



St Edmund's College
University of Cambridge

Notes for Members 2017-2018

<http://www.st-edmunds.cam.ac.uk/>
Charity Registration Number 1137454

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, which can be viewed on the College web site <http://www.st-edmunds.cam.ac.uk>. Members of the College are advised to familiarise themselves with the website, where there is a great deal of further information that is updated regularly.

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I **The College and its Membership**

I.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. Over the past 25 years the College has developed its buildings to increase student accommodation and provide better facilities.

More complete descriptions of the history of the College are available on the College website at <http://www.st-edmunds.cam.ac.uk/history/>.

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).

The College now comprises the Master, 65 Fellows and 500 fee-paying students along with senior members, visitors and staff. Approximately 250 students are accommodated on site.

I.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.

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, the Dean and the Development Director, 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 PDRAs/Associate Members

These are normally Postdoctoral research workers attached to a University department or associated institution who are offered membership of the College following an application process, for up to 3 years at a time.

1.2.5 Students or Junior Members

Student Members are the graduate, undergraduate and affiliated students of the College *in statu pupillari* (see 2.9 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 PhD, MPhil, 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 can be found on the University website. Information may change from year to year and 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/notes-members>. The latest version of the Statutes and Ordinances is also available to view on the College website. (See Chapter 12, Appendix 7). University Statutes and Ordinances can also be found online.

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.

1.2.9 Alumni Members

When you joined St Edmund's you became a lifelong member of the St Edmund's Alumni Society, which is an organisation designed to promote interaction between all members of the College, both past and present. The Society is keen to support Alumni who wish to connect with old friends and arranges numerous social events throughout the year both in College and further afield. For more details please email: development@st-edmunds.cam.ac.uk and further information can be found on the alumni web pages: <http://www.st-edmunds.cam.ac.uk/alumni>

1.3 GOVERNMENT OF THE COLLEGE¹

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.

¹See Chapter 11 for current personnel

1.3.1 College Officers

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

The Vice-Master deputises for the Master in his/her 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 – 2.19) 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 deputises for the Senior Tutor in his/her absence.

The Dean of Discipline is responsible, in conjunction with the Senior Tutor, for the discipline of student members and for their proper behaviour within the College, and performs such duties as the Council may determine.

The Finance Tutor is responsible for advising on financial matters, how best to allocate the Tutorial budget and meets with students in financial hardship.

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.

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/her absence.

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

The Development Director is responsible for leading the College fundraising and alumni relations activities.

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 (see 3.2) 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 arrangements for formal entertaining in the form and at the level agreed by the Steward's Committee, the Finance and General Purposes Committee and the Council. He/she shall be responsible for the good order of the Senior Combination Room.

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 Director of the Von Hügel Institute is responsible for the overall direction and leadership of the Von Hügel Institute (see 1.5).

The Director of the Faraday Institute is responsible for the overall direction and leadership of the Faraday Institute (see 1.6).

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.

The Careers Tutor offers further advice and information to facilitate students and junior researchers make successful plans for life after Cambridge.

*1.3.2 Committees of the Council*²

The principal committees of the College are as follows:

The Careers and Enterprise Committee advises Council how best to ensure that students gain advice on career and research opportunities and also on how to participate in entrepreneurial activities in Cambridge.

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 & Alumni Relations Committee advises the Council on fundraising progress and strategy and maintaining relations with alumni, interacting with the Alumni Society and arranging alumni-related events.

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

The Ethics Committee is responsible for considering all ethical aspects and implications of research that is likely to be undertaken under the aegis of the College.

The Faraday Institute Committee is responsible for advising the Director of the Institute on all matters relating to the activities of the Institute.

The Finance and General Purposes Committee is responsible for the financial affairs of the College, including financial strategy, the management of financial investments, the annual budget, accounts and for prioritising significant new financial needs. Its responsibility shall also encompass the scrutiny of monthly management accounts including kitchen accounts, the setting of room rents and meal charges, the recruitment and supervision of College Staff and any other matters arising with respect to the operation of the College.

The Investment Committee is responsible for advising on the policy for the investment of the College assets and maintaining oversight of the implementation of the policy by the appointed Manager.

The Library Committee is responsible for maintaining the Library as a resource for all members of the College and for overseeing policy with respect to Library matters, including staffing, and, with the advice of the College Archivist, shall be responsible for the general maintenance of, and for advising on access to, the Archive. (see 6.1).

The Nominations Committee is responsible for considering the need for new Fellows, preparing information on possible candidates for Fellowship, nominating to College offices and to membership of other committees of Council and for the admission of Visiting Fellows, Visiting Scholars and other senior members of the College.

The Remuneration Committee is responsible for advising and making recommendations to Council on matters of remuneration for College Officers and College Staff.

The Shackle Committee is responsible for appointing the Shackle Student and for inviting Guest Speakers for the G.L.S. Shackle Biennial Memorial Lecture.

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

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

The Steward's Committee is responsible for liaising with the College Kitchen on matters such as the variety and quality of food at all meals including formal meals and for the formal arrangements for College Guest Nights and Formal Halls. It shall also be responsible, together with the Master, for formal arrangements for College functions such as the Norfolk Commemoration and Garden Parties and, together with the Praelector, for the receptions preceding or following Congregations.

The Tutorial Committee is responsible for the admission of new members, for student accommodation, for the welfare of student members, and for relations with University Boards, Faculties and Departments in academic matters, for advising Council how to respond to requests for relevant advice or information from the central bodies of the University, for appointing Directors of Studies and supervisors for undergraduate students. The Accommodation sub-committee of the Tutorial Committee shall be responsible for the preparation, review and implementation of the

Accommodation policy of the College, which shall be approved by the Council and for the implementation of the policy.

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

The Wellbeing & Safety Committee is responsible for oversight of health and safety matters in the College, for the preparation and review of the Health and Safety policy of the College, which shall be approved by the Governing Body and for the implementation of the policy.

The Works of Art Committee advises Council with respect to acquisitions, loans, disposals and the most appropriate location of works of art. When appropriate the wishes of other members of the College, donors, lenders and the insurers will need to be taken into account.

The Woolf Institute Academic Committee is responsible for managing the Academic Agreement with the College. The committee seeks to discuss collaborative education projects, maintain good relations, close connections and effective communication.

²For full membership of College committees see 11.5

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 ROOM

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.

Every CR member pays a CR Subscription. 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.

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.

The term CR is used to refer 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.

1.4.1 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 8 shall prevail if there is any conflict with a provision in another Part of the Constitution.

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 of <http://www.st-edmunds.cam.ac.uk/notes-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 FOR CRITICAL CATHOLIC INQUIRY

The Von Hügel Institute for Critical Catholic Inquiry (VHI) is an interdisciplinary research institution, which was founded in 1987 to preserve and develop the Roman Catholic heritage of St Edmund's College. The VHI carries out research on contemporary issues from the perspectives of Catholic thought and culture. It was named in honour of the Baron Anatole von Hügel, one of the College's founders. The Director is Dr Philip McCosker (College Fellow).

The Von Hügel Institute was founded with the following objectives:

1. To preserve and develop the Roman Catholic tradition of the College as an important part of its life by research and analysis.
2. To foster substantial academic work in the relations of Christianity to society.
3. To contribute to an understanding of and the promotion of a more just, inclusive, sustainable and peaceable society.
4. To act in a broad ecumenical spirit with a view to fostering understanding between Christians, between people of different faiths, and all those who share a concern for a better society.

The Institute is committed to an ecumenical approach 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 the College and University and wider afield by its high-level research programmes, conferences, seminars and workshops as well as in the form of seminar papers, reports and publications. The Institute organizes a number of major public lectures. The annual VHI Lecture explores the relationship between Catholic thought and contemporary society. The Lattey Lecture (co-sponsored by the Catholic Biblical Association) explores the relationship between Catholic Biblical Studies and Catholic Social Teaching. In addition, each year there is a Lecture Series which addresses a particular theme.

The Institute's members are some College Fellows, Senior Research Associates, Research Associates, as well as College Visiting Fellows and Visiting Scholars.

1.6 THE FARADAY INSTITUTE FOR SCIENCE AND RELIGION

The Faraday Institute for Science and Religion carries out academic research and activities to foster public understanding in the field of science and religion. The present Director is Professor Robert (Bob) White FRS (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.

Faraday research seminars, held fortnightly in College during Full Term, involve a more specialised series of speakers on science and religion. Faraday lectures and seminars are filmed and posted on the Faraday Institute website and on the University website, www.sms.cam.ac.uk/institution/FARADAY.

The Faraday Institute sponsors termly Faraday Public Lectures with high-profile speakers, which address broad issues of interest to an inter-disciplinary audience.

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 College.

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. The College welcomes 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 Hill Gaston (Fellow) and Dr Philip McCosker (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 specific degree course and for the normal period of that course, for example The PhD is usually taken to be 3 years (9 terms) or 4 years (12 terms). Any student wishing to change their course or extend their period of residence must request approval of their own Tutor and the Senior Tutor in addition to dealing with the relevant University bodies. Graduate Students will find this is generally done via CamSIS. Further information is available on the St Edmund's College website and Undergraduates should also see section 2.19.3 of this booklet.

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. Up to date information is available from the International Office website:
<http://www.admin.cam.ac.uk/offices/international/>.

Students are written to by the Tutorial Office termly as a reminder, but it is the responsibility of the individual to ensure emails are responded to and timely action is taken. You may also be expected to make contact with the Police Department.

Helpful information about Immigration and other matters is available from the UKCOSA webpage: <http://ukcisa.org.uk>. 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. You will be written to if this is the case. 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 (2017-18)

2.3.1 University Composition Fee

(1) *Undergraduates*

Please refer to the University website:

www.undergraduate.study.cam.ac.uk/finance/tuition-fees

(2) *Postgraduates*

Please refer to the University website:

<http://www.graduate.study.cam.ac.uk/finance/fees>

2.3.2 College Fees and Charges

The Undergraduate College Fee for students starting in 2017-18 is £7,350.00.

