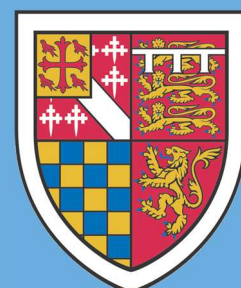


NOTES FOR MEMBERS 2025-26



INTRODUCTION

The Notes for Members are provided as a user-friendly guide to St Edmund's College and its activities. This guide does not replace or supersede the Statutes and Ordinances or College policies.

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.

Information in the Notes for Members is true at the time of publication. The College reserves the right to make amendments at any time throughout the academic year. Any updated versions will be clearly communicated and circulated.

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The College and its Membership



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municipal and Articul
City of Cambridge
of May 1584
Meeting
name



Order, Navy and Literature
Esquire, Master of St
Endic, Fellow of St
Cambridge his
Most Noble
Honour

these Presents shall come
Victorian Order upon wh
King of Arms, Sir Aust
Order of the Bath
Arms and Lit
Order of the Garter

ALLAN

1.1 Origin and Development of St Edmund's College

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

In 1965 St Edmund's became one of the first Graduate Colleges of the University. From 1969 the College matriculated women. 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 of the University 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 <https://www.st-edmunds.cam.ac.uk/about-us/history/origins/> and the book "St Edmund's College: A Commemorative History" can be bought from the Development Team.

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, around 60 Governing Body Fellows, 200 senior members, over 700 fee-paying students and about 100 members of staff.

1.2 Members of the College

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

1.2.1 Fellows

The word 'Fellow' (Latin: socius) originally meant a man who lived off the college endowment and who shared with their 'fellows' a corporate responsibility for the teaching and welfare of the paying students or 'commoners'. It is the body of Fellows comprising the Governing Body which constitutes St Edmund's as a college. Apart from the Bursar, Senior Tutor, Dean, and 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.

The Governing Body Fellowship comprises Fellows (including Professorial Fellows) and Research Fellows. Fellows typically hold an academic post in the University of Cambridge, although some academic-related and senior administrative staff can be elected as Fellows too. Research Fellows are normally post-doctoral researchers in the University.

The term "Fellow", when used in College, generally refers to Governing Body Fellows (as above). However, the wider senior membership of the College also includes:

Visiting Scholars are normally teachers in other universities and colleges who have been given membership of St Edmund's during sabbatical leave, typically for periods between 8 weeks and a year.

Life Fellows who 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, having served as a Fellow for 25 years.

Emeritus Fellows who are Fellows of the College of a certain seniority who have reached the retirement age and have given sustained and successful service in one or more College Office(s) and/or served as a Fellow for 20 years.

Honorary Fellows who are persons of conspicuous merit or who render or have rendered signal service to the College.

Bye-Fellows who are individuals closely associated with the College whose election appears to the Governing Body to be in the interests of the College in pursuing its charitable objects or operational functions.

Fellow Commoners for whom a 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 further categories of senior membership are as follows:

Postdoctoral Research Associates (PDRAs)/Associate Members are typically postdoctoral research workers attached to a University department or associated institution.

Senior Research Associates and Research Associates are established academics, or those working in academic-related fields, who wish to pursue high level academic research within an organisation or institute that has a formal link with the College.

I.2.3 Junior Members

Students are the postgraduate, undergraduate and affiliated students of the College *in statu pupillari*.

The postgraduate 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 postgraduate 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 postgraduate students may have been undergraduates of the College or of another Cambridge college, or may be postgraduates of other universities. A postgraduate student, if not a Cambridge graduate, has B.A. Status while at Cambridge, but any postgraduate 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 postgraduates 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. They formally agree to do this when they sign the Matriculation Register.

I.2.4 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.

I.2.5 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

I.2.6 Alumni

An alumnus of St Edmund's is someone who has both matriculated at the College and studied on an approved course at the University of Cambridge. This definition of alumni status aligns with the [alumni eligibility criteria](#) of the University of Cambridge.

Alumni status is distinct from membership of the St Edmund's Alumni Society.

When students matriculate they become a lifelong member of the St Edmund's Alumni Society. Membership of the St Edmund's Alumni Society is also extended to other categories of College membership, including different kinds of Fellow and Senior Members. This is designed to promote interaction between all members of the College, both past and present. The Society is keen to support Alumni and Members who wish to connect with old friends, it arranges social events throughout the year both in College and further afield.

For more details please email: development@st-edmunds.cam.ac.uk

1.3 Government of the College

The College is owned and governed by the Master and the Fellows. Emeritus, Life, Honorary, Visiting, 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* and, six Fellows elected by and from the members of the Governing Body. These 12 members of Council stand as the College's charity trustees, and bear ultimate legal responsibility for the operations of the College as a registered charity. In addition, two resident Junior Members of the College are elected each year to sit on the Council, but are not charity trustees. The Council meets several times each term.

1.3.1 College Officers

The Master has a general responsibility for the affairs of the College and chairs, when present, all meetings of the Governing Body and the Council; they are thus able to keep in close touch with various officers in their work.

The Vice-Master deputises for the Master in their absence and undertakes other duties assigned by the Governing Body. They are also a member of many of the College's Committees.

The Senior Tutor has overall responsibility for Tutorial matters in their various aspects (see 2.1 – 2.19). They also have overall responsibility for matters relating to the education, discipline and welfare of the Junior Members of the College.

The Bursar is responsible for the non-academic administration and for the financial and domestic management of the College.

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

The Secretary of the Governing Body is responsible for ensuring that notice of the meetings of the Governing Body and the Council are given, and for keeping minutes of the proceedings and decisions of these meetings.

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

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 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 Finance Tutor is responsible for advising on student financial matters and meets with students in financial hardship.

Directors of Studies 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 Treasurer is responsible for implementing the investment policy formulated by the Council.

The Fellow 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 Sub-committee, the Finance Audit and Resources Committee and the Council. They are responsible for the good order of the Senior Combination Room and for chairing the Stewards' Sub-committee.

The Fellows' Stewards assist with and are responsible for formal entertainment in the College and are members of the Stewards' Sub-committee.

The Wine Steward is responsible for the ordering, purchasing, recording and serving of wine for the formal entertainment provided by the College. The Wine Steward is a member of the Stewards' Sub-committee.

The Fellow 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 I.5).

The Green Officer is responsible for the propagation of environmental policies of the College.

The Keeper of Works of Art shall be responsible for the cataloguing and care of works of art owned by, and entrusted to, the College, for making available information about these works of art and for the promotion of art within the College.

The Post-Doctoral Research Associate Convenor shall be responsible for recruiting potential post-doctoral research associates, welcoming those successfully elected to the College and for co-ordinating events for them.

1.3.2 Committees of the Council

The principal committees of the College are as follows:

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

The Nominations Committee is responsible for reviewing the composition of the Fellowship and Senior Membership, identifying new needs, scrutinising applications for Fellows and Senior Members in all categories

including Visiting Scholarships, and making recommendations for membership to Council and the Governing Body. In addition, the committee reviews nominations to College offices and membership of other committees of Council.

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

The Education and Learning Committee is responsible for advising the Council upon matters of educational policy and strategy, and maintains overall responsibility for, and oversight of, the student College experience. This includes working with other relevant committees on admissions policy, overseeing teaching standards, and academic support guidance, the welfare of student members, relations with University Boards, Faculties and Departments in academic matters, advising Council how to respond to requests for relevant advice or information from the central bodies of the University, and for appointing Directors of Studies and supervisors for undergraduate students and for maintaining supervisory oversight of its sub-committees, which are as follows:-

- **The Library and Study Services Sub-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 5.2).
- **The Wellbeing Sub-Committee** is responsible for the development and recommendation of policy and practice in relation to the wellbeing of junior College members.

The Equality Diversity and Inclusivity Committee is responsible for the development and implementation of the College's equality and diversity policy, and for promoting a positive and fully inclusive environment to all members of the College community.

The Finance, Audit and Resources ("FAR") Committee is responsible for the financial affairs of the College, including financial strategy, development and fundraising strategies, the management of financial investments, the annual budget, accounts, key areas of income generation (investments, conferences), and for prioritising significant new financial needs. Its responsibility shall also encompass the scrutiny of monthly management 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, and for maintaining supervisory oversight of its sub-committees, which are as follows:

- **The Estates Sub-Committee** is responsible for overseeing the development and maintenance of the College buildings, gardens and grounds.
- **The Health and Safety Sub-Committee** advises FAR on the College's health and safety (H&S) arrangements, including ensuring that the College's H&S Policy Statement is at all times fit for purpose, and up to date with reference to prevailing HSE advice upon best practice.
- **The Remuneration and People Sub-Committee** is responsible for advising and making recommendations to FAR on matters of HR policy, including role grading and remuneration for College Officers and College Staff.
- **The Steward's Sub-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.

