INTRODUCTION

The Fellows’ Handbook has been compiled for the information of all Fellows and By-Fellows. Newly-appointed Fellows should find this Handbook particularly useful.

A significant amount of information is now available on the College website at http://www.chu.cam.ac.uk/. If you click on the ‘Fellows’ link in the top right of the website, you will see two buttons for ‘Fellowship directory’ and ‘Information for current Fellows’. By clicking the ‘Fellowship directory’ button you can find a list of Fellows in alphabetical order, which includes biographies and photos where provided. By clicking the ‘Information for current Fellows’ button, you will see buttons for the ‘SCR website’ and the ‘Fellows website’. The Senior Combination Room (SCR) is the name given to the Senior Members of the College as a collective body, and also to the room set aside for their use. The SCR has its own website (http://scr.chu.cam.ac.uk/), which gives details of its activities, committee members and other social information. It is also possible to sign up for High Table through the SCR website. The ‘Fellows website’ is a restricted section of the website for which Fellows and By-Fellows will need a University computing account (which we call ‘Raven’) to access it. Your University account will be set up prior to your arrival and you will be able to collect the credentials on your first day. The direct link to this restricted section is http://www.chu.cam.ac.uk/internal/fellows/private/. If you already have a CRSid but do not know your password, please contact the University Computing Service direct to request that the password be sent out to you via UMS. Please ring the UCS helpdesk on (01223) 334680.

This Handbook provides internal and external network telephone numbers. When dialling from outside the University, numbers of the form 3xxxx should be prefixed with “(01223) 3” and numbers of the form 4xxxx should be prefixed with “(01223) 7”. So to call the Fellowship Secretary on her network number you should dial 36190. To ring externally, you should dial (01223) 336190.

Unless otherwise marked, all photos © Churchill College
## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>College and SCR Officers</td>
<td>04</td>
</tr>
<tr>
<td>Key Contacts for Services</td>
<td>06</td>
</tr>
<tr>
<td>College Organisation and Governance</td>
<td>08</td>
</tr>
<tr>
<td>Teaching and Teaching Support</td>
<td>13</td>
</tr>
<tr>
<td>Information for New Fellows</td>
<td>22</td>
</tr>
<tr>
<td>- Accommodation</td>
<td>22</td>
</tr>
<tr>
<td>- Baggage</td>
<td>23</td>
</tr>
<tr>
<td>- Childcare</td>
<td>23</td>
</tr>
<tr>
<td>- Computer Facilities</td>
<td>24</td>
</tr>
<tr>
<td>- Data Protection</td>
<td>25</td>
</tr>
<tr>
<td>- Food Shops</td>
<td>25</td>
</tr>
<tr>
<td>- Immigration and Right to Work</td>
<td>25</td>
</tr>
<tr>
<td>- Fellows working for the College</td>
<td>25</td>
</tr>
<tr>
<td>- Overseas Fellows and By-Fellows</td>
<td>26</td>
</tr>
<tr>
<td>- Insurance</td>
<td>27</td>
</tr>
<tr>
<td>- Transport</td>
<td>27</td>
</tr>
<tr>
<td>- Admission to Fellowship</td>
<td>28</td>
</tr>
<tr>
<td>Responsibilities of Fellowships</td>
<td>29</td>
</tr>
<tr>
<td>- Fellows employed by the College</td>
<td>29</td>
</tr>
<tr>
<td>- Fellows under categories A-C, E and G</td>
<td>29</td>
</tr>
<tr>
<td>- Fellows under categories D and F</td>
<td>30</td>
</tr>
<tr>
<td>- By-Fellows</td>
<td>30</td>
</tr>
<tr>
<td>- Benefactor Fellows</td>
<td>30</td>
</tr>
<tr>
<td>Accommodation and Guest Rooms</td>
<td>31</td>
</tr>
<tr>
<td>- Right to Residential Accommodation</td>
<td>31</td>
</tr>
<tr>
<td>- Rules</td>
<td>31</td>
</tr>
<tr>
<td>- Sheppard Flats</td>
<td>32</td>
</tr>
<tr>
<td>- Fellows' Sets and Residential Rooms</td>
<td>32</td>
</tr>
<tr>
<td>- Laundry facilities</td>
<td>33</td>
</tr>
<tr>
<td>- Fellows' Research and Teaching Rooms</td>
<td>33</td>
</tr>
<tr>
<td>- Guest Rooms</td>
<td>34</td>
</tr>
<tr>
<td>- Meeting Rooms</td>
<td>34</td>
</tr>
<tr>
<td>Catering and the SCR</td>
<td>35</td>
</tr>
<tr>
<td>- Buttery</td>
<td>35</td>
</tr>
<tr>
<td>- High Table</td>
<td>35</td>
</tr>
<tr>
<td>- Cancellation Charges</td>
<td>36</td>
</tr>
<tr>
<td>- Informal Desserts</td>
<td>37</td>
</tr>
<tr>
<td>- Private Parties</td>
<td>37</td>
</tr>
<tr>
<td>Section</td>
<td>Pages</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Self-service Meals</td>
<td>37</td>
</tr>
<tr>
<td>Senior Combination Room (SCR)</td>
<td>38</td>
</tr>
<tr>
<td>SCR Website</td>
<td>39</td>
</tr>
<tr>
<td>Special Diets</td>
<td>39</td>
</tr>
<tr>
<td>Special Dinners and Guest Nights</td>
<td>39</td>
</tr>
<tr>
<td>Wine Cellar</td>
<td>40</td>
</tr>
<tr>
<td><strong>Miscellaneous Information</strong></td>
<td>41</td>
</tr>
<tr>
<td>Art</td>
<td>41</td>
</tr>
<tr>
<td>Cars</td>
<td>41</td>
</tr>
<tr>
<td>Chapel at Churchill College</td>
<td>41</td>
</tr>
<tr>
<td>Children</td>
<td>41</td>
</tr>
<tr>
<td>College Accounts</td>
<td>41</td>
</tr>
<tr>
<td>Communication</td>
<td>42</td>
</tr>
<tr>
<td>Expense Claims</td>
<td>42</td>
</tr>
<tr>
<td>Grounds and Gardens</td>
<td>42</td>
</tr>
<tr>
<td>Library</td>
<td>42</td>
</tr>
<tr>
<td>Mail/Post</td>
<td>43</td>
</tr>
<tr>
<td>Music Facilities</td>
<td>43</td>
</tr>
<tr>
<td>Newcomers and Visiting Scholars</td>
<td>43</td>
</tr>
<tr>
<td>Photocopying</td>
<td>43</td>
</tr>
<tr>
<td>Sports Facilities</td>
<td>44</td>
</tr>
<tr>
<td>Staff Gratuities</td>
<td>44</td>
</tr>
<tr>
<td>Stationery</td>
<td>44</td>
</tr>
<tr>
<td>Telephones</td>
<td>45</td>
</tr>
<tr>
<td>University Cards, Key Fobs and Door Locking System</td>
<td>45</td>
</tr>
<tr>
<td><strong>Privileges, Entitlements and Benefits</strong></td>
<td>46</td>
</tr>
<tr>
<td>Dining Privileges</td>
<td>46</td>
</tr>
<tr>
<td>Conferences and Colloquia</td>
<td>46</td>
</tr>
<tr>
<td>Fellows’ Research and Travel Fund</td>
<td>46</td>
</tr>
<tr>
<td>Guest Room Allowance</td>
<td>47</td>
</tr>
<tr>
<td>SCR Associates</td>
<td>47</td>
</tr>
<tr>
<td>Shared Equity House Purchase Scheme</td>
<td>47</td>
</tr>
<tr>
<td>Association with Trinity College, Oxford</td>
<td>47</td>
</tr>
<tr>
<td>Other Benefits</td>
<td>48</td>
</tr>
<tr>
<td><strong>Health &amp; Safety</strong></td>
<td>49</td>
</tr>
<tr>
<td>Security</td>
<td>52</td>
</tr>
<tr>
<td>Departure Arrangements</td>
<td>53</td>
</tr>
<tr>
<td><strong>Appendix 1</strong> Useful Telephone Numbers</td>
<td>55</td>
</tr>
</tbody>
</table>
COLLEGE AND SCR OFFICERS

Master
Professor Dame Athene Donald (3)36142 (assistant) Master@chu.cam.ac.uk

Statute III.3 states: “The Master shall exercise a general superintendence over the affairs of the College and shall preside when present at all meetings of the Governing Body and of the Council and at all meetings of other bodies or committees of which he or she is a member, and shall … be entitled, in the case of an equality of votes, to give a second or casting vote. The Master shall have the power … to make such provision for the good government of the College as he or she shall think fit.”

Vice-Master
Professor Ken Siddle (3)36142 (assistant) ks14@mole.bio.cam.ac.uk

The Vice-Master has responsibility for a number of Fellowship matters, and may be required to deputise for the Master in accordance with the College’s Statutes & Ordinances. In particular, he chairs several College committees (including the SCR Committee), co-ordinates the procedures involved in the appointment of a new Master, makes recommendations to the Governing Body regarding the size of the Fellowship, co-ordinates Fellowship elections and administers the Fellows’ Research Fund.

Bursar
Mrs Tamsin James (3)36112 Bursar@chu.cam.ac.uk

The Bursar is the chief operating officer of the College and is responsible for the external, legal and financial affairs of the College, together with the maintenance of premises, commercial operations and all staff matters relating to non-academic staff. The Bursar provides the administrative support for, and takes part in most of the College’s main committees including those relating to the Fellows and students where there are financial implications.

Domestic Bursar (3)31669 Shelley.Surtees@chu.cam.ac.uk

The Domestic Bursar is responsible for the overall management of the hospitality operations of the College, including the use of the catering, teaching rooms and accommodation facilities in the College by members of the College and to generate commercial income for the College. The Catering Manager, Conference Manager, Head Porter and Housekeeper all report to her. The Domestic Bursar reports directly to the Bursar.

Fellows’ Steward
Professor Christopher Tout (3)37502/(3)3623 cat@ast.cam.ac.uk

The Fellows’ Steward is responsible for arranging College Dinners and social events. He produces the termly information sheet “Special Dinners” which provides information about special dinners and events, including closing dates and charges, draws up seating plans for official dinners, and is responsible for the SCR web site and the SCR Committee agenda.
President of the SCR (Senior Combination Room)
Professor David Newbery  (3)35248  dmgn@cam.ac.uk

The President of the SCR has a general responsibility for social matters relating to the Fellowship. He is a member of the SCR Committee - the committee which concerns itself with the activities of the Senior Combination Room (SCR) - from considering nominations for dining privileges, or for SCR Associate membership (please see page 33), for the purchase of magazines for the SCR, High Table, Post Prandial Talks and the planning of special events. The President reports on SCR Matters to the Governing Body twice a term. He also sends a letter of welcome to all new Fellows including useful information about booking into dinners.

Senior Tutor
Mr Richard Partington  (3)36249  Senior.Tutor@chu.cam.ac.uk

The Senior Tutor has overall responsibility for the admission and welfare of undergraduate students and for the teaching provision in College. Further information about teaching and teaching support can be found in a later section of this Handbook.

