (including wine):

Formal Hall           £20.00 per person
Other Formal Dinners  £28.00 per person

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2017-2018
The St Edmund’s Non-Stipendiary Postdoctoral Research Fellowships 2018

Referees are required to send to the Master comments on the suitability of the applicant as a potential Research Fellow. Opinions are sought on academic ability, the quality of previous research, as well as future plans and potential. It would also be helpful to have comments on how the applicant would relate to students and generally fit in to the community of a small graduate college.

**THE CLOSING DATE FOR THE RECEIPT OF REFERENCES IS 4 January 2018.**
ST EDMUND’S COLLEGE, CAMBRIDGE

Checklist to be completed by Candidates for the Non-Stipendiary Postdoctoral Research Fellowships

In submitting your application, please complete the following checklist, and return to the College Administrator, to ensure that you do not omit required information. Applications and references can be submitted by email to college.administrator@st-edmunds.cam.ac.uk

1. a) Current cv enclosed Yes/No
   b) Have you indicated non-academic interests? Yes/No
   c) If you expect to be away from your usual contact address between 26 January and 7 February 2018 please give alternative contact details:

   d) Telephone/e-mail details .................................................................

   2. a) PhD awarded? Yes/No
      b) If not, when is it expected Month/Year..............................

   3. Research proposal (up to 1000 words) enclosed Yes/No

   4. Where will the research be conducted?: .................................................................

   Please enclose the letter of acceptance/authorisation from the Head of Department.

   5. a) Have you given details of financial support you can confirm by 7 February 2018? Yes/No
      Research Council/Foundation/Other.................................................................

      b) For how long?..........................Starting date.....................

   6. Do you require a work permit to work in the UK? Yes/No

   7. Are you an EC national? Yes/No
      Nationality:

   8. Date of Birth:

   9. Have two referees been asked to write directly to the Master before 4 January 2018? Yes/No

   10. a) If short-listed can you attend for interview on Wednesday 7 February 2018 Yes/No

      b) If “no”, why not?

   11. If successful do you wish to be considered for accommodation in College? Yes/No