The Undergraduate College Fee is payable by all Overseas Undergraduates and MAST students and by Home and EU undergraduates who have previously been awarded a degree (ELQ) by any university. Overseas students commencing courses in Medicine and Veterinary Medicine from 2012-13 will pay the Undergraduate College Fee for both pre-clinical and clinical years.

The Undergraduate College Fee is not payable by i) Home and EU students studying for a first degree; ii) Home and EU students studying for a degree in Medicine, Veterinary Medicine or Architecture.

For students who matriculate from 2016-2017 and who intermit for more than one year (including multiple intermissions that add up to more than one year), the fee year will be reset to the year in which they return from intermission.

Alumni Society (once only) £52.00

CR Dues £75.00

The student is liable for these fees; they are not part of the tuition fee.

From 2012-13, all newly matriculating students who are not funded through a governmental or other recognised body, shall be required to pay a full year's fees at the beginning of the Michaelmas Term.

2.3.3 Normal charge for Visiting Fellows, Visiting Scholars, Visiting Students

Alumni Society (once only) £52.00

College Fee £200.00 per term

CR Dues (residents only) £25.00 per term

2.3.4 All Other Categories

Alumni Society (once only) £52.00

The Alumni Society fee provides lifetime membership of the Alumni Society.

This charge was previously called the Admission Fee. Half of the charge goes directly to the Alumni Society and the remainder is used to provide direct administrative support to the Alumni Society.

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 Departments and Faculties of the University. Respective Degree Committees appoint supervisors for those studying for postgraduate degrees. If you have any queries or concerns please contact your Tutor in the first instance.

2.6.2 Undergraduate Degrees

The Tutorial Committee of the College appoints a Director of Studies for each subject and 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. Any cause for concern is reported to the Senior Tutor. See Appendix 8, fitness to study. Directors of Studies will normally see each of their students at the beginning and end of each term. If you have any queries or concerns please contact your Tutor in the first instance.

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 Offices are situated on the first floor of the Norfolk building. The Tutorial Department is responsible to the Senior Tutor for all administrative work concerning matriculation, accommodation, graduation congregations, examination entries and results, tutorial awards, supervision reports. These offices should be the first point of contact for the Senior Tutor, Praelector and Tutors.

The Admissions Office is located on the first floor along the same corridor as the Accommodation Office and Tutorial 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 for prospective students.

The standard opening hours for the Tutorial Office are 9.00am – 12.30pm and 1.00pm – 4.00pm. If you require an appointment outwith these times, please email the office (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 needs 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.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status>.

Details of the dates of Term and Full Term from 2017 to 2018 may be found in the College Calendar and The University's 'Cambridge Students' web page
<http://www.cambridgestudents.cam.ac.uk>

2.10 EXAMINATIONS

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 Tutorial Administrators as quickly as possible in case of doubt. Exam entries need to be confirmed by the student in the Lent Term via CamSIS. Students should raise any queries with the Senior Tutorial Administrators in the first instance.

2.10.1 Examinations – Illness and other Grave Cause

If a student is ill or encounters adverse conditions which might affect or have affected their examination results, please contact the Tutorial Office immediately. In the event that an exam appeal is made, it is essential to have medical or other contemporary evidence. Students are advised to speak to their Tutors about any long-term conditions or concerns throughout the year. Please read the University Applications Committee Guidelines for Staff and Students, available online, <http://www.student-registry.admin.cam.ac.uk/about-us/applications-committee>.

2.10.2 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 31st January 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 is an extremely helpful resource and should be contacted as early as possible in the Michaelmas Term with regards to support which may be available (<http://www.disability.admin.cam.ac.uk>).

Late applications (received after the deadline) to sit examinations under special conditions, regardless of the cause, may attract a fee to cover invigilation and the delivery of exam papers.

2.10.3 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. In the case of severe ill health a review of a student's progress and fitness to study may be conducted following the 'Fitness to study' guideline document, details of which can be found in Annex 8.

2.10.4 Academic Progress

If any student feels unable to continue for financial, academic or other personal reasons, they should discuss the possibility of intermitting 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.

2.10.5 College Exams

All first year undergraduate students (including affiliated students) will be required to sit a College exam in the Lent Term, on the Monday falling before the start of Full Term.

2.11 COLLEGE LETTERS

Graduate students should request letters through their CamSIS self-service in the first instance.

The College will produce letters for undergraduate students. These can be requested on-line from the College website in advance. 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/her Deputy at a congregation of the Regent House. The dates on which the College will be presenting members in 2017/18 are 21 October, 27 January, 7 April, 28 April, 19 May, 30 June, 21 July. General admission on 30 June is reserved solely for Undergraduates.

All students will need to confirm explicitly 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/her secretary.

The dress code, set by the University, is to be strictly obeyed. There are two options viz: dark suit (dress), white shirt (blouse), black shoes (and stockings); white bow tie and bands are compulsory if a shirt is worn; the correct academic gown and hood. Fuller information is displayed on the College web site <http://www.st-edmunds.cam.ac.uk/graduation> 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 (70-72 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/her degree in person, they are asked to let the Praelector know their plans well in advance via Praelector's Secretary. 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 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.

Bookings for lunch/afternoon tea maybe made at the time of registration for graduation via the Self-Service menu on CamSIS or by contacting 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 College Reception during the week before the graduation to make payment for any guests. Graduands are not charged to attend themselves. 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 limited funds for awards and travel grants relating to academic study for St Edmund's students. Applications should be made in good time (with the support of the Tutor and Director of Studies/Supervisor). A sub-committee of the Tutorial Committee convenes to discuss all applications and students are written to with the outcome of their application. Please see the College website for specific timings and grants. Students may always contact their Tutor or Tutorial Office if they have queries.

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 of <http://www.st-edmunds.cam.ac.uk/notes-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 Office 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 of <http://www.st-edmunds.cam.ac.uk/notes-members>).

2.19 PROCEDURE FOR DEALING WITH COMMENTS, SUGGESTIONS AND COMPLAINTS FROM STUDENTS

2.19.1 *Overview*

The College welcomes comments and suggestions from students about the services it provides. Students wishing to make a suggestion or offer a comment about the College's services, either academic or non-academic, should do so informally at the appropriate point of service delivery, by contacting the person in charge of the relevant area, or by raising the matter with the Senior Tutor.

Occasionally, students may wish to make a complaint about the services they receive, and this document sets out the procedures for making a complaint to the College.

The College anticipates that complaints will normally be dealt with informally in the first instance.

Students with a complaint should bring it to the attention of the College using the procedure outlined here as soon as possible following the occurrence of the problem and ideally within one calendar month. Many complaints can be dealt with quickly and effectively in this manner, without recourse to formal procedure. The College's procedures have been developed with this in mind.

The College recognises that it has a duty to provide fair and unbiased procedures for examining and resolving complaints, and to ensure that its procedures are free from any partiality arising from personal or institutional conflict of interest or from other sources of bias.

No student will be disadvantaged by having raised a complaint, but the College expects that students will not make frivolous, vexatious or malicious complaints. Students who are considering making a complaint may wish to seek help or advice from the persons listed in section 2.19.9.

A student may of course wish to complain about a matter that is not within the control of the College but within that of another institution, e.g. the University or another College. In this case, the first thing to do will be to identify the appropriate point of contact within the Faculty, Department or College; you may either contact that person directly or, if appropriate, ask the Senior Tutor to take up the matter on your behalf. If it is unclear to you where responsibility for the matter lies you may seek advice from any of the persons listed in section 2.19.9.

2.19.2 *Examination Appeals*

Students should be aware that a separate procedure exists for appealing to the University in a case where a student feels that he or she has been disadvantaged or unfairly classified in a University examination. Information is available on the University website and, as always, further information may be obtained from the Senior Tutor or Tutorial Office.

2.19.3 *Changing Tripos*

This is never a decision that should be taken lightly, but very occasionally, students already in Cambridge on a course of study may find that their original interests have shifted and they may feel that another Tripos is a better fit for them. Please note that there is no automatic right to change Tripos and not all requested changes can be permitted. Further information is available on the St Edmund's College website: <http://www.st-edmunds.cam.ac.uk/changing-tripos>.

2.19.4 *Harassment*

Students with a complaint relating to harassment of any kind can find additional information in the College's Bullying and Harassment Policy (see Appendix 2). Independent advice may also be obtained from OSCCA, The Office of Student Conduct, Complaints and Appeals). Students are invited to look at the University's dignity@study advice <http://www.cambridgestudents.cam.ac.uk/welfare-and-wellbeing/dignitystudy>.

2.19.5 *College Policy*

Complaints on specific matters of College policy should be directed to the appropriate College committee, preferably through the elected student representatives.

2.19.6 *Confidentiality*

Every attempt will be made to maintain the confidentiality of a complainant. However, where a complaint is of a personal nature against an individual, it is likely that the complainant's identity will be revealed at some stage in all but the most exceptional cases, in order for a fair investigation to be conducted. The College will endeavour to inform an individual complainant of the extent to which her/his identity is likely to be revealed at each stage of the procedure.

To assist in the process of auditing the quality of its services and responsiveness to student comments, suggestions and complaints, the College will monitor complaints. The College undertakes to respect the confidentiality of complainants in this exercise.

2.19.7 *Informal procedure*

Stage one: If you experience a problem with any service provided by the College or anything else within the control of the College, you should first raise the matter with the person actually providing that service. If informal discussion does not resolve the situation satisfactorily, you should approach the person in charge of that college service. You may do this directly or through the Senior Tutor or Bursar. A prompt response can be expected.