Tutor for Advanced Students
Dr Barry Kingston  (3)36199  ibk1000@cam.ac.uk

The Tutor for Advanced Students is responsible for the admission of graduate students (known as Advanced Students) to the College and for their welfare and integration within the community of the College. Please see the section on teaching and teaching support for further information.
KEY CONTACTS FOR SERVICES

General Information

Booking in for High Table

High Table: cancellations or Late Booking in

Fellows’ Steward’s Secretary
Jane Dixon (7) 46981

Fellows’ wine cellar orders
(3)36136

Information for Fellows, induction, lists of Fellows
(3)36190

IT Support
Karl Gross (3)36043
Jake Huggins

Junior Research Fellowship Competition
(3)36190

Nominations for Visiting Fellowships
(3)36190

University Cards
Allison Bone (3)31544

Accommodation

For day-to-day matters relating to your accommodation (residential or teaching), or if you wish to book longer term accommodation for a colleague:

Fellows’ Rooms and Accommodation
Jane Dixon (3)31669

Cleaning, furniture or furnishing
Housekeeping Office (3)36131

Maintenance
Maintenance Office (3)36132

If you would like to invite a short-term visitor:
Meetings, Dinners and Events

Room Bookings for meetings (including AV support), supervisions or private Dinners and events

Conference Office (3)36233 Conferences@chu.cam.ac.uk

Late changes or problems during an event:

Hospitality Services (3)36136
Managers

Payment and Employment

Payment for supervisions/any payroll queries/pension queries
Peter Miller (3)36191 Peter.Miller@chu.cam.ac.uk

Bill queries
Angela Railton (3)36193 fellows.accounts@chu.cam.ac.uk

Contracts and Terms and Conditions
Katherine Shirley (3)36077 HR.Manager@chu.cam.ac.uk
COLLEGE ORGANISATION AND GOVERNANCE

Foundation of the College

The proposal to found a College in Cambridge as the National Memorial to Sir Winston Churchill was approved by the University in February 1958. A Trust was established by Deed shortly after, with Sir Winston as Chairman of the Trustees. A first Appeal was publicly announced in May 1958, asking for three and a half million pounds to build and endow a College of about 60 Fellows and 540 students, of whom about 180 were to be postgraduates. A second Appeal was launched three years later owing to the rise in building costs and to improvements in the design of the College. Ultimately nearly five million pounds were donated; over 800 United Kingdom companies and firms and about 200 individuals subscribed to the Trust Fund. Notable donations were received from the Wolfson Foundation, from the Ford and Rockefeller Foundations of the United States and, in memory of Ernest Bevin, from the Transport and General Workers Union. Gifts, mainly of timber, were received from many Commonwealth countries. Brendan Bracken left the residue of his estate to the College, and his friends collected money to build the Bracken Reading Room in his memory.

The Charter and Statutes for the College were approved by the Queen in Council in August 1960, and the Duke of Edinburgh consented to be the first Visitor to the College. The College is a charitable corporation and is registered with the Charity Commission.

The Statutes require that approximately 70% of Advanced Students and Undergraduates shall study Natural Sciences, Mathematics or Engineering (now interpreted as including Computer Sciences, Geography and Medical and Veterinary Sciences), and that if possible one-third of the Junior Members of the College shall be Advanced Students.

The College became an Approved Foundation in the University of Cambridge with the arrival of the first Advanced Students in October 1960, and received full College status in 1966. The first Undergraduates joined the College in October 1961, and there are now around 254 Fellows and By-Fellows (including 30 Postdoctoral By-Fellows), 330 Advanced Students and 470 Undergraduates. Churchill College was the first to decide to become co-educational, with effect from October 1972. The College remains a separate legal entity to the University of Cambridge but the two institutions are mutually dependant in many areas of operation.

The Mastership of the College is a Crown appointment. The first four Masters were distinguished scientists or engineers. They were Sir John Cockcroft, Professor Sir William Hawthorne, Professor Sir Hermann Bondi and Professor Sir Alec Broers (now Lord Broers), Sir John Boyd and Sir David Wallace. The present Master is Dame Athene Donald, DBE, FRS.

The Building of the College

In 1958, a 42 acre site in the north-west part of the City of Cambridge was bought from St John's College. A competition to choose an architect was held in 1959 under the auspices of the Royal Institute of British Architecture. Twenty British architects were invited to compete, and Messrs Richard Sheppard, Robson & Partners of London were judged the winners.
Building started in January 1960 with a block of twenty flats (Sheppard Flats) in the north-west corner of the site. These were used for about four years as temporary College offices and Common Rooms, but are now mainly occupied by visiting Fellows, research Fellows and their families.

The main College buildings have been erected on the eastern part of the site where in October 1959 Sir Winston planted a black mulberry and an oak tree, both of which are now well established. The College originally consisted of ten small courts around a main central court; three courts were completed in 1962, three in 1964, three in 1967, and the last one, given by the Wolfson Foundation, in 1968. An eleventh court, Cowan Court, was completed in 2016. The central building consisting of the Dining Hall, Kitchen, Combination Rooms and offices, was completed and occupied in May 1964. The College was formally opened by the Duke of Edinburgh on 5 June 1964.

The Bracken Reading Room, Bevin Library and Wolfson Hall were opened by the Lord Chancellor, Lord Gardiner, deputising for the Prime Minister, in November 1965. A block of forty flats for students with partners and children, the Wolfson Flats, designed by David Roberts, was completed in February 1966. The Archives Centre, which forms an extension to the Library block and houses the papers of Sir Winston and of many other prominent people of the Churchill era, was opened by the American Ambassador in July 1973; it serves the needs of historical research, and is the gift of American admirers of Sir Winston. A further extension to house the papers of Lady Thatcher, Neil Kinnock, Lord Hailsham and many other leading political and scientific figures was opened by Lady Thatcher in 2002.

The Chapel at, but not of, Churchill College was the gift of the Rev. Lord Beaumont. It is built on land leased by the Governing Body to Churchill College Chapel Society Trust. Richard Sheppard designed the building for a congregation gathered around a central altar, lit by natural light.

A substantial later addition to the range of College buildings is the Møller Centre for Continuing Education. It opened in September 1992 as the first purpose-built residential continuing education centre in a Cambridge college. The Centre is the gift of Mr Maersk McKinney Møller and was designed by the Danish architect, Henning Larsen. The Møller Centre welcomes visitors from all around the world and now runs its own programmes as well as acting as a commercial venue. It operates separately from the College but it wholly owned by the College and gives all its profits back to the College; they form an essential part of our operating income. The Study Centre building between the main College buildings and the Møller is part of the Møller Centre operation. It incorporates the Sports Pavilion and Music Rooms, which have facilities for recitals and for individual and ensemble practice and are used by both organisations.

In 2002, Advanced Student accommodation was enhanced by the construction of three houses, the Bondi, Broers and Hawthorne Houses (also known as the ‘Pepperpots’, with 30 rooms for graduate students in the north-west corner of the site, next to the Wolfson Flats which were comprehensively refurbished in 2008-2010.

There is an on-going programme of refurbishment and improvements to the College buildings. There was a major extension to the Møller Centre in 2015, and in 2016 the College opened its first new courtyard, Cowan Court, named in honour of alumnus and Benefactor Fellow, Michael Cowan. At the top end of the College three further houses for postgraduates are in the process of construction, while close to the entrance to the College the College’s first new garden is currently being created. Named
after its benefactor, Ms Xiaotian Fu, (MPhil 2007), the garden will provide a pleasant environment for peaceful academic work and tutorial meetings in the summer months.

**Principles of Community**

Churchill College was founded in 1960 as the Commonwealth memorial to Sir Winston Churchill, reflecting his desire to advance education, learning and research, especially in the field of science and technology, in a modern and forward-looking College. Nearly sixty years later, the College’s mission remains to build an inclusive community focussed on excellence in the core College functions of learning, teaching, scholarship and research. We are devoted to academic excellence, to innovation and leadership, and to building bridges between the three estates of science and technology, the arts and humanities, and industry and the professions. The philosophy of the College is summed up in its motto “Forward”: we push forward the frontiers of knowledge, we look forward to educating, supporting and encouraging the leaders of tomorrow in their personal development, and we move forward in strengthening a community of people of diverse backgrounds and interests.

To reflect these aims and attitudes, we strive to uphold three guiding principles within the College community:

1. We are committed to excellence.
2. We maintain the highest standards of integrity, responsibility and accountability.
3. We treat others with courtesy, respect and understanding.

These three guiding principles inform the ethos of the College. Our activities and our interactions both with each other and with the wider world reflect the College ethos in the following fundamental ways:

- We value members of the College community for their contributions to the success of the College, a success in which we all share and of which we all are proud.
- We ensure a culture of communication, trust and transparency.
- We act to benefit the broader College community.
- We strive to appreciate the needs and address the concerns of those with whom we come into contact.
- We acknowledge our roles as guardians of the physical, social and economic environment of the College, ensuring access and enjoyment by past, present and future members of our community.
- We approach all issues with a positive attitude, determined to identify solutions rather than problems.

We are focussed on working together, moving forwards together to promote the success of all the people who make up the College community.

**Membership**

The membership of the College comprises the Master, Fellows, By-Fellows, Senior Members, Advanced Students (postgraduates) and Undergraduates. At present there are 166 Fellows, 12 Teaching By-Fellows, 19 By-Fellows and 31 Postdoctoral By-Fellows, 380 Advanced Students, and 479 Undergraduates. There are various Titles of Fellowship: A – Teaching and Administrative (69); B – Research: Senior (6), Junior (8); C – Professorial (19); D – Pensioner (48); E – Extraordinary (4); F – Overseas (7); G – Supernumerary (5). On 1 October 2018, there were twenty-three Honorary Fellows and four Benefactor Fellows.
The **Governing Body** is the supreme authority in the College and has power to amend the Statutes, subject to the approval of the University and the Privy Council, and to make Ordinances. It comprises the Master and all Fellows, except Honorary Fellows. Overseas and Pensioner Fellows (elected after 30 September 1988) may attend Governing Body meetings but cannot vote. By-Fellows do not attend Governing Body meetings. The Governing Body meets six times a year and Fellows are expected to attend. The Agenda is circulated seven days before the date of the Meeting. If a Fellow wishes to bring an item of business to a meeting of the Governing Body, that Fellow must produce an accompanying paper to enable Fellows to be prepared for meaningful discussion. Mrs Stephanie Cook (Tutorial Office), is Minuting Secretary of Governing Body.

The **College Council** is the main operating committee of the College and its members are the trustees of the Charity which is the College. *Ex officio* Senior Members are the Master, the Vice-Master, the Senior Tutor, the Tutor for Advanced Students and the Bursar (the College Officers), and the presidents of the MCR and JCR. Eight other Fellows are elected to serve for two years each. There are additional JCR and MCR representatives and two staff members with voting rights. The JCR, MCR and staff members attend most of each meeting, leaving for certain ‘reserved’ subjects. Meeting fortnightly during Full Term, the Council takes decisions on a wide range of matters. It elects teaching Fellows and appoints all College Officers except the Vice-Master, and it exercises general supervision over admissions of undergraduates and graduate students, educational, tutorial and disciplinary matters, and over College finances and administration.

Any Fellow, who wishes to put forward matters for discussion by the Governing Body or the College Council, should write to the Bursar, Mrs Tamsin James, who is Secretary of the two bodies. The Bursar’s Assistant, Mrs Sharon Knight, is Minuting Secretary of College Council.

The **Fellowship Electors** comprise five College Officers (*ex officio*) and eight Fellows elected by the Governing Body. They meet once or twice a term and are responsible for elections to Fellowships under Titles B, E, F and G, and for elections to By-Fellowships. Any Fellow, who wishes to put forward matters for discussion by the Fellowship Electors, should write to the Fellowship Secretary, Miss Helen Johnson, who is the Minuting Secretary of the Fellowship Electors.

There are also standing committees appointed by the Governing Body or the Council, which are involved with specialised College activities (Archives, Audit, Estates, Finance, Investment, Library, etc.) and two Joint Executive Committees: the House Committee and the Combined Common Rooms’ Finance Committee (CCRFC), each with a Junior Member (student) majority. Details are available from the Bursar. Membership is for one or two years and it is hoped that Fellows will view these committees as a means of involving themselves more fully in the life of the College and will actively seek to serve when nominations for membership are invited. By-Fellows do not normally serve on College Committees.

The Senior Combination Room Committee is responsible for College entertainment, the granting of certain dining privileges and the general arrangements and upkeep of the SCR. The Committee comprises the Vice-Master, the President of the SCR, the Fellows’ Steward, the Catering Manager, the Bursar, the Domestic Bursar, and four Fellows or Senior Members appointed by the Council.

The President of the SCR is Professor David Newbery. Professor Christopher Tout is the Fellows’ Steward.
All Fellows are expected to attend meetings of the Governing Body and to participate in the governance of the College by serving on committees, and where reasonable, by seeking College posts.