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

1.3.3 The Visitor

The College Visitor is the Archbishop of Westminster.

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 (though students are entitled to choose to opt out of CR membership should they wish to – see section 1.4.2); it does not include Fellows. The CR functions as the College's student union, and its status and operations are subject to various legal requirements which are reflected in the CR's written Constitution (see below).

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. Partners of CR members may share benefits by paying an additional termly fee. Partners identified to the College in advance who will be living onsite will be auto-enrolled for the CR Subscription. Partners not living onsite will need to apply for the CR Subscription. This will give access to CR facilities but will not constitute full college membership.

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 partners are encouraged to attend.

Further details of the functions of the CR are given in its Constitution which may be found on the [College website](#).

1.4.1 Code of Practice

The CR must 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 CR must be in accordance with its written Constitution 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 CR;
- (b) the allowed activities of the CR 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.

As indicated, students may elect not to be members of the CR. To do this, they must give notice in writing to the President of the CR within one week of the start of the Michaelmas Term. The CR President will then write to the Finance Department to advise them that the CR fees will be waived for that student.

If the College is required to provide a student with services of a kind which the CR provides for its members, the cost will be determined by the Finance, Audit and Resources Committee in each individual case and charge an amount up to the level of CR 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 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 VHI 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 VHI contributes to the vibrant intellectual life of the College and University and wider afield through its high-level research programmes, conferences, seminars and workshops as well as in the form of seminar papers, reports and publications. The VHI organises a number of major public lectures. Part of the VHI's activities are specifically designed to contribute to the College's THRIVE framework, as well as to the College's external partnerships. The VHI also organises public events, which include the annual VHI Lecture, that explores the relationship between Catholic thought and contemporary society.

The VHI's members include College Fellows, Senior Research Associates, Research Associates and Affiliate members, as well as Visiting Scholars to the College.

1.6 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 contribute to the academic life of the University and provide an opportunity for members to share their academic work or interests. The College welcomes approaches from those interested in hosting, supporting or speaking at such events.

1.7 Green Templeton College, Oxford

The College is 'twinned' with Green Templeton College, Oxford, giving members of the two colleges certain reciprocal privileges. The Vice-Master is happy to provide further information if required.

2

Academic Administration and Procedures



2.1 Admission

2.1 Immigration Regulations – Passport Inspection and Visas

All students with a Student Visa are required to produce their passports and visas for inspection and scanning on arrival at the College, as a condition of matriculation. 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 EEA and Switzerland. Up to date information is available from the [International Office website](#).

Students are written to by the Tutorial Team termly as a reminder of their immigration obligations, but it is the responsibility of the individual to ensure emails are responded to and timely action is taken. Depending on your nationality you may also be expected to make contact with the Police. The International Student Office will inform you if this is the case.

Helpful information about Immigration and other matters is available from the [UKCISA webpage](#) The UK Council for International Student Affairs provides advice and information to international students studying in the UK and to staff who work with them.

Students with a Student Visa undertaking supervision or invigilation work are required by these regulations to sign a contract with the College. To obtain a contract please contact the Tutorial Team.

Students undertaking work on behalf of the College (i.e as student ambassadors, invigilators etc) must produce relevant right to work documentation and be in receipt of a signed contract before any work can be carried out.

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 Matriculation Ceremonies at the beginning of the academic year or the term in which you start. If you are unable to attend any of the Matriculation Ceremonies please contact the Tutorial Team so they can arrange for you to sign the College Book. If you are studying with a Tier 4 visa or Student Visa, you cannot matriculate until your documents have been scanned (see 2.1.1).

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, which confirms amongst other things that they will abide by the rules of the College, as set out in the policies and the Statutes of the College.

2.3 Academic Fees and Charges

2.3.1 University Composition Fee

1. Undergraduates

For more information, see the relevant page on the [University website](#).

The responsibility for ensuring the correct fee status rests with the student. The College will determine the fee based on the information provided by the student for the course they have applied to study.

2. Postgraduates

For more information, see the relevant page on the [University website](#).

Alumni Society

Lifetime membership of the Alumni Society is provided for a one-off fee of £52 and is charged upon Matriculation. Half of the charge goes directly to the Alumni Society and the remainder is used to provide direct administrative support to the Alumni Society. The Alumni Society fee is non-refundable.

College Fees and Charges

The Undergraduate College Fee for students who matriculate in 2025-26 is £12,980 and is charged annually at the start of each academic year.

The Undergraduate College Fee is payable by all Overseas Undergraduates and MAST students, as well as Home undergraduates who have previously been awarded a degree (ELQ) by any university or higher education awarding body. Overseas students in courses in Medicine and Veterinary Medicine will pay the Undergraduate College Fee for both pre-clinical and clinical years.

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

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 or at start of their course. The following charges apply to students during 2025-26:

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.

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. It qualifies members and their spouses for use of the University Centre, 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. 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 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 Admissions and Matriculation 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 degree). 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 Admissions & Matriculation Ceremony).

2.6 Tutors and the Tutorial Team

Tutors provide pastoral support and advice and are a vital first point of contact for students. All students will be given contact details for their Tutor and are encouraged to contact them directly.

The Tutorial Team supports the Senior Tutor and the Tutors. It is responsible for all administrative work concerning matriculation, student queries, graduation congregations, examination entries and results, tutorial awards, supervision reports. The Tutorial Team is situated opposite the Richard Laws Building.

2.7 Supervisors and Directors of Studies

2.7.1 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.

2.7.2 Undergraduate Degrees

The College appoints a Director of Studies for each subject and student reading for the B.A., LL.M., M.A.S.T. or M.C.L. degrees. The Director of Studies arranges with the student the papers to be taken, 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. Students must attend all supervisions arranged for them and complete the tasks assigned. A Director of Studies is responsible for the overall academic programme and progress of their 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 Director of Education and/or the Senior Tutor as appropriate. See Appendix 9, Enhanced Student Support. 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 Director of Studies and/or Tutor in the first instance.

2.8 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. This is also noted on CamSIS. 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.

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 their Tutor, Director of Studies or the Tutorial Office. Supervisions are compulsory and students must attend all of them. If unable to do so, for example, because of sickness, they must inform the supervisor, Director of Studies, Tutor or the Tutorial Team. Students who miss more than one supervision without good cause may be charged the standard supervision cost.

2.9 Keeping Term and Leave of Absence

Those '*in statu pupillari*', are required to keep term as part of the requirement for their degree.

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.

Details of the dates of Term and Full Term may be found in the College Calendar and the [University's 'Cambridge Students' web page](#).

Undergraduate students: The University's statutes require that undergraduate 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 (59 nights in Michaelmas and Lent, and 52 during Easter term).

Postgraduate students: Terms of Residence requirements vary depending on one's student status. Guidance is available on the University website: [Terms of Study](#)

If a student intends to go away from the College for any period during Full Term, they must obtain permission from the Senior Tutor via their College Tutor. For further information please contact the Tutorial Team: tutorial@st-edmunds.cam.ac.uk.

2.10 Examinations and Academic Progress

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 Tutorial Team (tutorial@st-edmunds.cam.ac.uk) 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 Tutorial Team 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 Team immediately. This is particularly important if you are unwell on the day of an examination. 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.

2.10.2 Sitting Examinations with Access Arrangements

If a student requires exam access arrangements to the Examination process (e.g. extra time, use of a computer), they must discuss this with their Tutor during Michaelmas term. The Tutorial Team will then apply to the Examination Access and Mitigation Committee on the student’s behalf. Diagnostic evidence is required to support such requests and should be obtained during the Michaelmas Term. The [Accessibility and 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.

Late applications (received after the deadline) may result in delays of those applications being approved and the necessary arrangements being put in place.

2.10.3 Examination Failure and Ordinary

Students will not necessarily be allowed to continue with their undergraduate course if their academic progress is not satisfactory, i.e., if they attain an Ordinary or Fail. The College’s code of practice with regard to failure in a Tripos examination is set out in Ordinance 30, 4.4.

If a student fails a Tripos examination they are not usually allowed to continue to the next year of that Tripos as per the [Statutes of the University](#).

2.10.4 Intermitting

Students are encouraged to discuss their academic progress with their Tutor. If any student feels unable to continue for health, financial, academic or other personal reasons, they should discuss the possibility of intermitting or withdrawing with their Tutor. In order to return to the College at a later stage various guarantees must be produced – details of these will be sent out by the Tutorial Team. The College reserves the right to set an internal examination to test the student’s academic ability before agreeing to support the application to return. The College reserves the right to refuse return if debts remain outstanding.

2.10.5 College Mock Exams

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

2.11 College Letters

The College will provide letters for students to confirm proof of registration as a student. For undergraduate students, these letters can be requested in advance by contacting the [Tutorial Team](#). It is unlikely letters can be prepared on the day of request and students are advised to request letters as far in advance as practical. Postgraduate students should request letters through their CamSIS self-service in the first instance.