Stage two: In cases where you feel that the nature of the complaint is too serious to be dealt with informally by yourself, or where, after the relevant Head of Department/Service has been approached, a satisfactory conclusion

has not been reached, a complaint should be made in writing to the Senior Tutor, who will acknowledge receipt and ensure that the matter is looked into as soon as possible. You should reference this procedure in your correspondence. An initial response to any complaint can be expected within 7 days of its receipt, and a considered response should be received within one month (within Full Term), with any subsequent remedy implemented with the minimum of delay.

2.19.8 Formal complaints procedure

It is hoped that very few complaints would remain unresolved after the informal stage. However, should this be the case, you may request that the Senior Tutor refers the matter to the Master, who will undertake an independent assessment of the case through the offices of the College Council and come to a conclusion on the matter. A full and considered response to the complaint should be completed within forty days of the first day of full term following receipt, and any subsequent remedy implemented with the minimum of delay.

If you are required to attend in person as part of the investigation into a complaint, you are entitled to be accompanied by a member of the College or University: this could be any Fellow; a fellow student, including one of the officers of the CR; or an officer of the Graduate Union.

In some cases the first stage of the informal procedure set out above may already involve the Senior Tutor. Should the complaint remain unresolved at the end of that stage, or in the event that a complaint is against the Senior Tutor, the complaint should be put in writing to the Master.

2.19.9 Persons from whom help may be sought

Help and advice may be sought from anyone listed below with a specific role to assist students.

The Senior Tutor

The Tutors

The Bursar

Members of the CR Executive

Supervisor/Director of Studies

Secretary of relevant Degree Committee, or other Departmental Graduate Adviser

Board of Graduate Studies

Graduate Union

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

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 9.2.5).

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 rooms are assigned to categories as follows:

Category 1
Category 2
Category 3
Category 4
Category 5
Category 5a

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.

Further information is available on the College website at <http://www.st-edmunds.cam.ac.uk/life/facilities>.

3.1.1. Membership of the ANUK Code of Practice

The College has signed up to the ANUK/Unipol National Code for Educational Establishments: <http://www.nationalcode.org>

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. Further information is available on the website.

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 paid 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.

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 in 2010 or Later

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	
Category 1	£1,365.00 per quarter
Category 2	£1,611.00 per quarter
Category 3	£1,719.00 per quarter
Category 4	£1,820.00 per quarter
Category 5	£2,051.00 per quarter
Category 5a	£2,079.00 per quarter

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

Studio Flat	£677.00 per month
Maisonette	£832.00 per month
Apartment (3-room)	£1,154.00 per month
Apartment (4-room)	£1,494.00 per month

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

3.3.2 Full Term Dates 2017/2018

	BEGINS	PAYMENT DUE IN FULL
Michaelmas Term	3 rd October	3 rd October
Lent Term	16 th January	16 th January
Easter Term	24 th April	24 th April

Accounts for fees and charges for accommodation for each term are presented at the beginning of each full term and are due for payment immediately. Students must ensure they have sufficient funds to pay each term's account in full, including their first payment on arrival in Cambridge.

Caution money is charged at the commencement of residence each year. For specific details of caution money please see the room contract.

Students with a valid reason to delay payment must contact the Student Finance Officer (charges@st-edmunds.cam.ac.uk) within 14 days of the first day of full term. Failure to do so may result in interest of 1.5% being charged on overdue accounts.

More information about payment of bills can be found on the College website [<http://www.st-edmunds.cam.ac.uk/payments>]. Students encountering financial difficulties after arriving in Cambridge should consult their Tutors and/or the Finance Tutor as soon as possible.

3.3.3 *Members' Guests*

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. 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. Full details of what is permissible is within the contract which you sign at the beginning of your tenancy. If you are unsure, a copy can be obtained from Reception.

If College staff and others, in the course of their normal duties, encounter a person unknown to them, they 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 their cars on College premises except to load and unload.

3.3.4 *Official Visitors*

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)

Single non en suite room	£37.00
Double non en suite room	£53.00
Single en suite room	£52.00
Double en suite room	£70.00

Weekly room rent (up to 4 weeks)

Single non en suite room	£182.00
Double non en suite room	£265.00
Single en suite room	£260.00
Double en suite room	£350.00

Monthly room rent

Single non en suite room	£637.00
Double non en suite room	£927.00
Single en suite room	£910.00
Double en suite room	£1,225.00

Monthly Flat/Maisonette/Apartment rent	
Flat	£805.00
Maisonette	£965.00
Apartment (3-room)	£1,250.00
Apartment (4-room)	£1,500.00

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 RULES FOR USE OF COLLEGE BUILDINGS

3.4.1 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 individual, 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.

Rooms should be left clean and tidy when they are vacated. Failure to do so could result in a charge for cleaning and prohibition from having a room in College in the future. Please note this applies to the booking of Teaching and other rooms as well.

3.4.2 Care of Fabric and Furniture

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 (including inflatable beds) 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.

Rooms should be left clean and tidy when they are vacated. Failure to do so could result in a charge for cleaning and prohibition from having a room in College in the future. Please note this applies to the booking of Teaching and other rooms as well.

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 furniture penalty in recognition of the extra work caused for the College staff. Charges for

damage to communal areas such as kitchens will be split equally among the students living there.

3.4.3 Breakages and Maintenance

Breakages and necessary repairs should be reported via the online service provided through the CR website or <https://webapps.st-edmunds.cam.ac.uk/support>.

3.4.4 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 and clean the sinks. A cleaning schedule is placed within all common areas throughout the College to ensure members are aware of scheduled areas to be cleaned.

3.4.5 Animals

No animals may be kept on College premises.

3.4.6 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 in the kitchens, hallways or 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.

3.4.7 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 that has not been PAT tested will be removed, as will all fridges, microwaves, heaters and any other electrical items deemed to be unsafe for use within your accommodation.

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.

3.4.8 Energy Saving

Energy is expensive! Lights must be switched off on leaving rooms. The background central heating system should normally provide adequate warmth. The use of heaters not provided by the College is not permitted unless, in exceptional circumstances, written authorisation is given by the Domestic Bursar. In such cases a charge of £150.00 per term will be levied.

3.4.9 Night Access

The front door of the College main building is locked at 12 o'clock midnight. 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.

3.4.10 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 and also in your 'facilities welcome pack'.

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.

FIRE DOORS 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

The Norfolk building and the Tower, are connected directly to the smoke and heat sensors. In the event of a 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).

(2) Bene't House

Bene't House has localised smoke and heat sensors. Anyone discovering 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 White Cottage

The White Cottage is connected directly to a localised Alarm system and is fitted with smoke and heat sensors. In the event of the fire alarm being activated you must evacuate the building immediately (see 4.1.5, 4.1.6).

(4) *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).

4.1.4 *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. (see also 4.2)

4.1.5 *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.

4.1.6 *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 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.

4.1.7 *At the Fire Assembly Point*

- (1) *The Norfolk Building*
Assembly Points: On arrival at the Norfolk Building Fire Assembly Point, occupants should remain with the area posted within your building.
- (2) *Bene't House*
Assembly Points: On arrival at Bene't House Fire Assembly Point occupants should remain within the area as posted within your building.

- (3) *The White Cottage*
Assembly Points: On arrival at the White Cottage Assembly Point occupants should remain within the area as posted within your building.
- (4) *The Richard Laws Building*
Assembly Points: On arrival at the Richard Laws Fire Assembly Point occupants should remain within the area as posted within your building.
- (5) *The Brian Heap Building*
Assembly points: On arrival at the Brian Heap Fire Assembly Point occupants should remain within the area as posted within your building.
- (6) *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) Out-of-Hours Coordinator
 - (b) the Senior Fellow present
 - (c) the Security Porter

The Fire Officer will conduct a roll call.

- (7) Fire Assembly Points: 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 5.2, 5.3, 6.5).

- (1) Reception should be contacted in the first instance.
- (2) If Reception is unavailable, please contact the Out-of-Hours Coordinators if you require assistance out of hours and at the weekends. Contact details will be issued throughout the College and in your 'facilities welcome pack'.
- (3) Weekend Reception is provided and is staffed from 8.30am–11.30pm 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 Officer is on duty at Reception between the hours of 5pm and midnight Monday–Thursday, and between 5pm and 1am on Fridays. Duties include the patrol of the buildings and grounds, which makes it necessary for the Officer to be away from Reception periodically. The lift in the Norfolk Building will be switched off between 11pm and 7am Monday-Friday, and will be locked on Saturday and Sunday.
- (5) The College front door of the main building is locked for the night each evening from 12 o'clock midnight until 8am. Members may gain access during 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 11pm they are asked to lock it. The outer doors of Bene't House and the White Cottage should be kept locked at all times.
- (6) All windows on the ground floor of the Norfolk Building, Laws Building, Heap Building, Cook Building, Bene't House and the White Cottage 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 Reception (see 4.2.)
- (8) All matters or concerns relating to security should be referred immediately to the Domestic Bursar 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 Facilities Manager.

4.4 SAFETY

Members must exercise great care in the use of equipment likely to cause danger (see 3.4.6, 3.4.7).

4.5 SAFETY AND SUPERVISION OF CHILDREN

- (1) Children must be supervised at all times and parents should be aware that the College is an area where people are studying or working.
- (2) Members of the College are reminded that they and their children must not intentionally or recklessly damage or deface College property.
- (3) 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, the Millennium Garden and the kitchen rear entrance are dangerous for children.

4.6 SMOKING AND E-CIGARETTES

The College has a non-smoking policy. Smoking (including e-cigarettes) 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, or the Heap Building. Bene't House is reserved for staff and students living in Bene't House. Bikes 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.

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 and illegal to cycle against the traffic flow, and cycling on the pavements is also illegal. The wearing of protective and highly visible clothing is strongly encouraged. The use of front and rear lamps is required by law after dark, see <https://www.gov.uk/highway-code>.