**Relationship between the College and the University**

Churchill College is one of the thirty one Colleges of the University of Cambridge. The Colleges of the University provide residential, social and welfare facilities, and are responsible for an important contribution to student teaching - the small group tutorials, known as supervisions. Every student must be a member of a College. The Colleges are autonomous and vary enormously from one to another.

Cambridge University is a complex federation comprising central administration, academic departments and Colleges. The University is responsible for faculties, faculty membership, the provision of lectures, practicals in science subjects, matriculation and the examination of students, including the awarding of degrees and certificates.

Most of the academic staff of the University are either Fellows or members of the Colleges. There are around 9,000 members of the academic staff of the University. Most senior members of the University wear two hats: they hold posts as professors, readers or lecturers in their Departments, and they hold Fellowships in their Colleges, the latter often in tandem with such collegiate responsibilities as Tutor (concerned with students’ personal welfare) or Director of Studies (guiding students’ academic progress). Some people, however, hold a University post but have no College Fellowship, while others are paid by their Colleges but have no University post.

Further information is available at:
http://www.cam.ac.uk/about-the-university/how-the-university-and-colleges-work

![The Landing](from the main foyer leading up to the Dining Hall)
TEACHING AND TEACHING SUPPORT

The Senior Tutor is Mr Richard Partington. He has overall responsibility for the admission and welfare of undergraduate students and for the teaching provision in College.

Teaching is provided by College Teaching Officers (of whom six are directly employed by the College), Teaching By-Fellows, and other Fellows of the College and external supervisors. Information about teaching is available on the College website and within the Statutes, Ordinances & Regulations of the College, copies of which are available in the SCR, or on the website at http://www.chu.cam.ac.uk/about/official/statutes_and_ordinances/.

The Tutor for Advanced Students is Dr Barry Kingston and he has overall responsibility for the admission and welfare of the graduate students, known as Advanced Students at Churchill College.

Useful information for Tutors in particular is available on the University website via the link: https://www.seniortutors.admin.cam.ac.uk/

There is also a useful section on learning and teaching at Cambridge at https://www.chu.cam.ac.uk/study-us/undergraduates/teaching/

Directors of Studies

Directors of Studies oversee the overall direction of students’ academic work by keeping students informed of Tripos and Faculty or Departmental policies and procedures and organising their College teaching. Directors of Studies are responsible to the Senior Tutor and the College Council.

Duties include the following:

1. Recruitment
   - Participating in efforts to recruit good candidates for the subject; this means availability to meet and talk to visitors on Open Days, and ensuring that subject-specific information issued to possible admissions candidates is accurate. Additional effort through school visiting etc (in consultation with the Admission Tutors) or by participation in University Faculty-based recruitment initiatives is encouraged.
   - Ensuring that the information about the subject issued by the College on recruitment information (particularly on the Website) is accurate, informative and up-to-date.

2. Selection
   - Participating in the interview and selection procedures for new students including the evaluation of any written work required, and, in consultation with the relevant Admissions Tutor, active participation in the Pool process.
   - A full two weeks after the end of the Michaelmas Term may be needed for the selection process. Directors of Studies should be prepared to attend a subject moderation meeting during these two weeks, and if they have to go away early they need to ensure that they send a fully briefed colleague (in their subject) to the meeting. In addition, participation in the post-Christmas/New Year Pool and subsequent interviewing (if thought to be necessary) is needed.
3. Administration/Academic
- Making clear at the beginning of each academic year the nature and organisation of the year’s work, and clearly conveying expectations of high quality work.
- Arranging supervisions for students; being regularly and readily available during term for consultation by students; advising students on preparatory work to be done for the following term or academic year.
- Seeing their students at the beginning and end of each term to discuss their progress; discussing supervision reports and self-assessment forms with their students; conveying feedback from the self-assessment forms to supervisors.
- Advising their students regarding the structure and practices of their tripos, including its examinations; advising students who encounter academic problems with their course or who are considering changing triposes.
- Administration of internal progress examinations.
- Communicating with each student following the release of marks for University examination, providing details of those marks to the student, together with appropriate words of praise and/or encouragement to do better. Communicating with those who have supervised regularly, giving information about the performance of their students in tripos examinations.
- Considering and, where appropriate, acting on students’ complaints regarding teaching or supervision.
- Informing a student’s Tutor of serious problems being encountered by a student, especially if there is a risk of failure.
- Ensuring that the more important members of the supervising team receive full information of how their students performed in University examination.
- Communicating information regarding changes in courses and Faculty or Department policies.
- Dealing expeditiously with supervision reports. In the case of those appearing via CamCORS, approving them promptly for payment and allowing students access to them.
- Generally assisting and encouraging students to realise their full academic potential.

4. General
- Active participation in inter-collegiate subject-based Committees of Directors of Studies
- Writing references and recommendations for students and former students.

Directors of Studies play an important role in the Junior Research Fellowship Competition which runs between November and March annually. Further information about the Competition is available via the link [http://www.chu.cam.ac.uk/admissions/fellows/junior_research_fellowships/](http://www.chu.cam.ac.uk/admissions/fellows/junior_research_fellowships/). However, if you are a Director of Studies, and the College wishes to assess candidates in your subject, you may be contacted by the Fellowship Secretary and asked to oversee the subject’s JRF business. You may also be asked to approach or persuade referees to read applicants’ work.

**Tutors**

Undergraduate Tutors are responsible for overseeing the academic progress of students with the support of Directors of Studies (whose prime role is to oversee the academic work of their students), together with the monitoring of their welfare. They are responsible to the Senior Tutor.

**Duties:**
1. Student Welfare
   • Helping Freshers orient themselves and settle in; seeking to establish friendly personal relations with each of their students.
   • Seeing their students at the beginning and end of each term to discuss their progress; being available at several (i.e. two or three) regular, advertised times each week during term.
   • Considering sympathetically and confidentially any personal problems or difficulties raised by their students.
   • Providing some social entertainment for their students, for which purpose an entertainment allowance is provided.

2. Administration/Academic
   • Maintaining a detailed record of each student's academic and personal progress.
   • Advising and assessing their students on a variety of administrative issues concerning the College and the University, including the keeping of terms.
   • Helping the Director of Studies, usually at the latter's request, to advise students experiencing academic difficulties or performing unsatisfactorily.
   • Co-ordinating administrative arrangements for changes of tripos; negotiating with LEAs and the Student Loans Company, when necessary, on matters concerning fees and awards, especially when students wish to change course; considering and, where appropriate, acting on students' complaints regarding their Directors of Studies; representing their students and their students' interests in the event of serious difficulties with the College or the University.
   • Generally assisting and encouraging their students to realise their full potential.

3. Financial
   • Advising students on financial matters including the provision of financial assistance from University and College sources; assisting the Bursar, insofar as it is appropriate, to obtain payment of overdue College accounts.

4. General
   • Writing references and recommendations for students and former students.
   • Attending meetings of the Tutorial Committee.
   • Residing in Cambridge throughout Full Term (as defined the University's General Regulations (Chapter 6, "Residence of University Officers").
   • Being willing to participate in cover arrangements to ensure Tutorial provision during the Christmas, Easter and summer vacations during periods agreed by the Tutorial Committee.

Teaching By-Fellows

Teaching By-Fellows assist Directors of Studies by providing supervision teaching for the students of the College. They are responsible to the relevant Directors of Studies, and through them to the Senior Tutor and the Tutorial Committee.

Duties:

1. Submitting a termly report to the College of all supervisions undertaken.
2. Generally assisting and encouraging the students under their supervision to realise their full academic potential.

**Mentors**

Fellows and By-Fellows are encouraged to volunteer as Mentors for the College’s advanced students. Mentors are not Tutors. Problems, whether academic, personal or financial, that cannot be settled through the systems provided by Departments or other University agencies should be taken to Tutors. Mentors have no duties other than to be social, and even that duty is a light one. The idea is simply to provide some informal links between the MCR and the SCR, the postgraduates and the Fellows. For undergraduates these links are unavoidable, because their Director of Studies will most likely be a Fellow of the College, and often one or more of their Supervisors will also be a Fellow. For postgraduates, this kind of encounter is not usually built into the system.

Mentors can bring their mentees once per term to any High Table. When a Mentor invites his or her students to dine, the College will meet the cost of each student’s dinner on two occasions per year. In signing in on the SCR website, Mentors simply add their students as guests and insert “Mentee” after their names. The College Finance Office will then charge the student meals to an appropriate TAS account.

If anyone wishes to be added to the list of Mentors they should contact the Tutor for Advanced Students, Dr Barry Kingston, on (3)36199.

Fellows may find informative the following extended guidelines on the Colleges and education, provided by the Senior Tutors’ Committee:

1. **The Colleges and their Educational Function**

   As self-governing intellectual communities dedicated to the pursuit of education, learning and research, Colleges have important functions beyond those of straightforward ‘educational provision’, and in many respects their strengths lie in their diversity. As far as their educational function is concerned, however, the Colleges have a shared interest in promoting access to Cambridge; in selecting for admission to Cambridge those candidates with the highest academic potential; and in seeking to ensure that collegiate provision for all students in Cambridge is of the highest standard, that it is seen to be so within Cambridge and from outside, and that proper processes are employed for the assurance of its quality.

   Within the structure of the University’s overall educational programme and the teaching offered by the Faculties and Departments, the Colleges are the focus for individual academic and pastoral support at undergraduate level, providing academic direction, individual tuition, learning resources, and highly proactive, multiple and comprehensive avenues of monitoring and guidance. For graduate and undergraduate students they offer continuity in academic support and guidance throughout the period of study, and provide personal and direct advice on academic and related matters. They are responsible for undergraduate recruitment and admission and play a significant role in the admission of graduate students. They are responsible for the induction of new students; for the management of course transfers and any periods of intermission necessitated by ill health or other factors; for making suitable provision for those
unable, e.g. because of a disability, to take examinations under normal conditions; and in general for all aspects of an individual student’s interaction with University administration. Alongside the provision of accommodation for almost all undergraduate and most graduate students, they offer facilities for study and for social, cultural and recreational activities which greatly enhance their students’ academic and personal development.

The Colleges also have a significant role in educational administration in conjunction with the University, and in the management of teaching and ancillary support for their students, e.g. through the appointment and management of academic and other staff within the College (including academic staff solely supported by the College), the development and implementation of policies relating to their function as educational bodies, and the provision of teaching rooms and other learning resources such as libraries and IT facilities.

The educational brief of the Colleges may be summarised as follows:

- To recruit and educate outstanding students, regardless of background and disability
- In partnership with the University to provide education of the highest quality in all major subjects at undergraduate and post-graduate level.
- To offer, through their members’ cross-disciplinary interest, a stimulating and broadening educational environment
- To act as administrative channels of communication between students and the University and other official bodies
- To give individual attention to students through College teaching and care for welfare
- To provide small group supervision teaching for undergraduates
- To provide students with regular reports on their academic progress and guidance on their academic development
- To ensure that there are adequate opportunities for feedback from students on all aspects of College provision, and that appropriate arrangements are in place for responding to and reviewing such feedback, including formal complaints.
- To facilitate the access of individual students to central University services and any necessary external professional support
- To assist students in applications for financial assistance
- To offer opportunities to acquire and develop transferable skills
- To offer opportunities for participation in sport, music, drama, the visual arts, and other cultural activities.
- To facilitate, as far as is practically possible, the residence in Cambridge which is central to most courses
- To support students as appropriate in developing their further careers, e.g. through the provision of references and certification of status

The ultimate responsibility for managing and assuring quality in all aspects of collegiate provision for students admitted to Cambridge lies individually with the Senior Tutor of each College. The role of the Senior Tutors’ Committee, working through its Standing Committees, including the Graduate Tutors’ Committee which deals with all aspects of graduate provision, is to coordinate college provision in the light of external requirements and developments within and beyond the University, and to facilitate the sharing of information (e.g. through its web-site and email list) and of good practice.

September 2018
While valuing the diversity of the Cambridge Colleges and recognising the difference in the resources available to them, the Senior Tutors’ Committee is committed to the principle that all students, regardless of which College they attend, shall be adequately provided for in terms of education, welfare and access to information about financial support.