2.12 Procedure for Receiving Degrees

All arrangements for the degree ceremony fall under the remit of the Praelector. Students approved by their Degree Committee or the Student Registry 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 2025/26 are 25 October; 29 November (in absence); 30 January (in absence); 28 February; 11 April (in absence); 2 May (in absence); 23 May; 4 July (General Admission); 25 July. General admission on 4 July is reserved solely for Undergraduates.

All students will need to register themselves on CamSIS via the self-service portal in order to graduate. It is the individual student's responsibility to make sure that the appropriate Degree Committee has approved their degree well in advance of their chosen graduation date and to make sure all the necessary arrangements with the College have been made before notifying family and friends.

The dress code, set by the University, must 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 website](#) and on the [University's website](#).

Those who seek a dispensation from these norms should inform the Praelector or Graduation Team 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 beginning of July) or the MPhil at the July ceremony are strongly advised to hire the necessary dress well in advance owing to the high demand which can occur at these times. Academical dress may be hired from:

- Ede & Ravenscroft (70-72 Trumpington Street),
- Ryder and Amies (22 King's Parade)

An online alternative is [Churchill Gowns](#).

Up to two 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 is expected to 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 the Graduation Team. 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. Outstanding non-tuition College bills (for example, accommodation or other ancillary charges) will not, of themselves, prevent a student from receiving their degree. However, the College may reserve the right to restrict eligibility to graduate in person where non-tuition bills remain outstanding, taking account of the student's individual circumstances. Students will not be eligible to receive their degree where tuition fees remain outstanding.

2.13 Degree Celebrations

For members taking degrees, the College arranges a small celebration before the ceremony. This generally takes the form of a drinks reception. The timetable for graduations is arranged by the University. Graduands will be informed of arrangements by the Praelector or Tutorial Team.

Graduands are not charged to attend themselves. The Tutorial Team will advise graduands of the cost of the arrangements for the day.

2.14 College Teaching

Postgraduate 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. They should also view the [guidance for supervisors](#) on the College website.

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) following the steps on a dedicated page [Financial Support – My St Edmund's \(cam.ac.uk\)](#). Please see the College website for specific timings and grants. A sub-committee of the Finance Panel convenes weekly to discuss all applications and students are written to with the outcome of their application. Students may always contact their Tutor or Tutorial Team if they have queries.

2.16 Data Protection & GDPR

The College has a Data Protection Policy, which may be found on the [College website](#).

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, or the Membership office, who will put in a formal request to the Senior Communications Manager on their behalf. The Communications team 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 Equality Diversity and Inclusivity Charter which may be found on the [College website](#).

2.19 Procedure for Dealing with Comments, Suggestions and Complaints from Students

2.19.1 Overview

The College welcomes comments and suggestions from students.

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

The College anticipates that complaints will normally be resolved informally in the first instance, under suggestions and comments. This is known as 'local resolution'.

Students with a complaint should bring it to the attention of the College using the relevant form (see Appendix 8) and the procedure outlined in section [2.19.7](#) below as soon as possible following the occurrence of the problem and in any event within 28 days. Many complaints can be resolved quickly and effectively and 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 2.19.8.

A student may wish to raise 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, please refer to the [guidance provided by the Office of Student Conduct and Complaints \(OSCCA\)](#).

Guidance can also be found from the appropriate contact within the Faculty or College. Advice can be sought from any of the persons listed in section 2.19.8. You may also wish to discuss this with your Tutor, who may ask the Senior Tutor to take this up on your behalf if appropriate.

2.19.2 Examination Appeals and Reviews

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. Please be aware that these are time-sensitive, and information is available on the University website:

[Exam Reviews](#)
[Examination Allowances / Appeals](#)

Further information may be obtained from the [Tutorial](#) team.

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 away from that course 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. Any associated fee changes are the responsibility of the student. Further information concerning the process is available on the [College website](#).

2.19.4 Harassment

Students with a complaint relating to harassment of any kind can find additional information in the College's Guidelines on Harassment and Sexual Misconduct. The College follows the University Code.

Advice, support and guidance may be sought from:

- [Harassment and Violence Support Service](#)
- [Breaking the silence - preventing harassment and sexual misconduct](#)
- [Report inappropriate behaviour of other students or staff](#)

Advice, support and guidance may also be sought from the Harassment and Violence Support Service, which can be found here [Harassment and violence support | Student Support \(cam.ac.uk\)](#)

2.19.5 College Policy

Complaints on specific matters of College policy should be made via completion of the form provided and submitted to the Senior Tutor in the usual way. See Appendix 8 for details.

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 their 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 Complaints Procedure

Stage one

If you experience a problem with any support 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 support. If local resolution does not resolve the situation satisfactorily, you should approach the person responsible for that Department. 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 via local resolution by yourself, or where, after the relevant Head of Department has been approached, a satisfactory conclusion has not been reached, the College form should be completed and submitted to the Senior Tutor, in order that the complaint may be investigated. In certain cases, the Senior Tutor may consider it appropriate to appoint a Deputy to carry out the investigation. An initial response can be expected from the Senior Tutor, or their appointed Deputy within 7 days of its receipt (within full term), and a considered response with any recommendations outlined, should be received within 28 days (within Full Term). It is expected that this would normally close the complaint. A copy of the form will be kept on file, together with a note of any recommendations, action taken and the notification to the student.

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. That member could be: any Fellow; a fellow student, including one of the officers of the CR; or an officer of the Graduate Union.

It is hoped that very few complaints would remain unresolved after the written response from the Senior Tutor or their appointed Deputy. However, where this is not the case, students should respond in writing to advise that this is the case within 21 days of being notified to request a review of the process and complete the review form which is sent direct to the Master's office. The Master 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, any subsequent remedy implemented with the minimum of delay, and you will receive a completion of procedures letter.

In some cases, the first stage 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 form should be sent direct to the Master.

2.19.8 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
- Supervisors/Directors of Studies
- Secretary of relevant Degree Committee, or other Departmental Graduate Adviser
- Students Union and Student Advice Service
- Office of Student, Complaints and Appeals (OSCCA)

If you are dissatisfied with the final outcome of the process, and the College's internal procedures have been exhausted, students can consult [OSCCA](#). It may also be possible to apply for a review of your case to the Office of the Independent Adjudicator for Higher Education (OIA), an external ombudsman.

2.19.9 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](#) 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.

3

Safety and Security



3.1 Fire Regulations

3.1.1 Objectives

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

A fire action notice will be found on the inside of every door and also displayed on the notice board in each room.

3.1.2 Preparation for an Emergency / Awareness of Safety Procedures

All members of the College should familiarise themselves with:

- (1) The location of the Fire Alarm panels, emergency exits and assembly points.
- (2) These regulations.

Note that:

- Fire doors must be kept closed at all times
- Fire extinguishers must not be removed from their cases unless needed
- An alarm must always be treated as a genuine emergency.

It is mandatory to attend the fire and safety introductory talks at the beginning of the year. If you have any questions about fire or safety, please contact the Head of Facilities and Accommodation; facilities.manager@st-edmunds.cam.ac.uk or the Head Porter; head.porter@st-edmunds.cam.ac.uk who will provide further information.

3.1.3 Discovery of Fire

The Fire Alarm panels 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.

3.1.4 Calling the Fire Brigade

If an individual sees a fire, they should notify The Porters' Lodge (01223 336250) or dial 999 from the nearest telephone. When the operator answers, say: 'Emergency. Fire at St Edmund's College, Mount Pleasant, Cambridge CB3 0BN'. 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 the Porters' Lodge (see also 3.2).

3.1.5 Extinction of the Fire

This is the business of the Fire Service.

- (1) The person who discovers the fire should **NOT** attempt to use an extinguisher before informing the Porters' Lodge or telephoning the Fire Service.
- (2) Do close the door if fire is in a room if this can be done safely.

3.1.6 Evacuation of the College

- (1) **Exit:** On hearing the fire alarm, everyone must evacuate the building by the nearest exit. Do **NOT** 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.
- (2) **Evacuation:** Everyone should proceed immediately to the Fire Assembly Point posted outside 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.