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. Permission will only be given for those requiring a vehicle in Cambridge due to a disability or other special circumstances. Please apply via your Tutor. If they are in support, you may then obtain a form from the Tutorial Office, which should then be taken to the Motor Proctor.

Graduate Students (and those of M.A. status) should note that although eligible to have a car in Cambridge, this does not automatically entitle you to keep a car at College. Graduate Students should apply to their Tutor (with evidence of special circumstance). If your Tutor is in support you may then obtain a form from the Tutorial Office which should be taken to the Motor Proctor.

If permission is granted by the Motor Proctor this will need to be taken to reception who will issue you with a permit. Please note however that this is subject to availability and we cannot guarantee car parking spaces.

Further information may be obtained from the Notice Board and also on the web: <http://www.proctors.cam.ac.uk/motor-proctor>.

All visitors to the College should report to Reception to obtain permission to park in the College Grounds.

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.

Please note that any parking offences reported to the Senior Tutor may be referred onto the Dean of Discipline.

5 HEALTH CARE

5.1 MEDICAL CARE

The University of Cambridge does not have a dedicated medical practice and all students are advised to register with a local GP (General Practitioner) on arrival. 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/her Tutor or the Dean.

5.2 THE COLLEGE NURSE

The College Nurse is available at the College once a week during Full Term and can be contacted via her pigeonhole or by email: nurse@st-edmunds.cam.ac.uk. In an emergency, she may also be contacted via her office at Magdalene College (Tel: 330205). Full details of her office hours can be found on the College notice board, or by asking at the Tutorial office. Her office is located on the first floor of the Norfolk building.

5.3 MEDICAL EMERGENCIES

Urgent medical help out of hours is available at UrgentCareCambridgeshire (tel: 111). 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 no University Dental Service and unfortunately NHS dentists in Cambridge tend to be heavily over-subscribed and private dentists can be expensive. You can find out which practices are taking patients by using the NHS search facility.

5.5 NOTIFICATION OF SICKNESS

In the event of prolonged sickness (particularly during the Exam Time) please notify the Tutorial Office, College Nurse or your Tutor. Please be advised that a medical letter will be needed in the event of any examination appeals or extensions to deadlines.

Please notify the Tutorial Office (or your Tutor) if you need to go to hospital for any reason.

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. Those students applying for a Tier 4 student visa and coming to the UK for 6 months or longer will be required to pay an immigration health surcharge as part of their visa application fee to access NHS care.

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 of <http://www.st-edmunds.cam.ac.uk/notes-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. Additional study space is available in the Norfolk Library.

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 iDiscover 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 may be also returned using the automated system or they 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 – EMAIL 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 Library and the Library building. 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 email facilities are arranged by the IT Office and made available from the Reception at the beginning of the academical year.

Wireless networking, including eduroam is available throughout the College and can be accessed using the College password assigned by the IT Office, but it is highly recommended that all members configure their devices for the

eduroam service by preference (see <http://www.st-edmunds.cam.ac.uk/eduroam>).

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 or Mac 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.

To register for a connection to the computer network from a member's study bedroom the simplest procedure is to plug the computer to be registered into the network socket (labelled A or C in rooms with multiple sockets) with a standard Ethernet cable (available from Reception. There will be a charge for those not providing their own) and then opening a web browser to be directed to the registration form.

For further details see <http://www.st-edmunds.cam.ac.uk/it/welcome>.

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 phonecards 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 (01223) if appropriate.

6.4 POSTAL ARRANGEMENTS

Members should check their pigeonholes 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.

Due to lack of space, members not living in College accommodation should not arrange for large parcels to be delivered to the College.

Students who receive parcels from outside the EU may be charged VAT, Customs or Excise Duty. You can find more information on the types of goods subject to charges on the <http://www.gov.uk> website. Charges may apply to goods you have ordered or received as a gift. Occasionally the courier will charge VAT or duty to the College and the student must reimburse the College on request.

6.5 RECEPTION AND THE ACCOUNTS OFFICE

The Main Reception is situated on the ground floor of the Norfolk building. Enquiries and payments should be made at Reception.

The Accounts Office is responsible to the Bursar for the administrative work of the College, for day-to-day cash accounting, compilation of bills, payments and recoveries.

Outside normal office hours, assistance may be obtained in urgent matters (e.g. emergency plumbing/ electrical repairs, first aid, etc.) by first reporting to Reception or, in his/her absence, the Out of Hours Officer.

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.

Cards for washing machines are available in the Laundry at an initial cost of £5.00 with top up procedures available upon purchase. This information will also be provided in the facilities welcome pack. The laundry should only be used between the hours of 8am and 11pm 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 Library Building.

6.8 SNACK & VENDING MACHINES

Snack and drinks vending machines are located in 'B' corridor of the Norfolk building and also in the foyers of the Richard Laws and Brian Heap buildings.

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, amongst other things, 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 Domestic Bursar, who is the Designated Premises Supervisor (DPS), or in his/her absence the Bursar 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.

6.10 TELEVISION

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

The CR DVD Officer will generally rent DVDs to be shown on Saturday and Sunday evenings during full term, and suggestions for future selections are very welcome. The TV and DVD player may be booked by members in accordance with the rules posted within the CR.

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.

It is a student's responsibility to obtain a **TV licence** for any device brought into College to watch broadcast television programmes, including using your computer to watch broadcast programmes. A licence is also required for the use of BBC iPlayer for live and playback services. <http://www.st-edmunds.cam.ac.uk/television>

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. For guidance on TV licences see <http://www.tvlicensing.co.uk/student-tv-licence>

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 has an arrangement to use facilities at the Cambridge '99 Rowing Club where the College's boats are stored. 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. Blues and Half-Blues are eligible to attend the Norfolk Commemoration, the College's major event of the year. Please see 8.10.12 for further information.

There is a University Sports Centre. Please see <http://www.sport.cam.ac.uk/CambridgeSportsCentre/> for further details.

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. Permission must be given by the Bursar in the first instance by contacting the Bursar's Assistant who can also confirm the availability of the Garden Room. The grand piano can be played between 8.00a.m and 12 o'clock noon for one hour at a time, unless agreed with the Bursar or Senior Tutor. 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 I, No 6.0, CR Societies, in the CR Constitution of <http://www.st-edmunds.cam.ac.uk/notes-members>)

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

6.14 ARRANGING MEETINGS AND EVENTS IN COLLEGE

Any member of the College and University wishing to arrange a meeting/event within the College is requested to email the Bursar's

Assistant/Conference Co-Ordinator on conference@st-edmunds.cam.ac.uk in the first instance (with a minimum of two weeks' notice) and complete a booking enquiry form in order that matters such as availability, co-ordination with other activities, cost, insurance and security can be agreed prior to the event.

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 of <http://www.st-edmunds.cam.ac.uk/notes-members>).

6.15 ROOM BOOKINGS

6.15.1 Supervision Rooms

The Teaching Rooms in the Norfolk Building and the Terry McLaughlin and Michael Murphy Rooms in the Library may be booked in advance for supervisions through the Tutorial Office (supervisions@st-edmunds.cam.ac.uk) during the Michaelmas and Lent Terms. Those wishing to use the rooms for non-supervision type purposes will need to complete a booking form with the Bursar's Assistant. Please ask in the Tutorial Office if you are not sure. These Rooms are used for examinations during the Easter Term, so reservations for supervisions may not be possible then.

6.15.2 Private Functions

Please see section 8.7

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 for purchase from 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.

6.17 THE MAY BALL

The College acknowledges that May Balls are an aspect of Cambridge student life, and that an annual May Ball may be held in College.

A May Ball may only take place where there is a functioning May Ball Committee, and it is their responsibility to plan the Ball carefully and to ensure it is conducted in accordance with all relevant legal obligations, especially as to compliance and Health & Safety legislation as outlined in the College May Ball and June events documentation.

Preparations on site may commence up to 3 days before the Ball; the site must be substantially tidy within 36 hours after the Ball, and as far as possible be returned to its previous state within 3 days.

Residents in College will not be required to vacate their accommodation during the Ball, but must be aware that there will be considerable disruption especially during the Ball itself. Residents with children may wish to be away during that period at their own cost.

7 College Chapel

St Edmund's College Chapel can be found at the end of the main ground floor corridor of the Norfolk Building. The liturgy celebrated in the Chapel is, by Statute, according to the Roman Catholic rite, though liturgies of other traditions are also celebrated from time to time. Sunday Mass throughout the calendar year is at 10.30am and on weekdays in Full Term as published on the Chapel notice boards. A sung Latin Mass is celebrated on all Fridays of Full Term at 6.15pm. Please also see the notice boards for times of other events. The Blessed Sacrament is reserved in the Lady Chapel, to the left of the sanctuary. The Chapel is open daily and can be accessed either through the main door at service times or from within the College at all other times. All members of the College are welcome to use the Chapel for prayer or simply to take advantage of its peaceful atmosphere. The Dean, Fr Alban McCoy OFM Conv, a Catholic priest and Franciscan Friar, is available to all members of the College at any time. His office is on the ground floor of the Norfolk building, next door to the Chapel at the end of the main corridor. His telephone numbers are 36123 (College) and 07887 850978 (mobile, for emergencies). His email addresses are am355@cam.ac.uk and dean@st-edmunds.cam.ac.uk.

All new members of the College are matriculated and new Fellows are admitted in ceremonies which takes place in the Chapel. Occasional concerts are also held in the Chapel. An Inaugural Mass for the beginning of the academical year and a Mass to mark the end of the year, at which, on both occasions, there is an academical procession, take place as advertised.