2. **Admissions**

The Colleges are collectively responsible for the selection of undergraduates for admission to Cambridge, and co-operate through the inter-collegiate 'Pool' system in seeking to ensure that the most promising applicants are admitted in each subject. The Senior Tutors’ Committee has overall responsibility for collegiate admissions policy, and in this regard works closely with the Joint Committee on Admissions which brings together representatives of the inter-collegiate and University bodies involved in admissions. The implementation of admissions policy is largely devolved to the Admissions Forum. The Senior Tutors’ Committee is closely associated with the Admissions Forum in moves relating to access and equal opportunities issues, and maintains an awareness of the implications for the educational provision of the Colleges and the University of changes, e.g., in school curriculum and admissions constituency. Admission of Graduate Students is centralised through the graduate admissions office in the Student Registry, and Graduate Admissions Tutors act within Colleges in co-operation with the Board to admit all candidates who are successful in meeting University conditions of admission to a College in accordance with College capacity and policy.

3. **Directors of Studies**

Colleges are responsible for the appointment of Directors of Studies in each subject for which they admit undergraduates. Directors of Studies play a crucial role as the primary point of contact between the College and the individual Faculties and Departments. They have responsibility for the academic life of all the undergraduates in the College who are reading their subject. A range of advice and information for Directors of Studies is produced by Colleges and by individual Faculties and Departments. Directors of Studies in a specific subject area are encouraged to meet together as a committee or other forum to discuss issues relevant to College teaching and its co-ordination with University teaching. Almost all subject areas in the University now have such fora and many report on a regular basis to the Senior Tutors’ Committee through its Standing Committee on Education.

4. **Supervisions**

Supervisions are the core of the Colleges’ contribution to the education of undergraduate students. Through the Senior Tutors’ Committee the Colleges agree the defining conditions for supervision as opposed to other forms of teaching, and work with individual Faculties and Departments to ensure that these conditions are met. The Senior Tutors’ Committee in conjunction with the Bursars’ Committee annually agrees the rate of payment for supervisions. The rate paid by Churchill College to its Fellows in Titles A, B and C for teaching includes a premium on top of the intercollegiate rate.

Supervisors are appointed by the Directors of Studies in the relevant subject, and are required to produce a report on the progress of each student at the end of the term in which they have supervised them: a new electronic supervision reporting system has recently been introduced to
facilitate this and to ensure that the content of reports can be made speedily available to students. Colleges encourage new supervisors to participate in the training courses available from the University’ Staff Development Section, and also offer their own additional guidance, both through their individual Directors of Studies and through CamCORS (‘Cambridge Colleges’ Online Reporting for Supervisions’) and the Senior Tutors’ website (see, e.g., the document ‘Guidance for Supervisors’). Supervision quality is monitored in various ways within individual Colleges, in particular through individual Directors of Studies and through student feedback forms.

Through its Standing Committee on Education the Senior Tutors’ Committee takes note of any areas where difficulty has been reported in securing suitable supervision, and pursues these cases with the relevant Faculty or Department. It has been agreed that the Standing Committee on Education should receive and consider the annual supervision figures produced for the Bursars’ Committee, and should take steps to ensure that supervision norms are specified by Faculties in their advice to Directors of Studies.

5. Specific Academic Provision for Graduate Students

Graduate Tutors and other Fellows in Colleges participate in the admissions process in conjunction with the Board of Graduate Studies and the Faculties and Departments. They co-ordinate general induction of graduate students on their arrival in Cambridge and have the task of smoothing the path of graduate students, in co-operation with their supervisors and advisers in Faculties and Departments, to enable them to make maximum use of the academic resources of the University. They act as advisors in the case of students whose personal circumstances may be in danger of affecting their studies and in cases where students encounter difficulties within their departments that require independent intercession. They can direct students towards sources of funding for activities which would enhance their research, such as conferences, and give advice in cases of financial hardship.

College library and other study (e.g. I.T.) facilities are available for the use of graduate students, and Colleges aim to assist in providing, e.g. through seminars or through interaction with senior members of the College, a stimulating academic environment in which to study for postgraduate and research qualifications.

6. Tutors and Tutorial Support

Tutorial support implies general oversight of student welfare, in the widest sense. Individual Colleges have various ways of delivering this support, so that while in some there may be a single person with this particular remit, in others it may be delivered by several people, each with certain students to look after, or specific areas of responsibility (e.g. financial advice). Hence a College may involve a variety of individuals, e.g. Tutors (who are generally Fellows of the College, and may have separate academic responsibilities within the College and the University), nurses and chaplains. However it is delivered, tutorial provision is an essential component of collegiate life. Tutors are not trained counsellors: the role is that of general adviser, and includes a pastoral, financial, administrative and general academic remit.

In addition to items accessible on the College and University websites, a range of material is produced by the University (e.g. the Tutor’s Guide, the guide for Graduate Tutors issued by the Board of Graduate Studies, the Tutor’s Guide to Hardship Funds, documents re Examinations),
University and joint University-College services (e.g. the Counselling Service, the Careers Service, the Disability Resource Centre), and by individual Colleges. It is the responsibility of the Colleges to ensure that all appropriate material is distributed to Tutors, that they are kept up to date on relevant regulations and developments, and that they receive appropriate advice and support in their role as Tutors, e.g. through regular Tutors' meetings. The College provides in addition to this study skills training for students.

7. **Financial Assistance for Students**

Colleges, out of their charitable resources, are actively committed to raising and allocating money for access bursaries and other grants for those who would otherwise find it difficult to undertake a course of study in Cambridge. They are responsible for the effective publicising within each College of all relevant information about student support funds (e.g. Cambridge Bursaries, The Cambridge Trusts, Hardship Funds, childcare grants and bursaries, College hardship funds), for advising individual students on their eligibility for such funds, and giving assistance with student support applications. Up-to-date information about sources of additional funding is available to Tutors and Senior Tutors, e.g. via links on the Senior Tutors’ web-site, and for graduate students through the new Finance and Studentship Officer in the Board of Graduate Studies, whose post is partially supported by the Colleges.

8. **Health and welfare**

The Colleges offer information and advice on health matters and some supplementary medical provision for their students through the employment of a College Nurse or Health Adviser (such appointments sometimes being shared between Colleges). All students in Cambridge have access to the University Counselling Service, to which Colleges contribute through a *per capita* levy. Churchill College employs its own Counsellor. Colleges work closely, through their Disability Officers and through Tutors, with the Disability Resource Centre to make appropriate provision for students with disabilities.
9. **Administration**

Colleges, through Tutors and/ or the Tutorial Office, have a general administrative responsibility for a student’s progress through the University from matriculation to graduation. They are responsible for the maintenance of student records for their own undergraduate and graduate students, and for supplying information to central University and other bodies (e.g. LEAs, electoral register) as required. They are also responsible for examination entries, for communicating the results of examinations to students, for assisting students who wish to make a complaint or to lodge an appeal against an examination result, and for ensuring that appropriate arrangements are made for students who need, because of disability, illness or some other cause, to take examinations under special conditions (these arrangements include the provision of a suitable examination room and invigilation). In relation to individual students Colleges also have responsibility for advising in the case of a change in course or an application to ‘degrade’ (i.e. to be allowed to intermit a course of study for a period), and for making any necessary application to the University on the student’s behalf.
INFORMATION FOR NEW FELLOWS

At the beginning of each academic year between twenty and thirty new Fellows are welcomed to the College. Many of these will be Overseas Fellows and Visiting By-Fellows staying for periods between one term and one year. The majority will be living in College and many will be bringing their families with them. The College values these academic relationships very highly and hopes that all new Fellows will have a productive and pleasant stay at the College.

Before Arrival

Newly-appointed Fellows and By-Fellows will receive a formal letter of offer from the College outlining the rights and privileges to which they are entitled. On acceptance, the Fellowship Secretary forwards an information package which includes:

- Fellows’ Handbook
- Employee/Visiting Fellow information form
- Request for digital photo
- Request for biographical details: https://www.chu.cam.ac.uk/people/fellows/
- Register of Interests Form (Fellows only)

Please try and deal with these formalities before you arrive as they will enable us to get everything set in place prior to your arrival.

The Employee/Visiting Fellow information form confirms the details required for your stay. Your digital photo enables us to order a University Card for you, and is also included on the Fellows’ photograph board outside the SCR. The biographical details of all new Fellows are included in a document we send to Fellows at the beginning of each term. These are also published on the website.

Accommodation

The Domestic Bursar’s Assistant, Mrs Jane Dixon, is responsible for the day-to-day administration of Fellows’ accommodation. Every effort will be made to offer you accommodation appropriate to your needs, and subject to your entitlement, but the final allocation is always dependent on availability, arrival date and the requirements of other Fellows. Allocations are therefore always subject to change up until the date of arrival.

Accommodation is available in either the Sheppard Flats or, for unaccompanied Fellows, in a Fellows’ set (a set of rooms comprising small lounge/diner, kitchenette, bedroom and bathroom). Both types are fully furnished and equipped. You will be advised of the rent due and how to pay once your accommodation has been confirmed.

For further information please see the section below entitled ‘Accommodation and Guest Rooms’ and also refer to the booklet ‘Information for Residents’ which is available on the Fellows’ website.
Baggage

Baggage may be sent prior to arrival, although you should note that storage facilities in College are very limited. A delivery address of “Churchill College, Cambridge CB3 0DS” will be sufficient. Names must be clearly marked.

Childcare

Information on state schools in Cambridge is available via the following link: https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/

There are various forms of childcare available in Cambridge. The College is a partner in a nursery, Wolfson Court Day Nursery and Preschool. This is situated opposite the College, off Madingley Road, next to the Centre for Mathematical Sciences. Further information is available from the operators, Bright Horizons, on 0330 057 4727 - https://www.brighthorizons.co.uk/our-nurseries/wolfson-court-day-nursery-and-preschool - please state that you are at Churchill. Please note also that the cancellation terms for most childcare providers are two months’ notice. For employees of the University, there are also two University nurseries - https://www.childcare.admin.cam.ac.uk/nurseries.

Two part-time information clerks are employed by the University, and can be contacted on (01223) 332249 or at Childcare@admin.cam.ac.uk for further information. Further information is also available via the Childcare Office at: http://www.admin.cam.ac.uk/univ/childcare/.

Local nurseries include:

- Abacus Day Nursery, Green End Road (01223) 576733
- Joint Colleges Nursery, Chaucer Road (01223) 315084
- Wolfson Court Day Nursery and Preschool 0330 057 4727
- Patpake Nursery, Clarkson Road (01223) 315815
- Sunflower Day Nursery, Stretten Avenue (01223) 578608

Fellows employed by the University and/or College may be able to use the government Tax Free Childcare scheme if eligible. Further details are available at https://www.gov.uk/help-with-childcare-costs/tax-free-childcare

For further information, please contact the Payroll Manager, Mr Peter Miller.
Computer Facilities

You will need to have a University email account and University User ID (also known as CRSid) to ensure that you receive the information we regularly send out to Senior Members by email. The Fellowship Secretary will arrange this for you on receipt of your completed information forms, unless your Department is applying for this on your behalf. The User ID will provide you with a local user email address (@cam.ac.uk or similar).

Please be aware that your use of a University email account must abide by the University policies of acceptable use, and your account will also be subject to a 3-yearly renewal schedule. What this means is that you will be contacted every 3 years to notify you that your account is soon to expire, and if you are still an active member of the College (or another College or University Department), you will be eligible to have your use of this account renewed for up to a further 3 years (you will need to contact your affiliated College or University Department to have this performed). Further information on both the use of your University email account, and what constitutes being an active member in regards to account renewals, can be found on the UIS help pages, available at https://help.uis.cam.ac.uk

If you prefer to use another email address you are welcome to do so, but you will need to arrange for mail sent to your new @cam address to be redirected to your external email address. You can do this by following the instructions which are available on the Cambridge University website at https://help.uis.cam.ac.uk/service/email/hermes/webmail/redirect-and-vacation

Churchill College offers a wide range of computing facilities, full details of which are available on the College website at: https://www.chu.cam.ac.uk/computing/

All of the rooms at Churchill College are covered by both wireless and wired networks. Information about how to connect your computer to the “eduroam” wireless network is available on the website. Contact Computing Support if you wish to use the wired network.