3.1.7 At the Fire Assembly Point

1. **The Norfolk Building** Assembly Points: On arrival at the Norfolk Building Fire Assembly Point (on the grass in front of Porters' Lodge entrance), occupants should remain within the area posted.
2. **Bene't House** Assembly Points: On arrival at Bene't House Fire Assembly Point (next to the Bene't House bike storage) occupants should remain within the area as posted.
3. **White Cottage** Assembly Points: On arrival at the White Cottage Assembly Point (on the grass in front of the Norfolk Building) occupants should remain within the area as posted.
4. **Richard Laws Building** Assembly Points: On arrival at the Richard Laws Fire Assembly Point (on the grass outside Richard Laws Building) occupants should remain within the area as posted.
5. **Brian Heap Building** Assembly points: On arrival at the Brian Heap Fire Assembly Point (on the grass in front of Brian Heap Building) occupants should remain within the area as posted.
6. **Mount Pleasant Halls (Block A, & B)** Assembly points: On arrival at the MPH Block A & B Fire Assembly Point (on the grass in front of the Norfolk Building) occupants should remain within the area as posted.
7. **Mount Pleasant Halls (Block C, D, E, F & G)** Assembly points: On arrival at the MPH Block C, D, E, F & G Fire Assembly Point (on the grass outside the MPH Lodge/main courtyard) occupants should remain within the area as posted.
8. **Geoffrey Cook Building** Assembly point: On arrival at the Brian Heap Fire Assembly Point (on the grass in front of Brian Heap Building) occupants should remain within the area as posted.
9. **Flats above the Laundry Room** Assembly Points: On arrival at the Flats Fire Assembly Point (on the grass outside Richard Laws Building) occupants should remain within the area as posted.
10. **SCR and Tutorial Offices** Assembly Points: On arrival at the SCR and Tutorial Department Fire Assembly Point (on the grass outside Richard Laws Building) occupants should remain within the area as posted.

Roll Call

Once at the Fire Assembly Point, everyone comes under the orders of the Porter on duty. The Porter on duty collects the residents list from the Porters' Lodge. Their duties will be assumed by one of the following:

- (a) Porters
- (b) Night Porters
- (c) Fire Wardens
- (d) The Senior Fellow present

The Porter on duty will conduct a roll call. Until the emergency is declared to be over, no one may leave the Assembly Point without the consent of the Porter on duty.

3.2 Summoning Help Outside Office Hours

The following information is intended to help in summoning assistance outside office hours.

- (1) The Porters' Lodge should be contacted in the first instance.
- (2) If the Porters' Lodge is unavailable, please contact the Night Porters' phone number if you require assistance out of hours. Out of Hours Telephone: 07879 116 877
- (3) There is both an alarm bell and a telephone in the lifts in the Norfolk, Laws, Heap, and Luzio Buildings and in Mount Pleasant Halls. If help is required, follow the instructions displayed in the lift.

3.3 Security

Responsibility for security rests with all students, fellows, staff (including contractors and agency staff) and with visitors to the College. In particular, everyone should report all activity (suspected or real) of a criminal nature, unacceptable behaviour, or any suspicious activity immediately to the Porters who will contact the appropriate College officer.

For the most part, a college is a relatively safe environment. However, thefts and other intrusions do occasionally occur, and it is important that all Members take sensible precautions to minimise the potential harm.

- (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 Head Porter 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) The Porters' Lodge provide 24-hour coverage. Duties include the patrol of the buildings and grounds, which makes it necessary for the member of staff to be away from the Porters' Lodge periodically.
- (5) All entrance doors must be locked after entering the building. If a member discovers any external door open after 11pm or not automatically closed, please inform the Porters' Lodge immediately.
- (6) All windows on the ground floor of the Norfolk Building, Richard Laws Building, Brian Heap Building, Geoffrey Cook Building, White Cottage and Mount Pleasant Halls 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 the Porters' Lodge immediately.
- (8) All matters or concerns relating to security should be referred immediately to the Head Porter during the day and report to the Porters' Lodge 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 and are reviewed within the context of our data protection policy. The system is operated by the College and any queries should be directed to the Head Porter.

3.4 Safety

The College seeks to ensure, as far as is reasonably practicable, the safety of all students, staff, visitors and contractors, while within college premises. The Bursar is responsible for the effective operation and enforcement of safety procedures and the [Health and Safety Sub-Committee](#) reports to the College Council on safety matters.

Responsibility for safety rests with all persons who study, work or visit the College. However, it is the responsibility of all staff and students of the College to report incidents which have caused damage or injury, and to comply with requests such as risk assessments prior to engaging in particular types of activity. For example, Members must exercise great care in the use of equipment likely to cause danger. Incident reporting is crucial to ensure continuous improvement of safety systems and the development of a safety culture within the organisation.

3.5 Safety and Supervision of Children

Children under 18 on the premises must be supervised at all times. Please note that some areas may not be suitable for children to play in. Parents are responsible for ensuring that their children are only permitted to play in areas that the parents feel are appropriate.

3.6 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.

3.7 Insurance of Personal Effects

The College currently purchases insurance cover, which is available to all residents. Information about the level of cover, registration and how to make a claim are provided at the beginning of each academic year. The level of cover may vary from year to year. Residents are encouraged to check what cover is provided and consider purchasing their own personal insurance if they deem the level of cover insufficient.

3.8 Bicycles

In accordance with the University Ordinances, bicycles which are the property of members of the University must be identified with a college name and number on the frame. The Porters' Lodge will provide information on how to register your bike at the beginning of the academic year.

Bicycles should be stored in the racks situated adjacent to the College car park, Richard Laws Building and Mount Pleasant Halls bicycle storage. Bene't House is reserved for staff only. Bicycles must not be taken into students' rooms or brought into the College buildings. Cycling within the College grounds beyond the racks is not permitted.

The bicycle racks opposite the Norfolk Building are reserved for visitors only.

Theft of bicycles is rife in Cambridge, and they should always be securely locked when left unattended, both on and off the College grounds. It is advisable 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. Please note it is a one-way system; it is highly dangerous and illegal to cycle against the traffic flow. 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 the [Highway Code](#).

3.9 Cars

Most undergraduates will not be permitted to keep a car in Cambridge unless they are studying for a particular course or can provide evidence of special circumstances: motor vehicle licenses are managed by the [Proctors' and Marshal's Office](#). Licences will only be issued upon recommendation from your Tutor.

Cars on College grounds

Keeping a car on College grounds requires the permission of the Head Porter before an onsite parking permit can be issued: head.porter@st-edmunds.cam.ac.uk

Postgraduate 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, and permission for an onsite parking permit should be sought from the Head Porter: head.porter@st-edmunds.cam.ac.uk

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

Parking spaces are subject to availability and cannot be guaranteed.

The College uses Automatic Number Plate Recognition (ANPR) in relevant vehicle access and parking areas to support the management of parking on College premises. Further information is set out in the CCTV and ANPR Policy on the College website. Questions about personal data should be directed to the Governance, Risk and Compliance Manager at grcm@st-edmunds.cam.ac.uk.

Visitors

All visitors to the College should report to the Porters' Lodge to obtain permission to park on the College grounds.

4

Student Wellbeing



4.1 Wellbeing

At St Edmund's we are committed to supporting the health and wellbeing of our students.

The St Edmund's College Wellbeing Office provides support, advice and guidance for physical health, mental health and wellbeing related matters. You can reach the Eddies Wellbeing Team by contacting the following addresses:

For wellbeing support and advice wellbeing@st-edmunds.cam.ac.uk

For mental health support and advice mentalhealth@st-edmunds.cam.ac.uk

Alternatively, you can simply click on our [Bookings link](#) to find a convenient time to meet with a member of the team.

The University's Central Student Services (CSS) ([Student Support - Get Support](#)) provides a range of health and wellbeing support services, which include:

- The Student Wellbeing Service for postgraduate students: [Postgraduate wellbeing advice](#)
- The University Counselling Service: [Individual counselling](#)
- Support for harassment and violence via the [Harassment and violence support service \(HVSS\)](#)
- Mental health support via the [Mental health advice service](#)
- Disability support via the [Accessibility and Disability Resource Centre](#)

4.2 Notification of Sickness

If you manage a life-threatening, chronic illness, please ensure that the Wellbeing Team is notified as early as possible. This includes allergies to substances (e.g. anaphylaxis). You can contact the Wellbeing Team on wellbeing@st-edmunds.cam.ac.uk.

In the event of prolonged sickness (particularly during the Exam Time) please notify the Tutorial Team, Wellbeing Team, 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 [Wellbeing Team](#) (or your Tutor) if you need to go to hospital for any reason.

4.3 Registering with a local GP

The University of Cambridge does not have a dedicated medical practice and all students are required to register with a local General Practitioner (GP) on arrival. The nearest medical practice to the College is located at 1 Huntingdon Road (01223 364127).

The [College website](#) provides further information on registering with a GP, and registering for Accessibility & Disability Resource Centre for disability support

4.4 Medical Emergencies

Most GPs in Cambridge participate in an out-of-hours emergency service which can be contacted via a patient's registered doctor's practice. Urgent out of hours medical help is available by calling NHS 111, or by phoning 999 for an emergency. The nearest Accident and Emergency department is at Addenbrooke's Hospital.

If your need is urgent, please contact the **Porters Lodge** on **01223 336250**. Porters are available 24/7.

4.5 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](#).

