Calendar for the Academic Year 2018-2019

St Edmund’s College
Cambridge CB3 0BN
Tel: +44 (0)1223 336250
Email: reception@st-edmunds.cam.ac.uk
http://www.st-edmunds.cam.ac.uk/
Charity Registration Number 1137454
MICHAELMAS TERM 2018

Committees of Council meetings start at 5.30pm unless stated otherwise.

September

Sa 22  Alumni Society Concert and Dinner
Tu 25  Introductory lunch for MSt History students (12.30pm)
F 28  College & Matriculation Photographs (1pm) followed by Tutors’ Welcome Lunch
      Induction meeting for all new Undergraduate, Diploma and Tripos students (3pm)
      Safety Talk (5pm) in the Garden Room

October

M  1   Term begins
      Induction meeting for all new Masters and PhD students (5.30pm)
      Safety Talk (6pm) in the Garden Room
Tu  2   Full Term begins
      F&GP Committee
W  3   Annual Safety Course for new Graduate Science Students (12.30pm-5pm)
      Tutorial Committee (6pm)
F  5   Admissions & Matriculation Ceremony & Dinner (1) (Scarlet) (6.15pm)
Su  7   Inaugural Mass (10.30am)
      CR General Meeting
M  8   Admissions & Matriculation Ceremony & Dinner (2) (Scarlet) (6.15pm)
Tu  9   Council
W 10  Introductory lunch for Creative Writing MSt students (12.30pm)
Th 11  New Fellows’ Buffet Lunch (12.30pm)
      Nominations Committee
F 12  Beginning of Year Dinner (Scarlet)
Sa 13  Student Seminar
Su 14  Family Lunch
M 15  Dean’s Committee (6pm)
Tu 16  Formal Hall
W 17  Estates Committee
F 19  College Guest Night
Sa 20  Congregation (Graduation) & College Reception
M 22  Governing Body/GB Dinner (6pm)
Tu 23  College Guest Night
W 24  Careers and Enterprise Committee
F 26  Admissions & Matriculation Ceremony & Dinner (3) (Scarlet) (6.15pm)
M 29  Wellbeing & Safety Committee (12) (Scarlet)
      Wellbeing & Safety Committee (12) (Scarlet)
Tu 30  F&GP Committee
      Library Committee (6.00pm)
      College Guest Night

November

Th  1  Development & Alumni Relations Committee (12.30pm)
F  2  Postgraduate Open Day
      College Guest Night
M  5  Shackle Committee (12.30pm)
      Council
Tu  6  Staff Consultative Forum (11am)
      Stewards Committee (12.30pm)
      Formal Hall
Tu 6  Subject Dinner (Natural Science/Medicine)
W 7  Tutorial Committee (6pm)
Th 8  Staff Re-grading Committee (12.30pm)
F  9  Formal Hall
Su 11 CR General Meeting
Tu 13 College Guest Night
Th 15 Remuneration Committee
F 16 Feast of St Edmund (Scarlet), 6.15pm Service in the College Chapel
Sa 17 Student Seminar
Su 18 Family Lunch
Tu 20 Equality and Diversity Working Group (12.30pm)
F&GP Committee
College Guest Night
W 21 Governing Body (Audit Meeting)/Fellowship Dinner, with spouses/partners (6pm)
Th 22 Von Hügel Institute Committee
F 23 Formal Hall
M 26 Council
W 28 Christmas Dinner (1)
Th 29 Christmas Dinner (2)
F 30 Carol Service 6.15pm in the College Chapel
Christmas Dinner (3)

Full Term ends

December
F  7  College Guest Night (with Alumni)
W 19  Term ends

Kitchen closed from 24 December 2018 to 1 January 2019 (inclusive)

LENT TERM 2019

January
Sa  5  Term begins
M 14 College Exams
Tu 15 Full Term begins
W 16 Tutorial Committee (6pm), (DoS) Dinner
Th 17 Nominations Committee
F 18 College Guest Night
Sa 19 University Challenge Quiz Night
Su 20 Family Lunch
Tu 22 F&GP Committee
College Guest Night
W 23 Governing Body (5pm-6.30pm): Vice-Master's business
Th 24 Governing Body (5pm-6.30pm): Vice-Master's business
F 25 Burns Supper
Sa 26 Congregation (Graduation) & College Reception
Su 27 Family Lunch
M 28 Council
Tu 29 Formal Hall
W 30 Governing Body (6pm start): Vice-Master's business
Th 31 Careers Skills Session
Investment Committee (6pm)
### February