There are several computer areas available, which run the University's Managed Cluster Service (MCS). The College also offers printing, scanning and photocopying facilities.

If you are a Director of Studies, College Lecturer or Tutor, you may request a desktop computer (with Windows and MS Office) and/or a printer for your room in College.

Please see the website or contact the Computing Support Office on computing@chu.cam.ac.uk for further details.

A reminder, also, that a secure area of the website has been set aside for Fellows to access more confidential information including papers for College meetings and other documentation that is normally sent out in hard copy format. Fellows will need a Raven account for access to this secure section. If you already have a CRSid but do not know your password, please contact the University Computing Service direct to request that the password be sent out to you via UMS. Please ring the UCS helpdesk on (01223) 334680.
Data Protection

Under data protection law, Churchill College is identified as a data controller and as such is subject to a range of legal obligations. For clarity, the University of Cambridge and the other Colleges in Cambridge are separate data controllers, with their own policies and procedures. Sharing of personal information between the University and the Colleges is covered by a formal data sharing protocol. There is also training from the University about data protection which is available online (https://www.training.cam.ac.uk/cppd/event/2498471).

Information on how the College processes data can be found in the Privacy Statements, including one for Staff and Senior Members, which are available on the College website. Fellows who are carrying out work for the College may have access to personal data relating to students or other third parties. Fellows are obliged to comply with the College's Data Protection Policy and related policies and procedures, including data security and record retention, when handling such data. The Data Protection Policy is available on the College website https://www.chu.cam.ac.uk/media/uploads/files/Data_Protection_Policy.pdf. For additional information about data protection, please get in touch with the College Data Protection Lead, Natalie Adams (information@chu.cam.ac.uk).

If you handle personal data during your activities for the College and require further information regarding data protection, more detailed guidance is available from information@chu.cam.ac.uk.

Food Shops

The Dining Hall is open for informal breakfast, lunch and dinner, at the times indicated in the section on Catering on below. However, if you arrive in College outside normal opening hours, the nearest shops are on Histon Road/Windsor Road corner (about fifteen minutes' walk), where there is a Co-op supermarket which is open from 7 a.m. to 10 p.m. Monday to Saturday and 8 a.m. to 10 p.m. on Sundays. Alternatively, the Midan Supermarket on Histon Road is open every day and stocks virtually everything. The petrol station on Huntingdon Road near Girton College also sells items such as bread and milk. There is also a Sainsbury’s store in Eddington. Nearby supermarkets - Tesco, Sainsbury’s and Waitrose - also take orders over the internet for delivery. Please ensure you give detailed directions to delivery drivers as the Porters’ Lodge is unable to receive grocery deliveries.

Immigration and Right to Work

The Human Resources Manager is the point of contact within College for immigration enquiries.

(a) Fellows working for the College

All Fellows who will be carrying out work for the College, either as employees or as workers, e.g. non-stipendiary college lecturers carrying out supervisions, are required to provide original documentation to confirm their eligibility to work in the UK. The HR Manager will therefore ask to see your passport or visa before you commence work at the College.

Individuals who do not have the indefinite/automatic right to work in the UK are subject to immigration control and must obtain an appropriate visa before they are permitted to take up
employment. The points-based immigration system operated by the UK government is the most common route through which an individual can obtain the right to work in the UK. Academic staff working for the College typically pursue either Tier 1 or Tier 2 (General) applications. Full details of visa requirements and the applications process are available on the UK Visas and Immigration website https://www.gov.uk/government/organisations/uk-visas-and-immigration.

The College is a licensed sponsor for Tier 2 applications. The College may assign a certificate of sponsorship to a candidate, who may then apply for a Tier 2 (General) visa. Fellows should be advised that once the certificate of sponsorship has been issued, the responsibility for actually obtaining a work visa falls entirely to the candidate.

Fellows appointed to University positions should note that as the College is a separate and distinct employer it is obliged to carry out its own right to work checks and cannot rely on checks performed by the University. If you are sponsored by the University on a Tier 2 visa and your primary employment transfers to the College, a new Tier 2 visa will be required, sponsored by Churchill College. If your primary employment is with the University you may be able to carry out work for the College as supplementary employment without breaching the conditions of your Tier 2 sponsorship. Please check with the University's Immigration and Compliance team where relevant.

(b) Overseas Fellows and By-Fellows

Overseas Fellows and By-Fellows (who do not carry out work for the College) may be considered visitors for visa and immigration purposes. EEA nationals do not require a visa to visit the UK, but non-EEA nationals may be required to apply for a visa in advance of a visit. Academic visitors can apply for a Visitor (Standard) visa.

Holders of a Visitor (Standard) visa cannot:

- Undertake any form of employment in the UK (except certain limited permissible activities)
- Fill a normal post or a genuine vacancy, even on a temporary basis;
- Receive funding for their work from any UK source (payments of expenses, including travel and subsistence may be disregarded);
- Stay in the UK for more than 6 months (up to 12 months for academic visitors);
- Switch to any other immigration category whilst inside the UK;
- Have recourse to public funds.

Those Fellows or By-Fellows requiring a Visitor's visa should apply in advance before coming to the UK. An application must be made online not more than three months before the intended date of travel. Please note that even individuals of those nationalities who are permitted to seek entry as a visitor at the UK border will only ever be given entry for 6 months maximum. If the individual wishes to enter as an academic visitor for a period of between 6 and 12 months, they, and their dependants, must apply online for a visa in advance of travelling to the UK.

Further details regarding Visitors visas can be found at https://www.gov.uk/standard-visitor-visa
Insurance

The security of property belonging to persons resident in College rooms and flats is the responsibility of such residents, and the Bursar, on behalf of the College, does not accept liability for loss or damage to such property. You are strongly advised to take out your own insurance for your own peace of mind.

Transport

A private cab from the airport to the College will be in the region of £100. You may wish to contact the following for quotes:

- Cabco  
  - [Http://www.alcabco.co.uk/](http://www.alcabco.co.uk/)  
  - (01223) 525555
- Camcab  
  - [Http://www.camcab.co.uk/](http://www.camcab.co.uk/)  
  - (01223) 704704
- Camtax  
  - [Http://www.camtax.co.uk/](http://www.camtax.co.uk/)  
  - (01223) 242424

National Express provides services to Cambridge from major airports. For further information please see: [http://www.nationalexpress.com/home.aspx](http://www.nationalexpress.com/home.aspx)
**Arrival at the College**

On arrival, you should go to the Porters’ Lodge at the front of the College on Storey’s Way to register and collect keys. Your accommodation may be some distance from the Porters’ Lodge and it is recommended that you bring a small folding trolley or luggage on wheels.

The Porters’ Lodge is open twenty-four hours a day, so your arrival time is entirely flexible.

**Admission to Fellowship**

New Fellows and Overseas Fellows are admitted to their Fellowships at the beginning of the first Governing Body meeting following their arrival. The dates of Governing Body meetings in 2018/19 are: 12 October 2018; 30 November 2018; 25 January 2019; 15 March 2019; 3 May 2019 and 14 June 2019. Meetings are on Fridays at 5.30 p.m. in the Jock Colville Hall.

At the meeting you will be asked to read out the following declaration:

\[
I, M.N., \text{ elected a Fellow of Churchill College, do solemnly declare that I will, so far as in me lies, loyally observe the Statutes, Ordinances, and customs of the College and in all things endeavour to promote learning and advance knowledge.}
\]

There is no need to memorise these words as you will be given a card to read out. You will also be asked to sign the Admissions Book, and be formally admitted to your Fellowship by the Master.

It is customary for gowns to be worn at Governing Body meetings, and for men to wear a jacket and tie. A copy of the Statutes, Ordinances and Regulations of Churchill College is available for reference in the Senior Combination Room and on the website at [http://www.chu.cam.ac.uk/about/official/statutes_and_ordinances/](http://www.chu.cam.ac.uk/about/official/statutes_and_ordinances/).

By-Fellows are not permitted to attend Governing Body Meetings, and are not formally admitted to their By-Fellowships. However, they are encouraged to attend High Table following such meetings as there is normally a good turn out of Fellows and therefore a good opportunity to meet the Fellowship.

View towards the Dining Hall and central buildings (with Library to the left)
RESPONSIBILITIES OF FELLOWSHIPS

The different categories of Fellowship are clarified in the section on College Organisation and Governance.

The obligations of Fellows are outlined in the Statutes, Ordinances & Regulations of the College, a copy of which is available in the SCR and on the website via the section “About the College”:
http://www.chu.cam.ac.uk/about/official/statutes_and_ordinances/

In January 2007 the Governing Body approved the adoption of a Code of Practice for managing conflicts of interest. This requires all Members of the College who are on any decision-making body of the College (including Governing Body) to register any interests with the College. These may include:

- Membership of any Faculty or Department in the University;
- The holding of any office or position in the University;
- The holding of any office or position in the College (other than committee memberships);
- Any material shareholding and/or any directorship in a company or charity if there is a reasonable possibility that the company or charity may be engaged in any business, appeal or transaction involving the College.

Committee members should declare interests which are relevant, but not sufficiently material to merit inclusion in the register, as and when they come up in business. The Fellowship Secretary will ask you to complete a form before you take up your Fellowship but you are also asked to keep this regularly updated as appropriate. A blank copy of the form is also available on the Fellows’ website and can be accessed via the section on College Committees.

Fellows employed by the College

Fellows elected to College Teaching Fellowships or posts, and employed directly by the College, should refer to the Staff Handbook which is available in the restricted section of the Fellows’ website. For general employment policies and guidance, they should note that the Staff Handbook relates primarily to the non-academic staff and some guidelines and procedures may be over-ridden by the Statutes, Ordinances & Regulations of the College.

The Appendices to the Regulations, which are available on the Fellows’ website, provide information on formal procedures relating to tenure, procedures for appraisals, re-appointments and upgrading. Please consult the HR Manager for further information.

Please speak to the Payroll Manager, Peter Miller, if you have any queries regarding your pay or pension. Pension advice is available from an independent pension adviser. Appointments can be arranged by the Payroll Manager or the HR Manager.

Fellows under categories A – C, E and G

It is expected that Fellows under these categories will take very seriously the responsibilities of their Fellowships. They are expected to attend meetings of the Governing Body (at which they have full voting rights) and to engage with undergraduates and postgraduates in the College. They are also expected to accept membership of some committees, possibly including Council, from time to time. Unless the Fellow
wishes otherwise, no such membership should average more than eight hours of attendance per term over any four-year period (excepting sabbatical or other leave).

**Fellows under categories D and F**

With the exception of Fellows elected into Title D (Pensioner) Fellowships before 30 September 1988, Title D Fellows do not have a voting right at Governing Body, although they may attend meetings. Two Title D Fellows have voluntarily waved their right to attend Governing Body meetings. However, the presence of Title D Fellows at Governing Body meeting is much valued.

Overseas Fellows (category F) do not have a voting rights but their presence at meetings is also welcome.

**By-Fellows**

By-Fellows are not members of the Governing Body and may not attend meetings, but their presence is much welcomed in the SCR and at social events.

There are a number of categories of By-Fellow from Archives By-Fellows working on specific projects in the Archives Centre, Teaching By-Fellows providing support for the Directors of Studies in undergraduate teaching, Postdoctoral By-Fellows who are University researchers attached to the College, and some key members of staff, and certain contacts from the world of commerce and industry who are actively supporting the College in its mission to interface with the outside world.

**Benefactor Fellows**

The College has recently introduced a new category of Benefactor Fellow to acknowledge significant donors to the College. They are not members of the Governing Body.
ACCOMMODATION AND GUEST ROOMS

The Fellows’ Rooms Committee oversees the allocation of residential and teaching rooms for Fellows under the chairmanship of the Vice-Master. There are agreed guidelines for the allocation of rooms which the Committee observes.