4.6 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 to obtain medical insurance, which is effective from the date of arrival, unless they are already adequately covered under a valid insurance scheme.

The College is not responsible for medical expenses incurred by students. Those students applying for a 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: '[Pay for UK healthcare as part of your immigration application](#)'.

4.7 Further Information

The Wellbeing Team, Tutors and the College Dean are available for a private discussion of any personal difficulties.

If you experience an emergency during out-of-office-hours, you can seek support in-person or via phone call from the Porters' Lodge (01223 336250). This will trigger the College's Afterhours On-Call Rota.

5

College Facilities



5.1 Porters' Lodge

The Porters' Lodge is situated on the ground floor of the Norfolk building. Porters are available onsite 24 hours a day, 7 days a week, and are the main point of contact for general enquiries and assistance.

5.2 The College Library

The Library is situated on the top two floors of the Luzio Building. With a mezzanine floor, the split-level design provides a light and airy space for reading and study. On the top floor is the study area, and below, is the book floor with beanbags for a more relaxed atmosphere. The Library is intended for the use of St Edmund's members only and can be accessed using your blue University card. Additional study spaces are available in the Norfolk Study Room situated in the Norfolk building (no books are held there).

Library Users are asked to maintain the good order of the Library and return books to the appropriate place on the returns trolley by the self-issue (please do not reshelve any books). Please keep the library quiet and please be considerate to others working there.

Acquisitions

The acquisitions policy is under review. However, we aim to provide core textbooks from Reading Lists from University Departments & Faculties and in addition, where students indicate a need. The College Librarian is happy to receive recommendations for book purchases (this includes e-books as well as print and books not on Reading Lists). Please email the Librarian (librarian@st-edmunds.cam.ac.uk).

Study Skills

The Librarian offers sessions for study skills for individuals and groups. Topics include Essay Writing, Plagiarism, Referencing and Zotero, Lit Reviews, Taking Good Notes, Critical Thinking. Please email the Librarian to make an appointment.

iDiscover

Holdings are listed in the University's online catalogue [iDiscover](#), which can be accessed on the web. All books may be borrowed using the automated circulation system situated on the book floor, and instructions are provided on the self-issue. Books may be also returned using the automated system or they can be placed in the Returns Cupboard on the book floor of the Library directly opposite the lift. As the Library does not have staff continually present, borrowing is a matter of trust and co-operation between Library Users, the Librarian and the Library Assistant.

Food (dry food only such as sandwiches) and drink (in bottles or lidded cups only) may be consumed in the library; please put any rubbish in the appropriate bins and leave the Library clean and tidy and keep food and drink away from books.

Donations of relevant books are welcomed, with the understanding that books not needed may be given away by the Library staff. Please leave any donations in the Returns Cupboard situated opposite the lift on the book floor.

5.3 College Computer Rooms - Email and Computing Facilities

PC and Macs on the University's Managed Cluster Service (MCS) are available for student use in the Norfolk Library and the Luzio building. Accounts on these will be created when new users first collect and reset their UIS password as per the instructions below. Further information about this service is available on [the IT Help and Support pages](#)

and, if required, local assistance can be obtained from the IT Office. Food and drink may not be consumed in the Computer areas.

Access to IT accounts and email facilities are arranged by the University prior to arrival, by email, and, if required, a special login is available on the MCS computers (above) to help with password collection and reset. To start this process log on to an MCS computer with the username *signup* (no password). Wireless Eduroam networking is available throughout the College site, the wider University and beyond. It can be accessed by configuring devices for the service following the instructions on [the College website](#).

Rooms in College, including the flats and maisonettes, that have RJ45 twisted-pair Ethernet connections, can also use the sockets labelled A or C to access 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 Office. [Please refer to the College website for further details](#).

5.4 Postal Arrangements

Members should check their pigeonholes regularly. 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 allocated number.

Letters for the Master or Fellows should be left at the Porters' Lodge.

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 [Gov.UK](#) website. Charges may apply to goods you have ordered or received as a gift.

The Porters' Lodge is happy to receive most "signed for" deliveries (with the exception of food deliveries requiring collection in person and chilled or refrigerated medication) for students, staff and fellows.

Fresh food deliveries, including takeaway and supermarket deliveries, must be collected in person from the Porters' Lodge and must not be delivered to accommodation blocks or individual rooms. Food deliveries will not be accepted by the Porters on a member's behalf.

The Porters' Lodge cannot accept deliveries of chilled or refrigerated medication, as the College is unable to meet MHRA guidelines for the receipt and storage of such items. Arrangements for the delivery of refrigerated medication therefore remain the student's responsibility; where delivery cannot be completed as intended, the item will be returned with the courier. Students who require chilled medication deliveries should liaise with the Student Wellbeing Team to make them aware of their needs. The Student Wellbeing Team can provide advice on how the College may best support them.

Deliveries which do not accept the signature of a college Porter in the main Porters' Lodge as adequate will be refused and returned to sender. Please be aware of this when making online purchases, which may require ID. In particular cases where exceptions might be warranted, please get in touch with porters@st-edmunds.cam.ac.uk and they will be referred to the Head Porter.

Packages accepted by the Porters' Lodge will be held for two calendar months from the date of receipt. The intended recipient will be notified by email when a package arrives and will be sent weekly reminder emails if it remains uncollected. Members and staff may contact the Porters Lodge naming an identified person authorised to collect on

their behalf. That person may collect the item on production of valid ID. After two months, any uncollected package may be opened to determine its contents and may then be donated, recycled or refused, as appropriate. The College does not forward post or packages to a new address.

There are certain restricted items not allowed and will not be issued should they be delivered; these include inflatable mattresses, irons, washing machines, extra room furniture etc, again for clarification prior to ordering any item, check with the Porters' Lodge.

5.5 Laundry

Card and Mobile App operated washing machines and tumble driers are available in the College launderettes located one beneath the College flats (next to the Richard Laws Building) and second one next to the Common Room in Mount Pleasant Halls. An iron and ironing boards are available in the laundry room areas.

Cards for washing machines/driers are available in the Mount Pleasant Halls Laundry Room at an initial cost of £2.00 with top-up procedures available upon purchase. All instructions on how to top-up and use the laundry facilities will be displayed in the Laundry Room. The laundry should only be used between the hours of 8am and 11pm and access is restricted outside these hours.

Any problems with the laundry facilities should be reported via the Circuit Laundry app or by using the phone provided within the Laundry Facilities. You can also view availability and report issues [online](#).

5.6 Common Rooms

The main common room is the Combination Room (CR) situated on the ground floor of the Norfolk building. It has a TV, a student-run bar, a pool table and a selection of newspapers and periodicals. There are additional two Common Rooms within the College available for students to use; one small CR (quiet area) located on the ground floor of the Norfolk building and the other in Mount Pleasant Halls.

The Mount Pleasant Halls Common Room is a shared space for all residents living in Mount Pleasant Halls.

5.7 Snacks and Food Outside Dining Hall Hours

The College's coffee shop, Edspresso, offers coffee, tea, breakfast items, sandwiches, cakes and a selection of other grab and go items. Snacks and drinks vending machines are located in 'B' corridor of the Norfolk Building and in the foyer of the Brian Heap building.

5.8 Bar

The College has a licence to operate a bar and serve alcohol. The Designated Premises Supervisor is the Head Porter. The bar is managed on a day-to-day basis by the CR Bar Stewards and operated voluntarily by members of the College on a rota system drawn up by the Bar Stewards. The bar is normally open between 9.30pm and midnight.

Please see one of the Bar Stewards if you are willing and would like to be considered as a volunteer to tend the bar. Student volunteers will be required to meet with the College Designated Premises Supervisor to discuss rules, regulations and sign a Bar appointment letter, as well as attend training before being allowed to 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 Designated Premises Supervisor (DPS) - or in their absence the Domestic Bursar.

5.9 Television

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

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. [See online](#) for guidance on TV licences.

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 days when Congregations are held.

5.10 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 website and the punts are located at St John's College. There is an outdoor gym behind the Richard Laws Building, a Fitness Room in the Luzio Building, and an Erg Room and Weights Area in the MPH basement. 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 CR 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.

There is a University Sports Centre; [please see the website](#) for further details.

5.11 Music Practice Facilities

The organ and the grand piano in the College Chapel may be played at times when the Chapel is not in use for services, subject to obtaining written permission from the Dean and booking the Chapel. There is a Music Practice Room in the Luzio Building. Music should not be played after 10pm.

5.12 College Societies

The College has a number of active student societies that have been approved by the College Council (See Appendix 2, No 6.0, CR Societies, in the CR Constitution)

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

5.13 Arranging Meetings and Events in College

Any member of the College and University wishing to arrange a meeting or event within the College is requested to email the Conference Team at conference@st-edmunds.cam.ac.uk in the first instance (with a minimum of two weeks' notice) and complete a booking enquiry form so that matters such as availability, co-ordination with other activities, cost, insurance and security can be reviewed.