7.1 LITURGICAL CELEBRATIONS

Mass and other liturgical celebrations are open to all members of the College, visitors to the College, friends from other colleges and our neighbours from the local vicinity. Tea and coffee are served after Sunday Mass in the Combination Room. During Full Term there are occasional guest preachers at the Sunday Mass. Informal prayer meetings are also held in the Chapel at times agreed among those attending. Sung Vespers is celebrated on St Edmund's Feast on the nearest Friday to 16 November. A Carol Service is held at the end of Michaelmas Term. The annual Commemoration of Benefactors takes place in the Chapel during Lent Term. If you would like to contribute in any way to the life of the Chapel, please see the Dean.

7.2 ECUMENICAL ACTIVITIES

Although the daily life of the College is rooted within the Catholic tradition, all members of the College are welcome to use the Chapel privately or, in consultation with the Dean, for other events. Each term an Anglican Eucharist is celebrated for Anglican members of the College.

7.3 CHAPEL CHOIR

The Chapel choir, which sings at Sunday Mass and on other major occasions, welcomes new members of all religious traditions or none, from both within and outside the College. The Chapel Music Director and Organist is Miss Louisa Denby. For rehearsal times, please see the Chapel and College

noticeboards or contact Louisa Denby (email: lrd23@cam.ac.uk or chapel-music@st-edmunds.cam.ac.uk).

7.4 DRESS FOR FORMAL EVENTS TAKING PLACE IN CHAPEL

Members of the College wear gowns and hoods in the Chapel for the beginning- and end-of-year Masses, the Feast of St Edmund of Abingdon, the Commemoration of Benefactors and at 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	8.00am - 9.30am
Lunch: Monday-Friday	12.30pm - 1.30pm
Brunch: Saturday	11.00am - 12.30pm
Dinner: Monday-Friday	6.30pm - 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 9.2.1(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.

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 reduce the subsidy by raising the overall meal income gradually by a sequence of increases.

Formal Hall and College Guest Night Dinner Charges

Students are each charged £16.00 for Formal Hall and £21.50 for College Guest Night dinner and their guests £18.00 for Formal Hall and £23.00 for College Guest Nights.

Fellows and their guests are each charged £20.00 for Formal Hall and £28.00 for College Guest Night dinners.

Alumni are invited to attend the College Guest Night Dinners (with Alumni), which are held once per term. Alumni can attend for free (paid for by the Alumni Society) and may be accompanied by one guest at a charge of £28.00 +VAT.

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, White Cottage, Flats and Maisonettes are required to pay a Minimum Billing Charge of £225.00 per term for meals, this being equivalent to four weeks' meals per term. The charge for members who live outside College is £100.00 per term. 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 charges for other categories of Members:

As per dining privilege sheets.

8.3 TIMES AND DATES OF MEALS

Full details of these are given in the College Calendar. Notification of periods of closure and reduced kitchen service during vacations will be circulated by email and/or displayed on the College screens.

During the summer vacation (July to September) it is likely that the times and provisions of catering services will be changed to accommodate paying conference visitors.

8.4 GUESTS

Guests are eligible to attend some meals, but not all. Students are entitled to invite up to two guests a day to any meal from which guests are not excluded or limited (see 8.10 for specific regulations). Fellows and students may invite additional guests provided they consult with the Fellows' Steward and the Domestic Bursar in advance. In all cases, guests must be accompanied at the meal by the member of the College hosting them and in whose name the booking has been made. 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 8.10.1).

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 their name and those of their 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

When making your booking online, members should indicate if they wish certain diners to be placed together on the seating plan and any special dietary requirements. The Fellows' Stewards and the Domestic Bursar will try to meet all reasonable 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, as specified at the time of booking. 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 at the discretion of the Fellows' Stewards. Those enquiring about the availability of cancelled places should email the Fellows' Stewards (fellows.steward@st-edmunds.cam.ac.uk). All arrangements of this kind must be made through these channels and not between individuals. Bookings found to be in violation of the rules stated here may be cancelled by the Fellows' Stewards.

8.7 BOOKING OF ROOMS FOR PRIVATE FUNCTIONS

Requests for the use of the Dining Hall, Huddleston Room, Garden Room and Okinaga Room for private functions can be made through the Bursar's Assistant/Conference Co-Ordinator under the same procedure as detailed in 6.14. 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 Domestic Bursar, who will try to prepare appropriate meals if this can reasonably be arranged, though the College cannot guarantee to fulfil all individual requests. Diners must specify any dietary requirements for a Formal dinner via the online dinner booking system. This must be done before booking closes at 12 o'clock noon, four days prior to the Dinner. 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 Domestic Bursar, 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 normally 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 and the Boat Club Dinner. Festal 'Scarlet' (see 2.5) gowns are to be worn at the Inauguration and Matriculation Dinners, the Beginning of Year Dinner, the Feast of St Edmund's, the Commemoration of Benefactors, 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, Laptops and Tablets should be switched off before entering the Dining Hall,

Formal dinners have a formal beginning and end at which Graces are read and diners should stand. Diners should congregate in the Garden Room for pre-dinner drinks and once the 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 end of dinner 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.

To underline our desire to make Formal Hall a pleasure for the majority, we have decided to introduce sanctions for those who do not comply. They will be reminded of the code for Formal Hall by the Fellows' Butler, and if they do not comply, then they will be required to leave. In addition, the members concerned will be prohibited from booking into another Formal Hall for two months and will be reported to the Senior Tutor, who may refer the matter to the Dean of Discipline.

The 'Formal Hall' letter from the Master and approved by Council, is available to view under Appendix 9 on the College web site. (See Chapter 12)

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 normally invite up to 2 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. Fellows are welcome to attend. Members of the College not involved in sport are welcome if space is available. The CR Sports Officer organises the selection of the Sportsman and Sportswoman of the year who receive trophies at the Dinner. The CR Sports Officer invites captains of all College sports to speak briefly about their sport at the end of the Dinner. The Dinner is organised by the CR Sports Officer in conjunction with the Fellows' Stewards 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. The Dinner is organised by the Boat Club Captain in conjunction with the Fellows' Stewards.

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 normally invite up to 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 8.5). 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. The Tutorial Office oversees the dissemination of invitations to Directors of Studies and Supervisors. Research students are asked to invite their Research Supervisors in consultation with the Tutorial Office.

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 no guests may attend.

The Inaugural and Matriculations Dinners are open only to new members of the College 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 Guest Night and 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. Priority is given to graduands. Due to limited space, graduands are not guaranteed a place at this dinner and so are advised to book early. A limited number of guests may be allowed, dependent upon demand. Festal gowns are worn and dress is formal.

8.10.8 College Guest Night/Ascension Day (Scarlet)

The dress code is 'Scarlet' and lounge suits (or equivalent for ladies) are worn for the College Guest Night/Ascension Day dinner.

8.10.9 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, Fellow Commoners and Visiting Fellows, by invitation. They are held termly, following a meeting of the Governing Body. Advance booking is required, via the College Administrator (college.administrator@st-edmunds.cam.ac.uk). Dress is formal; gowns are not worn.

It was agreed at a meeting of Council that the Fellowship dinner following the November Governing Body meeting would include an invitation to spouses and partners.

8.10.10 The Feast of St Edmund

The Feast of St Edmund 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 Guest Preacher, who is invited each year and is a distinguished member of one of the Christian churches.

The Feast of St Edmund is intended for the members of the College. The College's Development Office will invite up to 20 distinguished outside guests, including the Guest Preacher. Other external guests may not be invited to the Feast. Advance booking is required for members; priority will be given to those who have not attended the event in the past. Festal gowns are worn and dress is formal.

8.10.11 The Commemoration of Benefactors Feast

The Commemoration of Benefactors Feast is the main College feast of the Lent Term and will be held in February. The Feast is preceded by a Service in the College Chapel at which a sermon is given by the Guest Preacher, who is invited each year and is a distinguished member of one of the Christian churches.

The Commemoration of Benefactors Feast is intended for the members of the College. The College's Development Office will invite up to 20 distinguished outside guests, including the Guest Preacher and significant benefactors to the College. Other external guests may not be invited to the Feast. Advance booking is required for members; priority will be given to those who have not attended the event in the past. Festal gowns are worn and dress is formal.

8.10.12 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 at the Guest Night rate.

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 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.

Minor infringements may be referred to the Dean of Discipline. Please refer to the College web site for further information. 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. Serious matters will be referred by the Master, Senior Tutor or their deputy to the Board of Discipline in accordance with Ordinance 27.

9.2 PAYMENT OF BILLS

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

9.2.1 *Timing of Payment*

Accounts for fees and charges for accommodation for each term are presented at the beginning of each full term and are due for payment immediately. Students must ensure they have sufficient funds to pay each term's account in full, including their first payment on arrival in Cambridge.

Students with a valid reason to delay payment must contact the Student Finance Officer (charges@st-edmunds.cam.ac.uk) within 14 days of the first day of full term. Failure to do so may result in interest of 1.5% being charged on overdue accounts.

Late or outstanding accounts mean that disciplinary action may 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 Finance Tutor and his/her Tutor in the first instance and as soon as possible.

- (1) **University Composition Fees and College Fees** (for self-funding students) and some minor charges (for all students) for those matriculating prior to October 2012 are payable termly in advance and for those matriculating from October 2012, are payable annually in advance (see 2.3). Bills will be sent out from the Accounts 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, White Cottage, Flats and Maisonettes are required to pay a Minimum Billing Charge of £225.00 per term for meals, this being equivalent to four week's meals per term. The charge for members who live outside College is £100.00. 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, the College Garden Party and Congregation (graduation) luncheon 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 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.

An 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 9.2.4).

9.2.2 *Methods of Payment*

Payments will be received by the Accounts 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 and Member Number]

- (3) **Cash.** Cash Payments in excess of £500 cannot be accepted for insurance reasons.
- (4) **UK Debit Card.** There is no surcharge or limit on debit card payments.
- (5) **Credit Card & Non UK Debit Card.** A surcharge of 2% will be added to your total for credit and non UK debit card payments.
- (6) **On Line.** To make payments on-line, please go to www.st-edmunds.cam.ac.uk/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.