Right to Residential Accommodation

The right to accommodation in College is covered by Ordinance X and Regulation 7. Subject to availability, single Fellows in category Title A (Teaching) will be offered a Fellows’ set in College. Title A Fellows living in College do not pay rent, currently, and are exempt from Council Tax charges on this accommodation. However, they do pay a service charge of up to £1,830 per year currently. The weekly rental charges for Fellows in other categories are as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Weekly Charges</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Set</td>
<td>£238 - £245</td>
<td>Bedroom, living room, kitchen, bathroom</td>
</tr>
<tr>
<td>Large Set</td>
<td>£315 - £322</td>
<td>As above, plus study</td>
</tr>
<tr>
<td>34A</td>
<td>£171.50</td>
<td>Single en suite</td>
</tr>
<tr>
<td>34B</td>
<td>£178.50</td>
<td>Two room set, no kitchen</td>
</tr>
<tr>
<td>35F</td>
<td>£171.50</td>
<td>Small en suite single, no kitchen</td>
</tr>
</tbody>
</table>

Residents are expected normally to use their set for teaching and research.

Fellows with partners may rent a flat at the top end of the College site in the Sheppard Flats. For stays of six months or longer, the rents currently range between £378 and £399 per week, inclusive of heating but exclusive of electricity and Council Tax. The charges differ for Overseas Fellows and By-Fellows who will normally be staying for shorter periods. The rents range between £427 and £448 per week inclusive of heating, reasonable electricity use and Council tax.

The provision of residential accommodation for Fellows is quite clearly intended for the use of Fellows only, except for the Sheppard or Wolfson Flats where the basis of occupation is different and an assured shorthold tenancy is established. In the case of College rooms, there is a special tax concession to Oxbridge Colleges for accommodation for Fellows within the College precincts based on the role resident Fellows play in the College. Postdoctoral By-Fellows are not entitled to accommodation.

Rules

At its meeting on 7 July 2011 the Fellows’ Rooms Committee reviewed the current rules (subsequently endorsed by College Council) and re-stated them as follows:

(a) Fellows are provided with accommodation in College for their use only. They may not ‘lend’ their accommodation to anyone for any period longer than three days.

(b) If the partner of a Fellow wishes to reside with him or her or regularly (rather than only on weekends), they should seek alternative accommodation in the College flats (Sheppard or Wolfson) or move out of College altogether as soon as they reasonably can.
Guest rooms are provided for the use of Fellows, and additional College rooms may be allocated for this purpose from time to time, by the Accommodation Office, subject to availability. Fellows (but not By-Fellows) are entitled to an allowance of 10 guest room nights each year, subject to availability. Fellows may also borrow a z-bed from Housekeeping if they wish to have a guest overnight in their room. Any guests of Fellows should be signed in to the Porters’ Lodge especially if the Fellow is not in residence during the guest stay to ensure their safety in case of emergency.

In exceptional circumstances, for example, during a period of illness, the Fellows’ Rooms Committee may be asked to vary the rules. Any correspondence with the HMRC (Inland Revenue) or Council Tax Office (City Council) relating to tax concessions on accommodation must go through the Bursar. (The provision of accommodation does not have to be declared as an emolument on one’s income-tax return from HMRC.)

Sheppard Flats

The Sheppard Flats were built in 1960-61 and were designed by the architect Richard Sheppard. They were the first buildings on the site of Churchill College, and are situated at the far west end of the College grounds. They provide family accommodation for Overseas Fellows, By-Fellows and Junior Research Fellows of the College. There are twenty Sheppard flats of varying sizes: two-bedroom, two-bedroom plus study (or small third bedroom) and three-bedroom. Flats may be ground floor or first floor and have either a small courtyard area if on the ground floor or a balcony if on the first floor. All flats have ethernet data connections and have been refurbished within the past few years. They are fully furnished and equipped, including linen and towels.

Fellows’ Sets and Residential Rooms

Unaccompanied Fellows may be offered accommodation in small Fellows’ sets. These are one bedroom flats suitable for single occupation. They are situated within the main College buildings and comprise a small living area, kitchenette, bedroom and bathroom. As with the flats, they are fully furnished and equipped, and have ethernet data connections. Accommodation may also be available in single en suite rooms. Network connections are provided in the room and a VOIP telephone on the College network. Private calls are chargeable.
When allocating new residential accommodation, priority is generally given to new Fellows, particularly to those from overseas. While every effort is made to accede to specific requests, the final allocation of a room or flat is always dependent on availability, arrival date and the needs of other Fellows. All allocations are therefore subject to change up until the date of arrival.

Fellows who are going to be away from Cambridge for more than a day or two are asked to notify the Porters’ Lodge as a courtesy. All resident Fellows are advised to be aware of the need for security. Doors and windows should be shut and locked when not in a room and bicycles should always be locked even when in bicycle sheds on the site. Belongings should not be left visible in parked cars.

**Laundry facilities**

The College has several card-operated washing machines and dryers located in:

- North Court - Staircase 5
- East Court - Staircase 42
- South Court - Staircase 47
- Cowan Court - basement
- Sheppard Flats *(hostel and Sheppard Flat residents)*
- Wolfson Flats *(for flat residents only)*

Cards to operate the machines may be obtained from the Porters’ Lodge.

**Fellows’ Research and Teaching Rooms**

Teaching Fellows and Junior Research Fellows who are living in College accommodation are normally expected to use the accommodation for teaching and research purposes. For those with children, a designated teaching room may be provided, either shared or un-shared. The room will be allocated according to availability and expected utilisation.

In addition to teaching rooms there are designated supervision rooms which can be booked via the Conference Office.

Beds will not be provided for single rooms used for teaching. However, if you live out and need to stay overnight for an event, the College can provide a folding bed and bedding. The room is provided for your use for College and research purposes: you may not lend it to external colleagues except for use when teaching Churchill students.

Teaching Fellows and Junior Research Fellows, who are not living in College accommodation, will be allocated shared or un-shared teaching rooms according to availability and expected utilisation. Preferential treatment will be given to Fellows who do not have Faculty offices.

Other Fellows, including Teaching By-Fellows, who are teaching for the College or have College posts, are allocated shared or un-shared teaching rooms according to availability and expected utilisation. Retired Fellows (Title D) currently have the use of a designated room (49G). A key to the room can be obtained from the Porters’ Lodge. Rooms are allocated by the Fellows’ Rooms Committee. If you have any problems with your room allocation, please contact the Domestic Bursar.
Guest Rooms

There are normally four guest rooms available in College for Fellows to book for guests. The main guest rooms are GB1 (double with en suite bathroom), GB2 (double; bathroom shared with GB3) and GB3 (bathroom shared with GB2) and GB4 (single en suite bathroom). They are located at the top of the staircase to be found at the end of the Fellows’ corridor, adjacent to the Cockcroft Room.

The Bed & Breakfast charges for the main guest rooms are currently:

<table>
<thead>
<tr>
<th>Room</th>
<th>Description</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>GB1 &amp; GB4</td>
<td>Double - en suite bathroom</td>
<td>£76 per night</td>
</tr>
<tr>
<td></td>
<td>Single occupancy</td>
<td>£61 per night</td>
</tr>
<tr>
<td>GB2 &amp; GB3</td>
<td>Double – shared bathroom</td>
<td>£57 per night</td>
</tr>
<tr>
<td></td>
<td>Single occupancy</td>
<td>£46 per night</td>
</tr>
</tbody>
</table>

The charges are inclusive of VAT and Continental Breakfast. The Fellows’ Guest Rooms are reserved for VIP guests, distinguished Alumni and guests of Fellows. Other rooms may be available in College, the rates depending upon the occupancy and en suite facilities. Children under the age of 18 years may not be accommodated within the central College buildings, except with the permission of the Bursar. Special rates apply for Fellows’ guests at the Møller Centre, if there are available rooms: contact the Reception desk on 465500 or email moller.reception@chu.cam.ac.uk

As a general rule, Fellows may book guest rooms for visitors without charge for up to ten nights a year, but please note that after the allowance of ten nights has been used, bed and breakfast rates will be applied. We regret that the allowance is not extended to By-Fellows, but they are nonetheless welcome to book guest rooms, at cost, and subject to availability. Past Fellows may stay in a College guest room free of charge on four nights over the academic year (1 October to 30 September) and to stay at other times at their own expense. Past By-Fellows are welcome to book guest rooms in College at standard bed and breakfast rates.

To book a guest room, please email Accommodation@chu.cam.ac.uk, or contact the Conference Office on (3)36164. Please inform the office of your status so that staff can ensure the correct charges are applied, if appropriate. If you are booking a guest room for a Departmental visitor, please state at the time of booking whether you wish it to be offset against your personal allowance, charged to your College account, or billed to the Department. The booking will be confirmed and will state the “value” of the booking whether or not you are being charged yourself.

Meeting Rooms

Meeting rooms and the Wolfson Hall may be booked by Fellows through the Conference Office by emailing conferences@chu.cam.ac.uk, or telephoning the Conference Office on (3)36233.
CATERING AND THE SENIOR COMBINATION ROOM (SCR)

Buttery

Fellows are encouraged to use the College Buttery (Bar), which serves as a general meeting point in the College. The Buttery is open for breakfast, lunch (coffee, sandwiches) and in the evening from Monday to Saturday during Term from 0730 – 2300. Opening times do change, so please check with bar staff for current opening times.

Sandwiches and drinks, including table wines, can also be purchased. If Fellows wish to use the Buttery on certain evenings out of term, it would be advisable to check with a member of the Buttery staff beforehand. There is also a bar for Advanced Students, run by the MCR, next to the Tizard Room.

High Table

You can sign yourself and any guests in for High Table using the procedure on the College website: http://scr.chu.cam.ac.uk. If any difficulties are experienced with the SCR booking system, please contact the Fellows’ Steward’s Secretary on scr-secretary@chu.cam.ac.uk. Alternatively you can phone the Porters’ Lodge on extension (3)36000. For weekday dining, this should be done by 11.00 on the same day, and for Sunday dining by 11.00 the previous Friday. In the event that this is not possible, you wish to make a late booking, or notify a cancellation, please telephone the Hospitality Services Manager on (3)36136, or the Catering Manager on (3)36130.

There are no High Table dinners on Saturday nights. On Sundays, High Table dining is restricted to the period of Full Term.

Please note that High Table will be cancelled if fewer than three diners have signed up for it, unless one is a guest. If you are signing for High Table and will be away from your normal telephone during the afternoon prior to dining, it would be helpful to leave a contact telephone number as a note with your High Table booking.

Dinner at High Table is comparatively formal: jackets and ties for men, but suits are not necessary on ordinary nights. Members of the College, and guests if they are members of Cambridge University, wear the appropriate University gown. It is the custom for members of the University, particularly Fellows of the College, to wear gowns when dining at High Table. On a normal night this should be the black gown of your highest Cambridge degree. If you do not have a Cambridge degree and are over twenty-three years of age, you have MA status in the University and so should wear a Cambridge MA gown without the strings. In the event that you join the Fellowship at a more junior age you have BA status and should wear a Cambridge BA gown without the strings. On Scarlet Days, which are announced in the University Reporter and are indicated on the SCR website, you should wear a scarlet gown if you have a Cambridge doctorate. In accordance with University practice you may alternatively wear the festal robes of your highest degree from any University. Fellows also wear gowns to Governing Body Meetings.
Fellows go into dinner promptly at 19.30, so you should arrive at the SCR by 19.20. Please sign on the printed sheets for any drinks you take.

At High Table Fellows fill up places as they arrive; Fellows with guests should sit beside them. There is a small charge per head for wine based on consumption of two 125ml glasses: if you or your guests do not wish to have wine you should indicate this when you sign up on line. If you indicate when signing up that you do not wish to take wine then you should also ensure that it is not served to you. It is simplest to do so by inverting your wine glasses when you take your place at the table. The wine for Junior Research Fellows is funded by a donor.