Under Section 43 of the Education (No. 2) Act 1986 the College has produced a Code of Practice governing meetings on College premises.

The College's Community Framework, known as *THRIVE*, underpins our shared mission and values: Trust, Higher purpose, Resilience, Imagination, Voice, and Enjoyment.

To help bring this framework to life, small-scale funding is available to support events and activities that foster community, encourage participation, and reflect the spirit of *THRIVE*.

If you have an idea for an event or initiative that aligns with *THRIVE*, please contact the Head of College Services for advice. A short funding request form is required, which can be collected directly from the Head of College Services.

5.14 Room Bookings

5.14.1 Supervision Rooms

The Teaching Rooms in the Norfolk Building and the Terry McLaughlin and Michael Murphy Rooms in the Luzio Building may be booked in advance for supervisions through the Porters' Lodge (porters@st-edmunds.cam.ac.uk) during the Michaelmas and Lent Terms.

Those wishing to use the rooms for non-supervision purposes will need to complete a booking form with the Conference Team (conference@st-edmunds.cam.ac.uk). These rooms are used for examinations during the Easter Term, so reservations for supervisions may not be available.

5.15 College Dress, Publications and Commemorative Items

5.15.1 Books and Stationery

St Edmund's College, Cambridge 1896–1996, a commemorative history by Michael Walsh, is available for purchase from the Porters' Lodge for £5.

5.15.2 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 [A.E Clothier](#) and College badge (Martlet) tie from A.E. Clothier. Scarves, blazer badges, heraldic shields and other items are also available from these suppliers to whom enquiries about summer blazers should also be addressed.

The College has an additional selection of branded items, which can be viewed at the Porter's Lodge and purchased directly from the Curating Cambridge website.

5.16 The May Ball /June Event

A May Ball/June Event 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 various College May Ball and June events documentation. Please contact governance@st-edmunds.cam.ac.uk for more information.

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.

6

College Chapel



6. 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 announced. Please also see the notice boards for times of other events. The Blessed Sacrament is reserved at the altar of St Francis de Sales, to the left of the sanctuary.

The Chapel is open daily and can be accessed either through the main door or from within the College every day from morning to evening. 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 Ed Hone, 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 number in College is 36123 and his email addresses is dean@st-edmunds.cam.ac.uk.

All new members of the College are matriculated, and new Fellows are admitted in ceremonies which take place in the Chapel. Occasional concerts are also held in the Chapel. The organ should not be used without permission of the Director of Chapel Music. The piano in the Chapel may be used for practice with the permission of the Dean. 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 scheduled on the College calendar.

6.1 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 Saturday 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. There is a mailing list notifying those signed up of upcoming events – mailings are occasional. To be included, contact the Dean. The termly Chapel Card can be found on the College website and the Chapel Facebook page.

6.2 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. Twice each term an Anglican Eucharist is celebrated for those who wish to attend.

6.3 Chapel Music

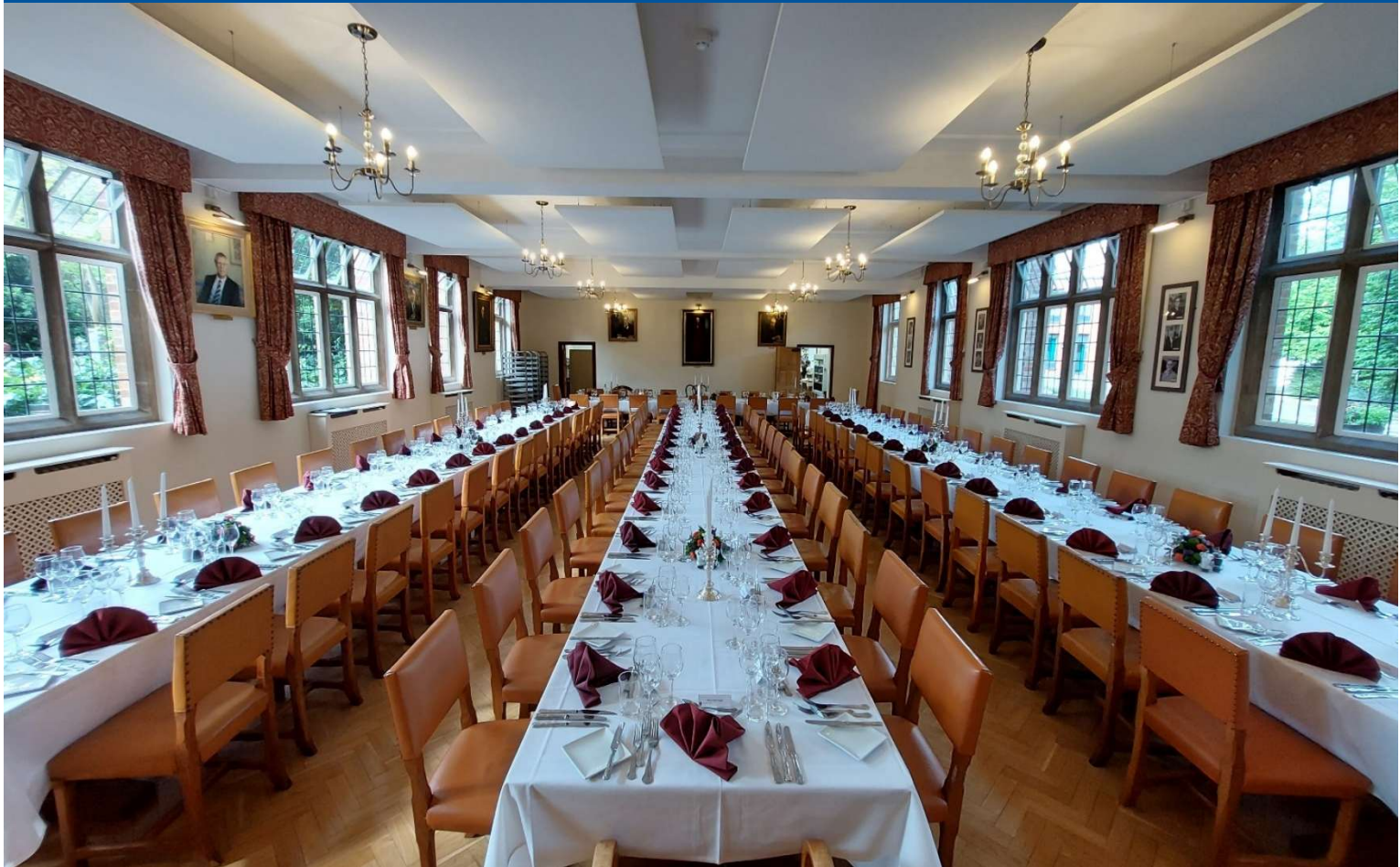
Anyone interested in contributing to the musical life of the Chapel is welcome to contact the Director of Chapel Music & Organist, on chapel-music@st-edmunds.cam.ac.uk

6.4 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.

7

Catering Arrangements



Catering information will be kept up to date on the College [website](#).

7.1 Regular Meals and Sunday Lunch

The college coffee shop – Edspresso – is usually open Monday to Friday, 8am to 6pm.

Guests are welcome to eat in the dining hall and Edspresso for informal dining.

Meals are paid for using your meal card account linked to your University Card, or accessed via the catering app. The card or app must be presented at the till. Debit card payments are also accepted, with external rates being charged for their use.

The price of each menu item on sale in the Dining Hall and Edspresso is displayed on a pricelist. Further information about menus 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.

7.2 Service Times, Dates and Closures

Full details of these are given in the online [College Calendar](#).

Please note that times and provisions of catering services may be subject to occasional change as per the College's requirements.

7.3 Booking for Formal Meals

For informal meals no booking is required.

Members must book for all Formal dinners by accessing the [Dinner Booking System \(DBS\)](#) on the College internal site, and following the instructions given there, including entering their name and those of their guests correctly onto the system. In case of any queries, 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. The Fellows' Stewards will try to meet all reasonable requests.

The resale of Formal dinner spaces is not permitted.

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 but are welcome at all other meals.

Members are responsible for ensuring that their guests are aware of, and comply with, the dress code and expectations of behaviour for Formal occasions in College.

7.4 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 online Dinner Booking System ([DBS](#)), up until the system closes, as specified at the time of booking. Last minute cancellations are not permitted. Full charges will be levied for all cancellations made after the list closes unless the place can be reallocated 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.

7.5 Special Dietary Requirements

The College will seek to respond to the needs of members with special dietary requirements. Vegetarian and vegan options are routinely available. Other special dietary requirements should be discussed in the first instance with the Catering Manager, 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 DBS or relevant registration form before the list closes.

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 Catering Manager, who will be able to advise on the ingredients and labelling of College meals.