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>F 1</td>
<td>College Guest Night</td>
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<tr>
<td>M 4</td>
<td>Wellbeing &amp; Safety Committee (12 noon)</td>
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</tbody>
</table>
| Tu 5  | Stewards Committee (12.30pm)  
       | Dean’s Committee (6pm)  
       | College Guest Night |
| Th 7  | Staff Re-Grading Committee (12.30pm)  
       | Careers Skills Session |
| F 8  | Commemoration of Benefactors Feast (Scarlet), 6.15pm Service in the College Chapel |
| Sa 9  | Student Seminar |
| Tu 12 | Staff Consultative Forum (11am)  
       | Formal Hall  
       | Subject Dinner (Economics/Land Economy/Finance) |
| W 13 | Careers and Enterprise Committee |
| Th 14 | Remuneration Committee  
       | Careers Skills Session  
       | Supervisors Dinner |
| F 15 | College Guest Night |
| Tu 19 | Equality and Diversity Working Group (12.30pm)  
       | F&GP Committee  
       | Formal Hall |
| W 20 | Estates Committee |
| Th 21 | Governing Body (6pm)/Admissions Ceremony (7.15pm) and Fellowship Dinner |
| F 22 | College Guest Night |
| Sa 23 | Fourth Annual Student Interdisciplinary Conference |
| M 25 | Council |
| Tu 26 | Library Committee (6pm)  
       | Formal Hall  
       | Subject Dinner (Arts/Humanities/Law) |
| Th 28 | Development & Alumni Relations Committee (12.30pm) |

### March

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<th>Date</th>
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<tbody>
<tr>
<td>F 1</td>
<td>Formal Hall</td>
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<tr>
<td>Sa 2</td>
<td>Boat Club Dinner</td>
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<td>Su 3</td>
<td>CR General Meeting</td>
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| Tu 5  | Formal Hall  
       | Subject Dinner (Maths/Engineering) |
| W 6  | Ash Wednesday  
       | Tutorial Committee (6pm) |
| Th 7  | Von Hügel Institute Committee |
| F 8  | College Guest Night |
| Sa 9  | Student Seminar |
| Tu 12 | Formal Hall  
       | Subject Dinner (Social Sciences) |
| Th 14 | F&GP Committee |
| F 15 | Formal Hall  
       | *Full Term ends* |
| M 18 | Council |
| F 22 | College Guest Night (with Alumni) |
| M 25 | *Term ends* |
EASTER TERM 2019

April

Sa 6 Congregation (Graduation) & College Reception
W 17 Term begins
Kitchen closed 19 April to 22 April 2018 (inclusive)
Tu 23 Full Term begins
F&GP Committee
W 24 Tutorial Committee (6pm)
Th 25 Nominations Committee
F 26 College Guest Night
Sa 27 Congregation (Graduation) & College Reception
Su 28 Family Lunch
CR General Meeting
M 29 Council (5pm)
Tu 30 College Guest Night

May

W 1 Estates Committee
F 3 College Guest Night
Tu 7 Library Committee (6pm)
College Guest Night
Th 9 Development & Alumni Relations Committee (12.30pm)
F 10 College Guest Night
M 13 Wellbeing & Safety Committee (12 noon)
Tu 14 Dean’s Committee (6pm)
Formal Hall
W 15 Careers and Enterprise Committee
Th 16 Staff Re-Grading Committee (12.30pm)
F 17 Norfolk Commemoration (Scarlet)
Sa 18 Congregation (Graduation) & College Reception
Tu 21 F&GP Committee
Formal Hall
W 22 Tutorial Committee (6pm)
Th 23 Remuneration Committee
F 24 College Guest Night
Tu 28 Stewards Committee (12.30pm)
Council
Formal Hall
Th 30 Von Hügel Institute Committee
College Guest Night/Ascension Day (Scarlet)

June

Su 2 CR General Meeting
Tu 4 Staff Consultative Forum (11am)
Alumni Society Graduands’ Reception (5pm)
Formal Hall
Th 6 Nominations Committee
F 7 Formal Hall
Tu 11 Governing Body / Fellowship Dinner (6pm)
F 14 End of Year DoS / Tutor celebration (1pm)
End of Year / College Guest Night
F 14  Full Term ends
Sa 15  Sports Dinner
Su 16  End of Year Mass (Scarlet) and College Garden Party
Tu 18  Equality and Diversity Working Group (12.30pm)
         F&GP Committee
         College Guest Night
F 21  May Ball and Dinner
M 24  Council
Tu 25  Term Ends
F 28  Graduands Dinner and Guest Night (Scarlet)
Sa 29  Congregation (Graduation) & College Reception (General Admission)

RESEARCH PERIOD 2019 (Monday 8 July – Saturday 10 August)

July
F 5  College Guest Night (with Alumni)
F 12  Formal Hall
F 19  College Guest Night
Sa 20  Congregation (Graduation) & College Reception

September 2019
Sa 28  Alumni Society Concert & Dinner

Dining arrangements

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<tbody>
<tr>
<td>Breakfast</td>
<td>8.00am - 9.30am (Monday - Friday)</td>
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<tr>
<td>Brunch</td>
<td>11.00am – 12.30pm (Saturday)</td>
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<tr>
<td>Lunch</td>
<td>12.30pm - 1.30pm (Monday - Friday)</td>
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<td>12.30pm – 1.30pm (Sunday)</td>
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<tr>
<td>Dinner</td>
<td>6.30pm - 7.45pm (Monday - Friday) 6.00pm – 6.45pm</td>
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<td>on Formal Hall and College Guest Nights</td>
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<tr>
<td>Formal Hall</td>
<td>7.00 for 7.30pm</td>
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<tr>
<td>College Guest Night</td>
<td>7.00 for 7.30pm</td>
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No evening meal on Saturday or Sunday.