Formal High Table is replaced by a buffet whenever fewer than ten are dining and no other dinner is taking place, both out of term and in term. In term time, High Table on Sunday evening is also a buffet meal.

It is quite usual for Fellows and By-Fellows to bring their partners to High Table as guests and, in addition, there are Guest Evenings and other events intended especially for partners and other guests. It is not customary to invite children or undergraduates of Churchill to dine at High Table.

The Master presides at High Table but in her absence the Vice-Master presides. In the absence of the Vice-Master, the President of the SCR presides. Thereafter the most senior Fellow will preside. If you introduce a guest for dinner at High Table, the guest becomes a guest of the College and the senior Fellow dining that evening will try to make your guest welcome. Please ensure that your guest’s name is on the list in the SCR, at the Porters’ Lodge or in your e-mail booking.

The system copes easily with two guests (sitting on each side of their host), and it can just about extend to a partner plus two guests. The same guest (other than a partner) should be introduced occasionally rather than regularly.

Please let the Catering Manager know in advance of any special dietary requirements that you or your guest might have. For vegetarians, a note in the booking sheet will suffice but earlier and more explicit information may be needed if the requirement is less common.

Fruit is generally available in the SCR after High Table.

**Cancellation Charges**

Cancellation for High Table received after 11.00 on the day will incur a charge equal to the standard High Table meal and charged to the Fellow. If the Fellow has not opted out of the wine provision, this will also be charged as the wine will have been opened. A Fellow may opt to substitute another and thereby negate the cancellation charge provided that the substitute advises the Dining Hall Manager of their substitution at the dinner.

Cancellation for a Special Menu less than twenty-four hours before the dinner will incur the full cost of the meal less the cost of the wine. Cancellation for any special College meal where a seating plan is involved (e.g. Feasts, Advanced Student Dinners, Freshers’ Dinner, and Fellows’ Guest Night) less than thirty-six hours before the dinner will incur the full cost of the meal less the cost of the wine. Failure to turn up without cancellation will incur the full cost, including the wine charge unless opted out. In the case where a
guest is unable to turn up, the Fellow may at any time substitute an alternative guest without incurring an extra charge but otherwise the cancellation charge will be applied.

Cancellation charges are incurred by the individual and cannot be offset by Fellows’ allowances, although they may be excused under very exceptional circumstances.

Informal Desserts

Every Thursday in Full Term there is an Informal Dessert in the Fellows’ Dining Room following normal High Table. There is no requirement for those attending High Table to stay for the Informal Dessert, but the dessert does need to be signed for by 1100 along with the dinner by adding a "D" when you book in on the SCR website. The cost of the wine consumed is divided amongst those who have signed in. If you wish to join the Dessert party but not drink alcohol, please sign in with "DNA" and you will not be charged. Fellows may request Informal Dessert after any other High Table. Please contact David Oakley, Catering Manager, by telephoning (3)36130, or by emailing Catering@chu.cam.ac.uk. Two days’ notice is normally required.

Private Parties

If you wish to hold a private lunch or dinner party, you may use one of the rooms available in the College, but you must give reasonable notice to the Conference Office by emailing Conferences@chu.cam.ac.uk. They will be pleased to discuss the details and charges with you.

Catering and wines for such parties should be purchased from the College. If you require a waiter for a party, you should apply to the Conference Office, or to the Catering Manager, David Oakley, on Catering@chu.cam.ac.uk. The cost will be charged to your quarterly account. You are asked not to approach Dining Hall staff personally when wanting some special service which is outside their normal duties.

Fellows may ask to reserve certain rooms for appropriate purposes: the Cockcroft Room, the Fellows’ Dining Room, the Club Room, Tizard Room (Small Combination Room), Bevin Room and Wolfson Hall may all be booked through the Conference Office. It is particularly important that Fellows do not make final arrangements to use rooms for themselves or for College societies until they have had confirmation of their availability.

You may also borrow glasses, cutlery and crockery for private parties, subject to availability, if you are purchasing wines from the College.

Self-Service Meals

Fellows are welcome to have self-service breakfast, lunch or dinner. Breakfast is normally served in the Buttery. Other meals are served in the Dining Hall or in the Fellows’ Dining Room. Buttery and Dining Hall opening times during term are as follows:
Saturday brunch is only served during term and breakfast is always served in the Dining Hall out of term.

If taking breakfast in the buttery, Fellows and By-Fellows are asked to sign the list on the Buttery counter.

Lunch, which is very informal, may be taken either in Hall or in the Fellows’ Dining Room (where a cold buffet is laid out). Lunch in the Fellows’ Dining Room is communal and it is the custom to take the next available place at the table. Fellows wishing to have private conversations may prefer to sit in the Dining Hall. Lunches taken, including those for any guests, should be recorded using the sign-in sheets (or if appropriate, the electronic card reader for Fellows’ own lunches) on the table inside the Dining Hall, near the Fellows’ Dining Room entrance. All drinks should be signed for.

Fellows bringing guests, and those exercising their dining privileges, should record the fact on the printed list provided on the table at the Fellow’s entrance to the Dining Hall. Full Fellows and By-Fellows do not need to record their own meal on the printed list. This should be recorded with the electronic scanner, using either your College card or key fob as appropriate.

Fellows are welcome to bring their own children to self-service meals in the Dining Hall, but parents may be asked to remove children who cause disturbance to others.

Your wife, husband or partner is welcome to take lunch or self-service dinner as a guest in your absence, and should simply sign against your name on the printed list on the small table outside the Fellows’ Dining Room.

At breakfast and lunch, and at self-service dinner, dress is relatively informal.

**Senior Combination Room**

Professor David Newbery is President of the Senior Combination Room (SCR).

The SCR is available to all Fellows, By-Fellows, Senior Members and holders of dining privileges. You are welcome to bring guests into the SCR but space is limited, especially at lunch time. However, it is not the custom to bring children, or undergraduates of the College, into the SCR.

Coffee is available without charge in the SCR at all times, and drinks are available before and after dinner. These should be signed for on the list provided. The charges are on display in the SCR.

Newspapers, magazines and reference books are available in the SCR, together with the minutes of meetings of the Governing Body, the College Council and various committees. Books of photographs of Fellows are kept in the SCR. A copy of the Statutes, Ordinances and Regulations of the College is also available for reference, as are copies of Who’s Who. Rail information is available from the Porters’ Lodge.
Decanters are set out in the SCR before and after dinner, and may be found in the cupboard at other times. Please do not forget to sign on the list for any drinks consumed by you or your guests. The list is changed daily, and the information is recorded on your quarterly account. If the list is missing, or if any provisions are lacking, please contact the duty supervisor. The Catering Manager, Mr David Oakley, is in charge of the provision of coffee and drinks in the SCR.

Suggestions relating to the amenities of the SCR may be entered in the Suggestion Book in the SCR, and will be considered by the SCR Committee. For the addition of a newspaper or journal (and subject to funds being available for its purchase), it is customary to obtain a minimum of six signatures.

There is a telephone (extension 30418) just outside the SCR. This is connected to the University telephone network only and it is not possible to dial external calls from here. In case of fire or other emergency, it would be necessary to dial 1 999, before also telephoning the Porters’ Lodge on 36000.

The SCR is normally cleaned at 08.00 on weekdays. Smoking is not permitted in College. Fellows who use the SCR late at night are asked to make sure they switch off the lights, and lock all doors and windows.

SCR Website

The SCR website provides useful information on social events in College. You will also be able to book in for High Table or other special events on line at http://scr.chu.cam.ac.uk/. Click on to “Dinners and Events/Make a Booking”. Choose the date on which you wish to dine, and then click against “Your name” to open up the drop down list. Names are listed in order of precedence and date of election, so the names of more newly-elected Fellows will be found nearer to the bottom of the list. If any difficulties are experienced with the SCR booking system, please contact the Fellows’ Steward’s Secretary on scr-secretary@chu.cam.ac.uk.

Special Diets

If you have any special dietary requirements, ranging from straightforward vegetarianism to more esoteric regimes, please make the Catering Manager aware of them.

Special Dinners and Feasts

There are a number of special dinners each year including the Freshers’ Dinner (in October), Advanced Students’ Dinner (in October and May), and Graduation Dinner at which Senior and Junior Members dine together. No charge is made for these particular dinners but there is a charge for wine. In addition, on a few nights, advertised in advance, normal High Table is replaced with a Common Table with the MCR. The usual timing, charging and guest arrangements for High Table apply. Fellows and MCR members meet beforehand in the SCR. There are also two Feasts (the Scholars’ Feast in November and the Founder’s Feast in June) and a number of Fellows’ Guest Nights, Guest Evenings and Special Menus. At Feasts, each Fellow may bring a guest at College expense. It is not customary to invite one’s partner as a guest to Feasts.

Fellows may also be invited to attend events held to bring alumni back to the College. Generally, unless stated otherwise, Fellows will not be charged for these dinners, but there will be a charge for wine.
On Fellows’ Guest Nights, Fellows pay for themselves and their guests (less the normal dining allowance). There is also a Special menu for High Table once a term. These are fairly informal evenings when the chefs experiment with more varied menus. Fellows are encouraged to invite guests. Dress for Feasts, and Fellows’ Guest Nights is formal (dinner jacket/black tie). Men wear lounge suits or equivalent at the other special dinners and at Formal Dessert.

The dates of these dinners are given in the Social Calendar produced by the SCR Committee and in a document entitled ‘Special Dinners’, circulated by the Fellows’ Steward at the beginning of each term. The SCR Social Calendar may also be found on the SCR website (http://scr.chu.cam.ac.uk). Enquiries regarding special dinners and Guest Nights should be made to the Fellows’ Steward’s Secretary, Mrs Jane Dixon on (3)31669. If you need to cancel in emergency at the last minute, please contact the Fellows’ Steward’s Secretary directly.

**Wine Cellar**

A Wine Cellar, administered by the Wine Committee, is maintained for the purpose of supplying wine for College functions, for private sales to Fellows, and for use at private functions held by Fellows in College. A list of wines available for sale is circulated to Fellows and can also be viewed on the Fellows’ website.

Fellows should order wine from the Catering Supervisors, preferably by e-mail to fellowswine@chu.cam.ac.uk or, if this is not possible, by telephoning extension 36136. Please try to place orders at least two working days before the wine is required. Where necessary, orders can be fulfilled if received by 11.00 on the morning of the day on which the wine is required; however, please note that such orders may not be ready in time unless information is provided in full as requested above. Wine may not be ordered on Saturdays or Sundays.
MISCELLANEOUS INFORMATION

Art

There is a visual arts studio in the garden of 76 Storey’s Way. The Visual Arts Sizar, in conjunction with the Curator, can grant permission for the use of the Studio, Mr Barry Phipps is the College’s Curator of Works of Art.

Cars

If you bring your own car to Cambridge, or you purchase a car while you are here, you should register the car with the Porters who will provide you with a parking badge. You will be able to park the car in the Fellows’ car park, along Churchill Road, in the top car park, or if resident in the Sheppard Flats, in the car park adjacent to the flats. You are unlikely to be allocated any parking on University sites.

Chapel at Churchill College

The Chapel at Churchill College is not a formal part of the College and is administered by a Trust, most of whose members are Fellows of the College. It is interdenominational. The Chaplain is the Rev Dr John Rawlinson. He is not resident in Cambridge but may be contacted by email: jr338@cam.ac.uk. For information about services, see the Chapel card (issued each term) or the notices on the Chapel notice board in the main foyer of the College. Chapel services are normally held every Sunday evening in term-time at 17.45. There is a choir which all members of the College and their friends are welcome to join.

Anyone wishing to use the Chapel for an event should contact Dr Martyn Johnson, Chairman of the Trustees, in the first instance through Sharon Knight, the Bursar’s Assistant: Sharon.knight@chu.cam.ac.uk. See also: http://www.chu.cam.ac.uk/collegelife/chapel/.

Children

Children are welcome in College. However, we do ask that they are supervised at all times to ensure that they do not disturb other residents. Although children are not allowed in the SCR or at High Table, you are welcome to take them in to informal lunch or dinner in the Dining Hall as long as they do not cause a disturbance to others. Four wooden high chairs are available in the dining hall and may be used with the assistance of Dining Hall staff.