7.7 Dress Code and Customs for Meals

7.7.1 Dress Code

Members are asked to note the various dress requirements associated with the [different categories of event](#).

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 ('black tie') when new Senior Members are being admitted. These ceremonies may take place throughout the year in addition to the Admissions and Matriculation Ceremony and are usually held in the College Chapel prior to a Formal dinner. All members of the College are warmly encouraged to attend these ceremonies, which are scheduled on the College Calendar. 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'](#) gowns are to be worn at the Admissions and Matriculation Dinners, the Feast of St Edmund's, the Commemoration of Benefactors, the Norfolk Commemoration and the Ascension Day Dinner.

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

7.7.2 Customs

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

- It is expected that students and their guests seek to communicate with other members of the community in the Dining Hall. While the common language of the College is English, please be mindful of non-English speakers and include them in your conversations.
- 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.
- Diners are requested to use a tray under plated food when dining informally to protect tables from excessive wear and tear. The tables are dressed for formal dining events.
- Mobile phones, laptops and tablets should be switched off and put away during formal dining. Photography is not permitted during a Formal dinner.

Formal dinners have a formal beginning and end at which Graces are read, and diners should stand. Diners should congregate in the Garden Room (or other specified location) for the pre-dinner drinks reception and once the bell is sounded should follow the Master, or presiding Fellow, into the Hall at the invitation of the Fellow Steward. 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 Dining 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 will impose sanctions on those who do not comply. They will be reminded of the code for Formal Hall by the Fellows' Steward, 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.

7.8 Notes for Particular Meals

7.8.1 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 guests, as indicated in the DBS. Advanced booking is required. Dress is formal and gowns are worn. Prices are agreed by the Stewards' Committee each year in the Easter Term for Formal Hall the following academic year.

7.8.2 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 Conference and Events team 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 Conference and Events team.

7.8.3 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 guests, as indicated in the DBS. 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. Dress is formal and gowns are worn. Guests who are members of the University should be asked to wear gowns. Prices are agreed by the Stewards' Committee each year in the Easter Term for Guest Nights the following academic year.

7.8.4 Christmas Dinners

Christmas Dinners are traditional Christmas meals, held at the end of the Michaelmas Term; members may normally invite one guest, or as indicated in the DBS. Advance booking is required. Dress is formal and gowns are worn.

7.8.5 Admissions and Matriculation Dinners

The Admissions and Matriculation 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 Admissions and Matriculation Ceremonies held in the College Chapel. All new members will be allocated to a Matriculation Ceremony and are warmly encouraged to attend one of the Matriculation dinners. These dinners will be charged in the usual way. Please be in touch with tutorial@st-edmunds.cam.ac.uk for more information.

7.8.6 Ascension Day Guest Night (Scarlet)

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

7.8.7 Fellowship Dinners

These dinners are open to Fellows, by invitation only. They may be held termly, usually following a meeting of the Governing Body. Advance registration is required. Please be in touch with membership@st-edmunds.cam.ac.uk for more information. Dress is formal; gowns are not worn.

The Fellowship dinner following the November Governing Body meeting may include an invitation to spouses and partners. Where spouses and partners are invited to attend, there will be a seating plan.

7.8.8 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, and guests may be limited. The College will invite distinguished outside guests, including the Guest Preacher. Advance booking is required for members through the online DBS; festal gowns are worn, and dress is formal evening wear ('black tie').

7.8.9 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 an address is given by Guest Preacher.

The Commemoration of Benefactors Feast is intended for the members of the College. The College's Development Office will invite distinguished outside guests, including the Guest Preacher and significant benefactors to the College. Members may bring one guest. Advance booking is required for members via the online DBS. Festal gowns are worn and dress is formal evening wear ('black tie').

7.8.10 The 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 are invited by the College from the academic world and from many other walks of life, e.g. political, diplomatic, artistic and religious.

Attendance by members is by invitation only. A number of student members are invited to the Norfolk Commemoration.

Festal gowns, orders and decorations are worn, and formal evening wear ('black tie') 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'.

7.9 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 Conference and Events Team conference@st-edmunds.cam.ac.uk. Where clashes occur, priority will be given to College academic events. For some private functions the College may be required to charge VAT.

8

College Discipline



8.1 College Discipline

College discipline is governed by the Colleges Statutes & Ordinances. As prescribed by Ordinance 30, the College maintains a Disciplinary Code for students. A complete copy of the Disciplinary Code (together with the complete text of the Statutes & Ordinances and other relevant resources) can be found as appendices to this publication.

The principles of behaviour set out below underpin College discipline, and members of the College are expected to adhere to them; any failure to adhere to these behavioural principles may trigger disciplinary action in accordance with the Disciplinary Code.

8.1.1 Principles of Behaviour

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, including psychological 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 College or of any member or employee of the College.
- (e) Act at all times in a way that is respectful of the views of all other College members, and in accordance with the College's Equality, Diversity and Inclusivity Charter.
- (f) Behave at all times in a way which is reasonable and considerate of the health, safety and wellbeing of other College members.
- (g) Not act or behave in a way which causes, or could cause, serious harm to the reputation of the College or the University.

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 30 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 30.

9

Payment of Bills



9.1 Payment of Bills

The Finance Department supports the Bursar in the administration of the College, for day-to-day accounting, compilation of bills, payments and financial recoveries. College bills must be paid promptly. Any queries about College bills should be taken to the Finance Department (or the Accommodation team for rent-related questions). It is advisable to sort things out quickly, to prevent interest being charged on late payments.

9.1.1 Timing of Payment

Invoices for fees and charges for accommodation for each term are presented at the beginning of each full term and are due for payment immediately but the College allows 14 days to make this payment.. 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 Team; charges@st-edmunds.cam.ac.uk or student.finance@st-edmunds.cam.ac.uk within 14 days of the date of invoice or the resolution of a reasonable query. Failure to do so will result in interest of 1.5% per month being charged on overdue accounts.

Late or outstanding accounts may result in disciplinary action being 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, they should consult the Finance Tutor and their 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) are payable annually in advance (see 2.3). Invoices will be sent out from the Finance Department accordingly at the beginning of each full term. Some self-funding students require annual confirmation from College that they have paid their fees, the Student Finance Team will be pleased to supply this when payment has been made.

The College adheres to the [University's Policy on the Non-Payment of Tuition Fees](#), approved for inclusion in the Universities Statutes in January 2025.

- (2) **Meals.** All full-time students are normally required to pay a Catering Credit which has been set at a rate of £155 per term (£50 per term for part-time students). This can be drawn down to use for meals in College including formal dining, informal dining, snacks and drinks. This charge is included in your College Bill at the beginning of each term and a credit placed on your meal card. When meals to this value have been consumed, students may pay for further meals by 'topping up' their meal card using the meal card app. It is College policy to refund unspent balances after the end of Easter Term.

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.

- (3) **Rent.** Rent is payable as per the accommodation licence and invoices are issued on the first day of full term. Additional invoices or credit notes are issued during the term if any changes are made as allowed by the accommodation licence and in liaison with the Accommodation Office.

If an accommodation licence ends in July this rent will be charged in the Easter Term invoice. Accommodation licences ending in August and September will be charged at the beginning of July for the period July – the end date.

Students should read their accommodation licence which is a legal agreement with the College. Extensions to contracts must be via the Accommodation Office.

Students, Visiting Scholars and Visiting Fellows must ensure they always have sufficient funds available to pay each term's account in full in advance, including their first payment on arrival in Cambridge. An interest charge may be 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](#)

9.1.2 Methods of Payment

Please note that GB Pounds Sterling is the only currency accepted by the College.

We cannot accept payment by Credit Card or Debit Card at the College, but Transfermate or another electronic payment platform maybe used. Please do not transfer GB Pounds Sterling to your credit card.

You may pay by the following methods:

- (1) **UK and international - Direct Deposit/Bank transfer.** Please be sure to include your CRSID and name as the payment reference so that the payment can be allocated to your account. Please ensure you cover all bank charges.

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:	20-17-68
Swift Code:	BARCGB22
IBAN:	GB62 BARC 2017 6813 3104 26
Reference:	CRSID and Surname

- (2) **Transfermate** Online (international payments from a personal bank account or card). Follow our website link for more details.
- (3) **TransferWise** or other electronic payment source.

9.1.3 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 unforeseen circumstances where a few students do not have enough money due to unexpected events.

The College may charge interest on overdue invoices. If non-tuition College bills (e.g. accommodation or other ancillary charges) are overdue, the College may restrict a student's ability to graduate in person until the balance is paid or an agreed repayment plan is in place, taking account of the student's individual circumstances. Where tuition fees are outstanding, the student will not be eligible to receive their degree. The College may also restrict the booking of College accommodation for a future year or period where relevant accommodation charges remain unpaid.