Formal meals can be booked via http://www.st-edmunds.cam.ac.uk/dbs
Telephone numbers and contact details

**Reception**

Receptionists (Mr Varghese Plapara, Miss Iuliana Negut, Miss Inga Senulyte, Miss Flavia Bartoletti) 36250 reception@st-edmunds.cam.ac.uk

**Master's Office**

Master’s PA (Ms Alexandra Clode-Baker) 36129 masters.office@st-edmunds.cam.ac.uk
College Administrator (Mrs Angela Coltman) 36122 college.administrator@st-edmunds.cam.ac.uk

**Development Office**

Development Director (Mrs Kate Glennie) (7)48865 development.director@st-edmunds.cam.ac.uk
Senior Development Officer (Mrs Katharine Cantell) (7)61342 knc23@cam.ac.uk
Development Officer (Mr Chris Powers) (7)60877 development@st-edmunds.cam.ac.uk
Events Officer (Mrs Kerry Eady) (7)67861 events@st-edmunds.cam.ac.uk
Development Assistant (Ms Sapphire Elisha) (7)60877 development@st-edmunds.cam.ac.uk

**Tutorial Office**

Head of Tutorial Office (Mrs Naomi Bolser) 36252 tutorial@st-edmunds.cam.ac.uk
Senior Graduate Administrator (Mr Tobias Langley) (7)67068 tutorial@st-edmunds.cam.ac.uk
Tutorial Administrator (Mr Sam Langley) praelector@st-edmunds.cam.ac.uk
Admissions Secretary (Mr Pontus Ljungberg) 36086 admissions@st-edmunds.cam.ac.uk
College Nurse (Mrs Taryn Rothwell) nurse@st-edmunds.cam.ac.uk

**College Librarian** (Ms Susanne Jennings) (7)60875 librarian@st-edmunds.cam.ac.uk

**Acting Dean** (Fr Alban McCoy) 36123 dean@st-edmunds.cam.ac.uk

**Praelector** (Fr Alban McCoy) 36123 praelector@st-edmunds.cam.ac.uk

**Director of Chapel Music & Organist** (Miss Louisa Denby)

chapel-music@st-edmunds.cam.ac.uk

**Bursar’s Office**

Bursar (Ms Edna Murphy) 36126 bursar@st-edmunds.cam.ac.uk
Bursar’s Assistant (Mrs Hayley Butrym) 36124 bursars.office@st-edmunds.cam.ac.uk
H.R. Manager (7)68403 hr@st-edmunds.cam.ac.uk

**Accounts Office**

College Accountant (Mrs Pauline Allin) (7)61095 accountant@st-edmunds.cam.ac.uk
Purchase Ledger Finance Asst (Ms Christina Hellstrand) 36109 purchase.ledger@st-edmunds.cam.ac.uk
Student Finance Officer (Mrs Lu Li) (7)63553 charges@st-edmunds.cam.ac.uk
Payroll, Pensions, HR Admin (Mrs Linda Claxton) 36109 payroll@st-edmunds.cam.ac.uk
Facilities/Housekeeping

Head of Facilities (Mr Janusz Dudzic)  (7)60878  facilities.manager@st-edmunds.cam.ac.uk
Maintenance/caretakers (Mr John Bland, Mr Slawek Soltys)  maintenance@st-edmunds.cam.ac.uk

Hospitality & Conferencing

Head of Domestic Operations (Mrs Joy Ferreira)  (7)61094  domestic.operations@st-edmunds.cam.ac.uk
Conference Coordinator (Mrs Hayley Butrym)  36124  conference@st-edmunds.cam.ac.uk
Rooms Administrator (Mr Peter Brindle)  60819  accommodation@st-edmunds.cam.ac.uk

Please email conference@st-edmunds.cam.ac.uk for all meeting/guest room bookings and catering.

Catering

Catering Manager (Mr Marek Zyla)  (7)63121  catering@st-edmunds.cam.ac.uk
Head Chef (Mr Paul McPhee)  36084  head-chef@st-edmunds.cam.ac.uk
Fellows’ Stewards  fellows.steward@st-edmunds.cam.ac.uk
Wine Steward (Dr Peter O’Donnell)  (7)64285  wine.steward@st-edmunds.cam.ac.uk

IT Office

IT Manager (Mr Espen Koht)  (7)63095  it-support@st-edmunds.cam.ac.uk
IT Officer (Mr Nather Al-Khatib)  36065  it-support@st-edmunds.cam.ac.uk

The Archive

College Archivist (Ms Alexandra Browne)  60873  archivist@st-edmunds.cam.ac.uk

Von Hügel Institute

Director (Dr Philip McCosker)  (7)46866  vhi-director@st-edmunds.cam.ac.uk
Development Officer (Dr Luigi Gioia)  (7)61334  lg527@cam.ac.uk
Research Administrator (Dr Lidia Ripamonti)  36089  vhi@st-edmunds.cam.ac.uk