9.2.3 *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 Freshers information, detailed on the website, 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. Meal 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 Finance Tutor 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.

9.2.4 Code of Practice for the Collection of Student Debts

This code of practice sets out the procedure that will be followed by the Accounts 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 Accounts 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, an 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.

9.2.5 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 <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 Practice Room, Fitness Centre, Laundry and Students' Post 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.

University Cards can be collected from the College Card Representative, in the Bursar's Assistant's Office.

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 students who provide photographs 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.

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 Master's 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.

I I Current Fellows and College Officers and Staff

I I.1 MASTER

Mr M P D Bullock, MA, Vice-Chairman, Cambridge Ahead.

I I.2 FELLOWS

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

Dr P W Gardner, (*Archivist*), University Senior Lecturer, Faculty of Education, formerly *Secretary of the Governing Body*.

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

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

Dr E M K Brett, (*Secretary of the Governing Body*), Senior Commissioning Editor, Language & Linguistics, Cambridge University Press.

Dr R A Chatterjee, University Lecturer, Judge Business School.

Dr E Yin, (*Director of Studies in Management Studies*), University Senior Lecturer in Marketing, Judge Business School.

Dr A Kaminski, (*Admissions Tutor for Graduate courses (Science)*), Head of Scientific Administration, Cancer Research UK Institute.

Dr A Harter CBE, FREng, CEng, Founder & CEO of RealVNC, Chair of the Cambridge Network, Visiting Fellow of Cambridge University Computer Laboratory.

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

Dr M Swann, University Lecturer, Faculty of Education.

Dr S Jenkins, (*Rooms Tutor*), University Reader, Dept of Chemistry.

Dr D Jongkind, (*Tutor, Admissions Tutor for Graduate courses (Arts)*), New Testament Research Fellow, Tyndale House.

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

Dr S Brunnegger, (*Tutor, Director of Studies in Anthropology*) Isaac Newton Trust Research Associate, Dept of Anthropology. (On sabbatical leave for the 2017-18 academical year, following the award of a Fung Global Fellowship by Princeton University).

Dr F Constantino-Casas, (*Tutor*), University Senior Lecturer, Department of Veterinary Medicine.

Dr E Reid, University Lecturer, Dept of Medical Genetics.

Dr N Morrison, (*Tutor, Director of Studies in Land Economy*) Lecturer, Department of Land Economy.

Dr T Freeman, Research Associate, Centre for Family Research, Faculty of Social and Political Sciences.

Dr A. Colli, (*Tutor*) Embedded Researcher, Centre for Advanced Photonics and Electronics in the Department of Engineering.

Mr G Chesterman, (*Tutor, Careers Tutor, Deputy Senior Proctor, University of Cambridge*), Director, Careers Service, University of Cambridge.

Dr M Gemelos (*Deputy Senior Tutor, Admissions Tutor, u/g's, Director of Studies in English*), Affiliated Lecturer, Faculty of English.

Fr A McCoy OFM Conv, (*Dean, Praelector and Second Bursar*).

Dr F Maine, Lecturer in Literacy Education (Primary), Faculty of Education.

Dr I S McCrone, Teaching Fellow in Veterinary Public Health and Farm Animal Medicine.

Dr G S D Gordon, (*PDRA Research Convenor*), Postdoctoral Researcher, Centre for Advanced Photonics and Electronics.

Dr B Challis, University Clinical Lecturer, Endocrinology & Diabetes and Translational Medicine & Therapeutics, Addenbrooke's Hospital.

Dr F Buss, University Reader in Molecular and Cellular Dynamics, Dept of Clinical Biochemistry.

Dr S Paul, Keeper of Rare Books and Early Manuscripts, Dept of Manuscripts and University Archive, Cambridge University Library.

Dr P J O'Donnell, (*Tutor, Director of Studies in Mathematics, Wine Steward, Finance Tutor*), Affiliated Lecturer, DAMTP.

Dr L Davison, Wellcome Trust Veterinary Postdoctoral Fellow, Wellcome Trust Centre for Human Genetics, Nuffield Dept Medicine, University of Oxford, University Lecturer in Genetics and Medicine.

Dr T D'Angelo, (*Tutor*), Temporary Lecturer in Classics (Classical Art and Archaeology), Faculty of Classics.

Dr V Azzu, (*Director of Studies in Medicine*), Academic Clinical Lectureship, Physician.

Dr S Haines, (*Tutor, Deputy Undergraduate Admissions Tutor (Science), Director of Studies in Natural Sciences (Physical)*), Research Associate, High Energy Physics Group, Cavendish Laboratory; Leverhulme Early Career Fellow.

Dr R J Oosterhoff (*Tutor*), Postdoctoral Research Associate, Centre for Research in the Arts, Social Sciences and Humanities (CRASSH).

Dr J Tankebe, Director, MPhil Programmes in Criminology and Criminological Research, Lecturer, Institute of Criminology.

Ms K M Wilson, Chief Operating Officer, CUDAR.

Dr S. Prabakaran, DBT-India Cambridge Lecturer, Department of Genetics.

Mrs K Glennie, (*Development Director*).

Mr N Mansley, Executive Director of Real Estate Research Centre, Department of Land Economy.

Ms E Murphy, (*Bursar, Treasurer*).

Dr L Boyle, Wellcome Trust Senior Research Fellow, Department of Pathology.

Dr S Sambandan, Lecturer, Department of Engineering.

Dr K MacAskill, Course Director, Construction Engineering Masters programme, Laing O'Rourke Centre for Construction Engineering and Technology.

Class B Research Fellows

Dr A J Kruppa, (*Fellows' Steward*), Postdoctoral Research Associate, Cambridge Institute for Medical Research, Dept of Clinical Biochemistry.

Dr V Rennie, Postdoctoral Research Associate, Dept of Earth Sciences.

Dr C Charalampous, (*Fellows' Steward*), *The Toby Jackman Newton Trust Research Fellow*.

Dr R Di Pietro, (*Fellows' Steward*), Research Scientist, Hitachi Cambridge Laboratory, Cavendish Laboratory.

Dr M-S Hwang, (*Fellows' Steward*), Postdoctoral Research Associate, MRC Laboratory of Molecular Biology.
Dr Y Liu, (*Fellows' Steward*), Research Fellow, Centre for Research in the Arts, Social Sciences, and Humanities (*Fellows' Steward*).
Dr A Rossi, (*Fellows' Steward, Computer Officer*), Marie Curie Research Fellow, Cavendish Laboratory.
Dr J Mar, (*Fellows' Steward*), Hitachi Cambridge Laboratory, Department of Physics.
Dr R Heesen, (*Fellows' Steward*), Research Fellow, Faculty of Philosophy.

Class C (Professorial) Fellows

Professor R S White, FRS, (*Director of the Faraday Institute*), Professor of Geophysics, Department of Earth Sciences.
Professor E R Chilvers, ScD FMedSci (*Dean of Discipline*) Professor of Respiratory Medicine, Director, Clinical Academic Training (CATO).
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 P Guthrie, OBE, Professor of Engineering for Sustainable Development and Head of the Centre for Sustainable Development at the Department of Engineering.
Professor D De Cremer, KPMG Professor of Management Studies, Cambridge Judge Business School.
Professor S. Ansari, University Reader in Strategy, Cambridge Judge Business School.
Professor C French, Professor of Geoarchaeology at the Department of Archaeology and Anthropology. Director of the McBurney Geoarchaeology Laboratory.
Professor G Hunt, Dyson Professor of Fluid Mechanics, Department of Engineering.

Class D Fellows

Professor J S H Gaston, formerly Professor of Rheumatology.
Dr S Butler, (*Director of Studies in Law, Steward*), Solicitor.
Dr E Kessler MBE, Founder Director, Woolf Institute.
Professor R Horne, Fellow, AGU, British Antarctic Survey.
Dr P J McCosker, (*Director of the Von Hügel Institute*), Affiliated Lecturer, Research Associate to the Norris-Hulse Professor of Divinity.
Dr T Barsby, CEO & Director, NIAB.
Dr J Marioni, Research Group Leader, EMBL-European Bioinformatics Institute.
Miss C Dobson, Barrister and member of the Inner Temple.