If a student should get into financial difficulty, they should consult the Finance Tutor and their Tutor as a matter of urgency. If their 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.

9.1.4 Code of Practice for the Collection of Student Debts

This code of practice sets out the procedure that will be followed by the Finance Department 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. The Policy and Procedure from which this Code of Practice is drawn was formally approved by Council at its meeting on 24 January 2024.

- (1) Invoice for fees and charges and room rents will be sent out on or shortly after the first day of Full Term. Invoices will be circulated by email to the student@cam.ac.uk email address as a pdf attachment. If required, a hard copy is available in the Finance Department upon request charges@st-edmunds.cam.ac.uk or student.finance@st-edmunds.cam.ac.uk (the Student Finance Team).
- (2) Invoices are payable immediately but the College allows 14 days for students to prepare and transfer their payments. Students with a valid reason to delay payment must contact the Student Finance Team or within 14 days of receipt of invoice. Failure to do so may result in interest charges of 1.5% per month being levied on overdue accounts (see below). The Student Finance Team will refer any cases to the Finance Tutor for approval.
- (3) Any students facing financial difficulty must contact the Finance Tutor and their tutor as soon as possible.
- (4) The following stepped procedure will be followed where invoices are unpaid:-
 - (i) **Invoice issued day 0**

Students have 14 days to pay, query or ask the Student Finance Team (SFT) or Finance Tutor (FT) for a payment plan, if their financial circumstances have changed since arriving.
 - (ii) **14 days**

If a student has not paid, queried, or set up a payment plan then the SFT will remind the student giving 7 days to pay.
 - (iii) **21 days**

If a student has not paid, queried, or set up a payment plan the SFT will issue interest charges of 1.5% pm, and the student will be given 7 days to pay.
 - (iv) **28 days**
 - a) If a student has not paid, queried, or set up a payment plan then the College Accountant will write to the student and give them 14 days to pay. This letter will be sent to the permanent address of a UK student and the local address of an overseas student.
 - b) However, the list of students written to will be checked by the Wellbeing Team first. Where students are in crisis the Wellbeing team or the FT can ask for such a letter to be paused, responding to the SFT and FT within 2 days.
 - (v) **42 Days – for debts over £1k**
 - a) The FT will write to students with debts continuing after 42 days without payment, query or payment plan.
 - b) The FT has the option to call an Enhanced Student Support meeting with the Wellbeing team, otherwise there is no involvement with Wellbeing after this date.
 - c) However, the list of students written to will be checked by the Wellbeing Team first. Where students are in crisis the Wellbeing team can ask for such a letter to be paused, responding to the SFT and FT within 2 days.
 - d) If the student owes tuition fees the SFT will inform the Faculty Head of the debt.
 - e) Council receives a report on overall debt monitoring, highlighting actions already taken and due to be taken by the Master.

(vi) **56 Days (8 weeks) – for debts over £1k**

- a) Master to write setting out appropriate action informing student that their details will be forwarded to external debt collectors unless payment is made or a payment plan agreed within 7 days.
- b) List of students owing rent given to Accommodation team to prevent future booking of rooms.

(vii) **63 Days (9 weeks) – for debts over £1k**

Letter from external debt collection agency sent to students.

(viii) **70 Days (10 weeks) – for debts over £1k**

Referral to the Master who may require students to go out of residence.

Students with debts under £1k

- a) From day 42 the SFT will continue to chase debts, and these will be chased prior to graduation.
- b) Students may be restricted from graduating in person where non-tuition College debts remain unpaid (taking account of individual circumstances. Where tuition fees are outstanding, the student will not be eligible to receive their degree.

Payment Plans

Where a student has a reason not to pay their college invoice at the start of the term a payment plan can be created in the following ways:-

- a) If the student has a loan or stipend which can be evidenced in writing the SFT can create a payment plan which the student must stick to.
- b) If the student has another relevant reason why they cannot pay their college invoice within 14 days then the Finance Tutor is able to set up a payment plan in consultation with the student and their Tutor.

If a payment plan is not adhered to then the SFT can re-start the process of reminding (as at 14 days) and charge interest at 21 days. Following the escalation process from the date of default.

Junior members should be aware that the consequences of failing to settle a College account may include proportionate restrictions on access to College accommodation (including being required to go out of residence and/or not being permitted to return to residence in a subsequent term), having regard to individual circumstances. In addition, where non-tuition sums are owed to the College, a member may be restricted from graduating in person until the balance is paid or an agreed repayment plan is in place; this will be considered on a case-by-case basis. Where tuition fees are outstanding, the member will not be eligible to receive their degree. The College has certain rights under the Accommodation licence and it may refer any cases of outstanding debt to an external debt collector.

10

University Facilities



10.1 The West Hub

Postgraduate and affiliated students are entitled to use the facilities of the West Hub.

10.2 The University Library

The University Library arranges several introductory sessions at the beginning of each academic year.

Details can be found on the [University Library website](#).

10.2.1 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.

10.3 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](#).

10.4 The University Card

All members will need a University Card. The card enables access to the main College buildings and facilities such as the Library, Laundry, Accommodation and Post Rooms. The card can also be used to gain admission to the University Library and other university buildings.

University cards can be used to pay for meals in the College Dining Hall. Members are advised to carry their university card with them at all times to prevent being locked out. Should you lock yourself out please report to the Porters' Lodge where they can assist you gaining access to your room. Should you lose your University Card, please report this to the Porters' Lodge immediately. Replacement cards are issued by the Head Porter once the relevant fee has been paid at the Porters' Lodge. From 1 May 2026, the replacement charge is £10 for a first lost card and doubles for each subsequent loss.

Members are asked not to present themselves at the University Card Office with any card-related issues due to the volume of work of the Card Office, particularly near and during the first few weeks of term, but to contact the Head Porter, who is the College University Card Representative.

Members who have sent in their photograph near to the start of term are likely to experience a delay in receiving their University card. Cards are generally available to collect from the Porters' Lodge.

University cards are issued by and remain the property of the University of Cambridge (as stated on the back of every card). Cards must be returned to the Head Porter once you have completed your studies or leave the College/University. Cards are not transferable and you must not use another member's card.

11

College Statutes and Ordinances, CR Constitution and Policy Documents



The following documents may be obtained from the [College website](#)

Appendix 1 Statutes and Ordinances of the College which includes:
Disciplinary Code for Students, Disciplinary Code for Fellows and Freedom
of Speech Statement

Appendix 2 The Constitution of the CR of St Edmund's College

Appendix 3 Data Protection Statement for Students

Appendix 4 Safeguarding Policy

Appendix 5 Student on Student Harassment and Sexual Misconduct Procedure

Appendix 6 Staff and Student Relationships Policy

Appendix 7 Enhanced Student Support Procedure

Appendix 8 Complaints Procedure and form

Appendix 9 Complaint Review form

Appendix 10 Whistleblowing Policy: Statement for Students

Glossary

Black tie – 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. For ‘black tie’ events, women wear formal evening dress.

Bands (part of formal dress for graduation etc.) – a special white linen necktie 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 – The Easter Term shall begin on 10 April and shall consist of seventy days ending on 18 June, provided that in any year in which full Easter Term begins on or after 22 April 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 8-week 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 The Lent Term shall begin on 5 January and shall consist of eighty days, ending on 25 March or in any leap year on 24 March.

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

Matriculation – formal enrolment in the University.

Michaelmas term – begins on 1 October and shall consist of eighty days, ending on 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 – extension of full term, with periods for private study at each side, 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.

Useful Information

The Emergency Services (fire, police, ambulance) can be called on 999

For non-emergency matters, Cambridge Police prefer to be contacted on 01223 358966

Urgent medical advice out of hours is available at NHS 111 – call 111

An emergency doctor can usually be contacted via the medical practice at which you are registered.

Internal

- [Tutors](#) can be contacted via email.
- [The Education Support Administrators](#) are located in the Tutorial Department, tel. 01223 336252

External

- Information about buses, including timetables, is available at [Cambridgeshire County Council](#)
- 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 [here](#). 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](#) and [National Express](#) for regular services to all the London airports (Heathrow, Gatwick, Stansted, Luton) as well as other routes nationwide.

- [Rail Information](#): can be found [online](#) or by contacting National Rail Enquiries Tel: 03457 48 49 50.
- [Taxis](#): there are many taxi firms in Cambridge, including: Panther; tel: 01223 715715
- [Pharmacies](#): the nearest pharmacy to the College is Rowlands Pharmacy at 189 Histon Road Boots in Lion Yard (tel: 01223 350213) is open from 09:00 – 19:00 (11:00-17:00 on Sundays). A list of late-night pharmacies [can be seen here](#).
- [Cambridge Rape Crisis Centre](#): 01223 245888.
- [The Samaritans](#): 01223 364455 (local rate call) or 116 123 (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).
- [Ask for Angela](#)