Honorary Fellows

HRH The Duke of Edinburgh, KG KT OM
HRH The Sultan of Perak
His Grace The Duke of Norfolk, Edward Fitzalan Howard
Sir Crispin Tickell GCMG KCVO
Rt Hon Baroness (Betty) Boothroyd OM PC
Most Revd Peter Smith

Professor Derek Burke CBE DL
Dame Bridget M Ogilvie DBE FRS
Professor Bruce M Alberts
Baroness (Janet) Cohen of Pimlico
Rt Rev Dr Anthony Russell
Professor Sir Martin Evans FRS
Revd Dr John Polkinghorne KBE FRS
Lord Alec Broers FRS
Professor Amartya Sen FBA
HE Cardinal George Pell
Professor Sir Brian Heap CBE FRS
Dr Colin Bundy
Mr Joaquín Almunia
Professor Christopher G Rapley CBE
Professor Mary McAleese
Mr Francis Campbell
Most Revd Mgr Eamon Martin
Rt Revd Alan Hopes
Sir Tom Phillips KCMG
Professor J Paul Luzio FMEDSCI
Professor Edward Acton
Professor Neil Gorman DL BVSC
Professor Denise Lievesley CBE FACSS
Sir James Loy MacMillan CBE
HE The Rt Hon Lord Camoys GCVO PC DL
Dr Hermann Hauser CBE FRS
Dame Kate Barker DBE

Life Fellows

Rev Dr G M W Cook, Affiliated Lecturer, Department of Physiology, Development and Neuroscience, formerly *Vice-Master. Fellow from 1979 – 2007.*

Dr S A Mitton, Affiliated Research Scholar, Department of History and Philosophy of Science, Founder Director of Total Astronomy Limited, formerly *Director of Studies in History and Philosophy of Sciences, Second Bursar, Steward, Deputy Praelector. Fellow from 1973 – 2014.*

Dr H E Mason OBE, Reader, Assistant Director of Research in Applied Mathematics and Theoretical Physics, formerly *Senior Tutor.*

Emeritus Fellows

Dr B Elsmore, formerly Assistant Director of Research. Department of Physics and formerly *Keeper of Works of Art.*

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 of 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.*

Dr D Alexander, formerly *Chairman, Molecular Immunology Programme, Babraham Institute formerly Director of the Faraday Institute.*

Professor R E Hills FRS, formerly *Professor of Radio Astronomy.*

Miss B O'Flynn, formerly *Director of Personnel, The British Council.*

Dr M Robson, formerly *Dean & Praelector.*

Professor J Loughlin, formerly *Director of the VHI, Fellow of the European Academy of Sciences and Arts, formerly Affiliated Lecturer in POLIS.*

Dr R C Jennings, formerly, *Deputy Director, Cambridge Enterprise Limited.*

Bye Fellows

Dr P Christie, *Scientific Adviser, Schlumberger Cambridge Research.*

Dr R Al-Lamki, *Clinical Scientist, NIHR, Department of Medicine.*

Dr D Snoswell, *Research Scientist, Schlumberger Gould Research.*

Dr E Gkrania-Klotsas, *Consultant, Dept of Infectious Diseases, Addenbrooke's Hospital.*

Dr S Silvestri, *Senior Lecturer in International Politics & Senior Tutor for Research, City University, London.*

Dr N Stott, *Director of the Master of Studies in Social Innovation Programme, Co-Director of the Cambridge Centre for Social Innovation*

Dr J Garland, *Senior Research Associate, Department of Medicine.*

Fellow Commoners

Rev Dr R Holder

Mrs C M Richardson

Mr B Brown

Mr CM Pratt

Mr P Mitton

Professor L S Burns

Rev Professor A Brent

Mr I Khan KSG

Mr C Cotton

Ms L Bacon

11.3 TUTORS

Dr Judith Bunbury (*Senior Tutor*)

Dr Michele Gemelos (*Deputy Senior Tutor, u/g Admissions Tutor, DoS in English*)

Dr Dirk Jongkind (*Admissions Tutor for graduate studies (Arts)*)

Dr Ann Kaminski (*Admissions Tutor for graduate studies (Science)*)

Dr Susan Haines (*Deputy u/g Admissions Tutor (Science)*)

Fr Alban McCoy (*Dean*)

Dr Peter O'Donnell (*Finance Tutor*)

Dr Stephen Jenkins (*Rooms Tutor*)

Mr G Chesterman (*Careers Tutor*)

Dr Petà Dunstan (*College Librarian*)

Dr Fernando Constantino Casas

Dr Alan Colli
Dr Anna Gannon
Dr Nicola Morrison
Dr Nicky Morrison
Dr Tiziana D'Angelo
Dr Richard Oosterhoff
Dr George Gordon (*Postdoctoral Convenor*)
Dr Sandra Brunnegger (*sabbatical leave 2017-18*)

11.4 DIRECTORS OF STUDIES

Professor Paul Russell (Department Anglo-Saxon, Norse & Celtic): Anglo-Saxon, Norse and Celtic
Dr Corinne Roughley (Hughes Hall): Archaeology and Anthropology
Dr Koen Steemers (Department of Architecture): Architecture
Dr Sally Church (Wolfson): Asian and Middle Eastern Studies
Professor Ian Wilson (Department of Chemical Engineering): Chemical Engineering
Dr Tiziana D'Angelo (Faculty of Classics): Classics
Dr Rob Harle (Computer Laboratory): Computer Studies
Dr Philip McCosker (St Edmund's): Divinity
Dr Vicky Rennie (St Edmund's): Earth Sciences
Dr Jonathan Padley: Education
Dr Kristen MacAskill (St Edmund's): Engineering
Dr Claire Barlow (Department of Engineering): Manufacturing Engineering
Dr Michele Gemelos (St Edmund's): English
Dr Harriet Allen (Girton): Geography – on sabbatical
Dr Helen Roche (Lucy Cavendish): History
Dr Paolo Heywood (Homerton): Human, Social and Political Sciences (Anthropology)
Dr Sara Silvestri (St Edmund's): Human, Social and Political Sciences (Politics)
Dr Salim Al-Gailani (Department of History of Philosophy of Science): History and Philosophy of Science
Dr Anna Gannon (St Edmund's): History of Art
Dr Alex Morris (Department of Land Economy): Economics
Dr Nicola Morrison (St Edmund's): Land Economy
Dr Sean Butler (St Edmund's): Law
Dr Theresa Biberauer (Department of Linguistics): Linguistics
Dr Eden Yin (St Edmund's): Management Studies
Dr Peter O'Donnell (St Edmund's): Mathematics (Applied and Pure)
Dr Vian Azzu (St Edmund's): Medicine (Clinical and Pre-clinical)
Dr Ben Challis, Dr Vian Azzu (St Edmund's): Medical Graduates
Dr Emanuela Davey (Murray Edwards): Modern and Medieval Languages
Mr Matthew Schellhorn (St Edmund's): Music
Dr Linda King (St Edmund's): Natural Sciences (Biological)
Dr Susan Haines (St Edmund's): Natural Sciences (Physical)
Dr Jeff Phillips (Faculty of Divinity, Westcott House): Philosophy
Dr Chris Heath (Department of Psychology): Psychology
Professor Michael Herrtage (St Edmund's): Veterinary Medicine (Clinical)
Mr Stuart Eves (Selwyn): Veterinary Medicine (Pre-clinical)

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 Dr Paul (18), Dr Kaminski (18), Dr Buss(19), Dr McCosker (19), Mr Chesterman (19), Dr Kruppa (19), plus Development Director[1], 2 CR reps (*Recorder: College Administrator*).

The Master is ex-officio for all Committees of Council. Tenure is normally for three years.

Key: x = ex-officio; f = elected Fellow; bold and underlined = chair; I = in attendance; A = Alumni; E = External Member

Academic Agreements (*Recorder: Dr Brett*)
Dr Butler(19), Dr Kaminski(20), Dr Brett(20)

Academic Agreement (Woolf Institute) (*Recorder: Dr Gannon*)
xDirector, xDeputy Director, Dr Gannon(19), Dr Jongkind(19)

Accommodation (*Recorder: Tutorial Secretary*)
xMaster, **xRooms Tutor**, xSenior Tutor, xDean, xBursar, Deputy Senior Tutor, *vacancy*, (member of the Tutorial Committee), Domestic Bursar[1], CR Rep[1], Tutorial Secretary[1]

Advisory Group
xMaster, xVice-Master, xBursar, xTreasurer, xSenior Tutor + other officers or Fellows as the Master and/or Council sees fit

Board of Discipline
Dr Wood, Dr Yin, Professor White, Dr Butler, Dr McCrone, Dr Tankebe

Careers and Enterprise (*Recorder: College Administrator*)
xMaster, xBursar, Development Director, **Dr Harter(19)**, Dr Yin(19), Mr Chesterman(19), Dr Colli(19), Dr Urmetzer[1], Mr McTavish[1], Mr Hiscocks[1], Mr Cotton[1], *vacancies*, College Administrator[1]

Conversazione
Research Fellows and Associate Members arrange Conversazioni together

Dean's (*Recorder: The Dean*)
xMaster, **xDean**, xVice-Master, xDirector of VHI, Dr Gannon(18), Dr Brett(19), Dr Rennie(20), Dr Kruppa(20), 2 CR Reps, Dr Elsmore (Obs.)(20)

Development & Alumni Relations (*Recorder: Alumni Relations Officer*)
xMaster, xVice-Master, xBursar, xSenior Tutor, xDean, xDevelopment Director, Dr Yin(18), Dr Morrison(19), Ms Wilson(19), Mr Chesterman(20), Dr Liu(20), Mr Mansley(20), Alumni Society Chair (Mr Hagger), Ms Cannon[1](20), Senior Development Officer[1], Alumni Relations Officer[1], 2 CR Reps[1]

Estates (*Recorder: College Administrator*)

xVice-Master, xBursar, xComputer Officer, Dr Rossi(20), Dr Jenkins(20), Dr McCrone(18), Dr Di Pietro(18), Dr Gannon(18), Dr Charalampous(18), Dr Butler(20), The Domestic Bursar[I], CR Rep[I], College Administrator[I]

Ethics (*Recorder: College Administrator*)

xVice-Master, Director of the Faraday Institute, Professor White(18), Director of the VHI, Dr McCosker(18), Dr Oosterhoff(18), Dr Swann(18), Dr Wood(20), College Administrator[I]

Faraday Institute (*Recorder: Faraday Administrator*)

xMaster, xVice-Master, xDirector of the Faraday Institute, xBursar, Dr Kessler(18), Professor Gaston(18), Dr Dunstan(18), Dr McCosker(18), Development Director, Assoc. Director[I], Dr Marlow[I], Faraday Administrator[I]

Finance & General Purposes (*Recorder: College Accountant*)

xBursar, **xMaster**, xVice-Master, xSenior Tutor, xSecond Bursar, Professor Horne(18), Dr Chatterjee(18), Dr Harter(18), Dr O'Donnell(18), Professor Guthrie(18), Professor Hunt(20), College Accountant[I], 2 CR Reps[I]

Investment (*Recorder: Second Bursar*)

The Master, xVice-Master, xBursar, xSecond Bursar, Prof Gaston(19), Dr Chatterjee(19), Dr Hwang(19), Dr Colli(18), Mr Dalwood(A), Ms Baroudy(A), Dr Sabharwal(A)

Library (*Recorder: Dr Dunstan*)

xMaster, **xDr Dunstan(Librarian)**, xArchivist, Dr Swann(20), Dr Haines(18), Dr Paul(20), Dr Kaminski(18), Assistant Librarian[I], CR Rep[I]

Nominations (*Recorder: College Administrator*)

xMaster, xVice-Master, xSenior Tutor, xSecretary of the Governing Body, Professor White(19), Dr Morrison(18), Dr Jongkind(20), Dr Harter(18), Dean(18), Professor Guthrie(20), Dr Gordon(20), College Administrator[I]

Remuneration (*Recorder: College Administrator*)

xMaster, xBursar, xVice-Master, Professor Horne(18), Dr Dunstan(20), Mrs Espley(20)(E), Mr Powell(20)(E), Professor Watson(20)(E), College Administrator[I]

Shackle (*Recorder: College Administrator*)

xMaster, xBursar, Professor Runde(E), Professor Lawson(E), Professor Hughes(E), Dr Faulkner(E), Dr Chang(E), College Administrator[I]

Staff Consultative Forum (*Recorder: Events Officer*)

Master, Vice-Master, Bursar, Second Bursar, Dr Jongkind, HR Manager[I], up to 7 members of staff

Staff Re-grading (*Recorder: Dr Dunstan*)

Mr Chesterman(20), **Dr P Dunstan (20)**, Dr A Harter(18), HR Manager[I]

Statutes & Ordinances (*Recorder: College Administrator*)

xMaster, xVice-Master, xSecretary of Governing Body, xSenior Tutor, xDean, xBursar, Dr Butler(20), Dr Dunstan(18), Dr Gardner(18), Ms Dobson(18)

Stewards (*Recorder: Dr Butler*)

xDr Butler(20), xBursar, xWine Steward [Dr O'Donnell], Fr McCoy(18), xFellows' Stewards [Dr Kruppa, Dr di Pietro, Dr Rossi, Dr Hwang, Dr Liu, Dr Mar, Dr Heesen, Dr Charalampous], The Domestic Bursar(I), CR Rep[I]

Tutorial (*Recorder: Senior Tutorial Administrators*)

xMaster, **xSenior Tutor**, xDeputy Senior Tutor and u/g Admissions Tutor, Dr Gemelos(T), xAdmissions Tutor for graduates (Arts), Dr Jongkind(T), xAdmissions Tutor for graduates (Science), Dr Kaminski, xDeputy u/g admissions Tutor (Science), Dr Haines(T), xRooms Tutor, Dr S Jenkins, xDean, Fr McCoy, xCareers Tutor, Mr Chesterman(T), xFinance Tutor, Dr O'Donnell(T), Dr Dunstan(T), Dr Constantino-Casas(T), Dr Gannon(T), Dr Colli(T), Dr Brunnegger(T), Dr Morrison(T), Dr D'Angelo(T), Dr Oosterhoff(T), Dr Maine(f), Dr Gordon(f), Dr Boyle(f), Dr Kruppa(f), Senior Tutorial Administrators[I]

Von Hgel Institute (*Recorder: VHI Administrator*)

xMaster, xVice-Master, **xDirector of Institute**, xDean, Development Director, Dr O'Donnell(18), Dr Kessler(18), Dr Rennie(20), Dr Buss(20), Dr Charalampous(18), Dr Oosterhoff(18), Professor Fox[I], CR Rep[I], VHI Administrator[I]

Wellbeing & Safety (*Recorder: Professor Gaston*)

Professor Gaston (18), xVice-Master, xBursar, xSenior Tutor, x College Nurse, Dr Maine(19), Dr Gannon(19), Dr Reid(19), Dr di Pietro(20), The Domestic Bursar[I], CR Rep[I]

Works of Art (*Recorder: The Dean*)

xMaster, **xDean**, xKeeper of the Works of Art, Dr Brett(20), Dr O'Donnell(19), Dr Swann(19), Dr Charalampous(18), *vacancy*, CR Rep[I]

11.6 COLLEGE STAFF

Master's Office:

<i>Master's PA</i>	Ms A Clode-Baker
<i>College Administrator</i>	Mrs A Coltman

Development Office:

<i>Development Director</i>	Mrs K Glennie
<i>Senior Development Officer</i>	Mrs K Cantell
<i>Alumni Relations Officer</i>	Dr J Mueller
<i>Events Officer</i>	Mrs K Eady

Tutorial Office:

<i>Admissions Secretary</i>	Mrs N Bolser, Ms A Alasalmi
<i>Senior Tutorial Administrator</i>	Mr T Langley
<i>Tutorial/Praelector's Secretary</i>	

College Nurse:	Mrs T Rothwell
Bursar's Office:	
Bursar's Assistant	Mrs H Butrym
HR Manager	Mrs J Pennock
Receptionists	Mr V V Plapara, Miss I Negut
Evening Receptionists	Miss I Senulyte, Miss F Bartoletti
Domestic Bursar	
Facilities Manager	Mr J Dudzic
Caretaker/Cleaner	Mr J Bland, Mr S Soltys
Accounts Office:	
College Accountant	Mrs P Allin
Finance Assistant Purchase Ledger	Ms C Hellstrand
Student Finance Officer	Mrs L Li
Payroll Administrator	Mrs C Newton
Catering:	
Catering Manager	Mr T Anstee
Head Chef	Mr A Doggett
Front of House Manager	Mr M Zyla
Sous Chef	Mr P McPhee
Chef De Partie	Mr G Crow
Chef De Partie	Mr C Jeffery
Chef De Partie	Mr M Daw
Front of House Supervisor	Mr J Nasiadek
Front of House Supervisor	
Front of House assistant	Miss M Kemp-Nicolle
Commis Chef	
College Archivist	Ms Alex Browne
Assistant Librarian	Ms S Jennings
IT Office:	
IT Manager	Mr E Koht
IT Support Officer	Mr H Cole
Housekeeping:	
Mrs T Mason	Mrs T Georgieva
Ms M Nicolle	Mrs P Mitchell
Mrs M Szczepanska	Miss M Tobienska
Mrs K Rynkiewicz	Mrs M Gzella
Mrs R Takacs	Miss G Setkute
Von Hügel Institute:	
VHI Director:	Dr P McCosker
Research Administrator	Dr L Ripamonti
Faraday Institute:	
Director:	Professor R White FRS
Associate Director	Professor K Fox
Administrator	Mrs R Simonson

11.7 OFFICERS OF THE COMBINATION ROOM

<i>President</i>	Tomé Gouveia
<i>Vice-President</i>	Lianne Roode
<i>Treasurer</i>	Siddharth Soni
<i>Secretary</i>	Jay Woods
<i>Welfare Officer</i>	Glen Chua
<i>LGBT Officer</i>	Michael Bascom
<i>IT Officer</i>	Yidan Zhu
<i>Development Officer</i>	
<i>Woman's Officer</i>	Shaaroni Wong
<i>Academic Officer</i>	Toby Salisbury
<i>Bar Steward</i>	Jia Yuan Loke
<i>Entertainments Officers</i>	Marta Ferrarresso, Basil Ting, Andre Wijaya
<i>Librarian</i>	Nishanthini Ganesan
<i>External Officer</i>	Max Pappert
<i>Ethical & Environmental Officer</i>	Ian Mak
<i>Sports Officers</i>	Pratyush Pranav
<i>Finance Officers</i>	Heleen Van't Spijker, Ilya Burkov
<i>Housing Officer</i>	
<i>International Officer</i>	Siddharth Soni
<i>Punt Admiral</i>	Josh Ivinson
<i>Stewards Officer</i>	Jia Yuan Loke
<i>Families Officer</i>	Adam Broza
<i>Equal Opportunities Officer</i>	
<i>Charity Officer</i>	Caitlin McCarthy
<i>Music Officer</i>	Vladimir Rumleanschi

I2 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/notes-members>:

- | | |
|--------------|--|
| (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 |
| (Appendix 8) | Fitness to Study |
| (Appendix 9) | Formal Hall Letter |

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 01223 358966.

Urgent medical advice out of hours is available at CAMDOC, Tel: 01223 464242. An emergency doctor can usually be contacted via the medical practice at which you are registered.

INTERNAL

- Tutors can be contacted via email, via the Tutorial Office, via their College pigeonholes or by telephone. The Tutorial Administrators are located on the first floor, (tel. 336252/336086/767068) and can give advice on many matters of a Tutorial nature. See the College Calendar for details.

EXTERNAL

- Information about buses, including timetables, is available at: <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/buses/bus-timetables/>.

Details of the Universal 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.environment.admin.cam.ac.uk/what-are-we-doing/travel/catch-bus>. A discounted fare of £1.00 per journey is available for University Card holders.

For other services within Cambridge and some long-distance services, see Stagecoach Cambus at <http://www.stagecoachbus.com/cambridge> and National Express at <http://www.nationalexpress.com>, for 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: 03457 48 49 50.
- Taxis: there are many taxi firms in Cambridge, including: Panther (tel: 01223 715715) and AI Cabco (tel: 01223 313131).
- Pharmacies: the nearest pharmacy to the College is on Histon Road (in the shops at the junction of Windsor Road). Boots the Chemist in Lion Yard (tel: 01223 350213) is open until 8pm in the evening (11am-5pm on Sundays).
- Cambridge Rape Crisis Centre: 01223 245888.
- The Samaritans: 01223 364455 (local rate call) or 116123 (free to call).
- University Counselling Service: 01223 332865.
- Convenience Stores: A large selection of foods and other items is available at the Midan Store on Histon Road 8am to 10pm daily, including Sundays (speciality foods, including halal food can be purchased here).