For insurance and health & safety reasons, children are not allowed to use the equipment in the Pavilion. A special play area has been created adjacent to the Wolfson Flats and residents are welcome to make use of this secure and safe facility.

College Accounts

Each member of the College is given an account code number. Accounts are rendered quarterly at the end of March, June, September and December. The amount due is deducted by the College from any stipend or payment due to Fellows the month following the issue of the bill. It should otherwise be paid by cheque made payable to Churchill College within 14 days of receipt of the statement.
Communication

A significant amount of information is now disseminated via Email, particularly information on social events in College. Please let the Fellowship Secretary have your @cam Email address as soon as it has been set up as information is regularly sent out to Fellows with details of forthcoming events, dinners, etc. If you find you are not receiving regular information in this way, please contact the Fellowship Secretary on (3)36190 or email Fellowship.Secretary@chu.cam.ac.uk in case there is a problem with your address. Please refer to the section on Computer Facilities for further information.

Anyone can use the PCs in the alcove opposite the entrance to the SCR or any of the public computers in the Lloyds Room, next to the upstairs library.

Expense Claims

Expenses incurred through work undertaken for the College should be authorised in advance by the Senior Tutor. Entertainment of students can only be undertaken by Directors of Studies and Tutors within the allowances specified in Appendix 1A to Regulations. When making a claim for repayment receipts should be presented. A claim form can be obtained from the Tutorial office.

Grounds and Gardens

The Grounds and Gardens are there for the enjoyment of all students, Fellows, staff and visitors. Please do not walk on the grass when wet or the ground is soft. Children should not be allowed to play unsupervised anywhere in the Grounds. Vehicles and bicycles must never be driven or ridden on to the grounds without the permission of the Head of Grounds and Gardens. The fire road across the field and that around the Wolfson Flats must be left clear at all times.

Residents are welcome to pick the fruit from trees in College gardens of College hostels in Storey’s Way.

All residents are asked to remove litter from the grounds and place it in bins. Cigarette butts must be placed in the ashrays provided. The grounds staff will distribute salt to key locations and spread it where possible on key routes during snow and ice: extreme care should be taken when walking around the site in these conditions. We regret that disposable BBQs are not allowed in the grounds.

Library

The College Library is available for use by Fellows and, after consultation with the Librarian, by responsible members of their families. Fellows should familiarise themselves with the Library rules on borrowing. The University Card can be programmed by the Accounts Office to give Fellows access to the Library. Please see the section below on the University Card for further information.
Mail/Post

Most Fellows will have a designated pigeonhole in the Porters’ Lodge. You may leave your mail at the Porters’ Lodge for posting. You may either pay cash at the Porters’ Lodge or the Porters may be able to make arrangements to charge the postage to your College account. The Porters deliver mail to the Sheppard Flats once a day.

The University Messenger Service delivers mail throughout the University on a daily basis. To send mail, please mark the right-hand corner of the envelope with “UMS”.

Music Facilities

The Music Rooms are housed within the Study Centre. Entry to the building is by the Music Centre entrance at the Porters’ Lodge end of the black glass building.

The Music Centre houses the Steinway grand piano and the harpsichord; other rooms have Bechstein and Bösendorfer pianos. The rooms can be booked through the Music Society website or by emailing the Music Sizar on music.sizar@chu.cam.ac.uk. If you are interested in using the facilities for practising music, you will need to get your key fob/College (University) card authorised by the Music Sizar. Please note that the Steinway is available only to serious pianists, who can apply for a yellow card authorising them to use it; these cards are issued by the Music Sizar, who can also be contacted via the Porters’ Lodge during Full Term. There is a Yamaha grand piano in the Chapel which may also be used when the Chapel is not in use.

If you wish to hold an external concert or rehearsal in either location there may be a charge. If you wish to participate in College music – singing or playing an instrument in an orchestra or ensemble – contact the Music Sizar or the Director of Music-Making, Ewan Campbell, on eahc2@cam.ac.uk

Newcomers and Visiting Scholars

The Newcomers and Visiting Scholars (NVS) help newly-arrived University members and visitors, along with partners and families, to settle in and find out more about Cambridge. There is no charge for membership but members are asked to register at one of their Tuesday morning meetings. These are held every week in Full Term from 11.00 at the University Centre. For further information please see: http://www.nvs.admin.cam.ac.uk/

Photocopying

A reasonable amount of photocopying of academic research material is free to Fellows. For other photocopying requirements, there is a photocopying machine opposite the Library Office, charging 8p per sheet to your College account, using your University card or key fob.

There is a photocopier on the main Admin Corridor and also in the Finance Department. For the photocopying of academic research material, Fellows should use their University card or key fob to access these printers. For private photocopying, Fellows are asked to complete the form provided after using the photocopier. The photocopier is maintained by the Finance Department and any problems should be reported to Allison Bone (31544) or Charmaine Millington (60601).
Sports Facilities

The squash and tennis courts are for the use of College members and may be booked at the Porters’ Lodge. External bookings (e.g. for University terms) should be placed through the Bursar’s office which will advise on charges. Access to the squash courts is by account card - see the section below on University Cards. The hard tennis courts can be used throughout the year and the grass courts in summer when the nets are up. Bookings may be made through the Porters’ Lodge up to one week in advance. Gym equipment is available in the Pavilion; the College accepts no liability for injuries or accidents arising out of its use and all users must complete a short induction session – Please contact the Domestic Bursar, Shelley Surtees (31669).

Children of Fellows may only use the facilities under the supervision of an adult and may not use the equipment in the Pavilion gym.

Staff Gratuities

It is not customary for Fellows to offer gratuities to staff in return for work done in the course of their normal duties.

Stationery

Stationery is available to Fellows for teaching and academic purposes only. Allison Bone (31544) and Charmaine Millington (60601) have oversight of stationery supplies and orders. Supplies are in the locked stationery cupboard on the main Admin Corridor. A key may be borrowed from the Porters' Lodge, Bursar's Office or Senior Tutor's Office, and you are asked to notify Allison or Charmaine of any items you have taken. Paper and stationery for personal use is charged for.

For special items of stationery, please ring Allison or Charmaine on the numbers above or email. Please let them know if it is for personal use.

(a) Invitation cards

The printing of invitation and reply cards is carried out by individual Departments. Tutorial or Bursarial staff will be able to assist with this.

(b) Headed Paper

If you have headed paper or require compliments slips, these can be done by setting up a Word template and then printing on to Churchill headed paper which can be obtained from Tutorial or Bursarial staff. Compliments slips can be guillotined to size by using the manual guillotine in the Tutorial Office.
(c) **Business Cards**

Those Fellows who require business cards for their College work should contact the finance office on the numbers above, or by emailing Stationery@chu.cam.ac.uk.

(d) **Personal Stationery and Photocopying**

If you are taking stationery or photocopies for personal use, as opposed to College work, please record this on the sheet on the notice board in the photocopying room.

**Telephones**

Telephone calls are logged and charged to Fellows’ quarterly accounts. Special arrangements are made for those Fellows (College Officers, Tutors, etc) who make calls on College business.

**University Cards, Key fobs and Door Locking System**

A University Card or a special key fob is necessary if you wish to gain access to the SCR area, squash courts or to the Library. This card also functions as a College card, but if issued by a University Department, must be additionally encoded by Mrs Allison Bone in the Finance Office (Allison.Bone@chu.cam.ac.uk).

Fellows who are not University employees should apply to the Fellowship Secretary for a card.

Several aspects of the College's door locking system have recently been reorganised in the interest of simplifying the administration of the system and improving its operation. The system now requires cards and key fobs to be updated on a more regular basis than was previously the case. In most cases (especially if you live in College), this will happen automatically without your having to do anything differently, as several of the doors around College will update your card for you as a matter of routine whenever you use them.

However, if you do not use your card or key fob on one or more of the Post Room, Libraries, the Music Centre or the SCR Gallery area at least once a month, then you will need to ensure that you update your card by placing it on the updating point on the front desk in the Porters’ Lodge at least once per month. If you don’t do this, your card will stop working until you next update it.

The Accounts Department should still be the first port of call for queries about account cards or key fobs, including problems getting in to particular areas of College or if your card or key fob is not working properly. All other queries about the organisation and operation of the door-locking system itself (aside from problems with cards or key fobs) should now be directed to the Head Porter (or, in the absence of the Head Porter, to the Domestic Bursar).
PRIVILEGES, ENTITLEMENTS AND BENEFITS

The privileges and entitlements of Fellows, By-Fellows and holders of dining privileges are detailed in individual offer letters from the College.

Dining Privileges

Full Fellows and Teaching By-Fellows are eligible to dine seven times a week (at any available meal) and with six guests per quarter at College expense, while other By-Fellows are eligible to dine up to three times per week with six guests per quarter at College expense.

Past Fellows are eligible for four meals per month and six guests per quarter at College expense, and to use the Senior Combination Room when making use of their High Table dining rights when dining, while Past By-Fellows are eligible for four High Table meals including guests per calendar year (with one guest per High Table visit), and to use the Senior Combination Room when making use of High Table dining rights.

Full details of these entitlements can be found in Regulation 4.3.2 (Table of Dining and Social Entitlements) which is available on the Fellows’ website.

Please note that if you do not wish to drink wine at High Table, you need to state this when signing up on the website. Otherwise you will be charged the standard charge for two glasses of wine at High Table. Other current charges are on the notice board outside the SCR.

Conferences and Colloquia

There is a discount for conferences and external meetings held in the College by Fellows, provided they are in pursuit of a Fellow’s academic business and subject to availability. The College Council is also willing to support, through the Fellows’ Research Fund, some conferences in College. Fellows should contact the Conference Office on conferences@chu.cam.ac.uk, well in advance, regarding availability of accommodation. The College can provide accommodation out of term, at a reasonable cost, for academic visitors to Departments.

For conferences at the Møller Centre, please see http://www.mollercentre.co.uk/.

Fellows’ Research and Travel Fund

The Research and Travel Fund provides small grants chiefly to assist attendance at conferences. Grants may also be provided to assist, for example, study abroad, the microfilming of archive material, and publication costs. Applications should be made in writing to the Vice-Master. Applicants are expected also to seek support elsewhere where possible (such as from the University travel fund or learned societies). When applying, please specify from which other sources you are expected to find support. The Fund seeks to be especially helpful to the needs of Junior Research Fellows. Grants are limited to a maximum of £500 per Fellow (including research-active Title D Fellows) applying in any one financial year, except for Junior Research Fellows and College stipendiary Fellows, for whom the limit is £1000. The financial year runs from July to June and the Fund has a limited allocation.
**Guest Room Allowance**

As a general rule, Fellows may book guest rooms for visitors without charge for up to ten nights a year, but please note that after the allowance of ten nights has been used, bed and breakfast rates will be applied. We regret that the allowance is not extended to By-Fellows, but they are nonetheless welcome to book guest rooms, at cost, and subject to availability.

Past Fellows may stay in a College guest room free of charge on four nights over the academic year (1 October to 30 September) and to stay at other times at their own expense. Past By-Fellows are welcome to book guest rooms in College at standard bed and breakfast rates.

**SCR Associates**

Fellows of Churchill can introduce current senior members of the University as Associates of the SCR. This enables them to use College sports facilities and the Combination Room, and take most meals with the Fellowship at their own expense. There is a nominal charge of £50 per quarter to cover their contribution to the College's fixed costs. This, together with any charges for meals taken, will be collected by quarterly direct debit. Fellows should pass any names, with addresses and research topic if applicable, to the Fellows' Steward, for approval by the SCR Committee. Re-approval will take place annually. The scheme is primarily aimed at postdoctoral research staff working with Fellows of the College but any currently serving member of the University with a particular association with a Fellow is likely to be approved.

**Shared Equity House Purchase Scheme**

The College has established a Shared Equity House Purchase Scheme. Those eligible to take part in the Scheme are College Lecturers or Assistant Lecturers whose stipend lies at scale point 51 or below on the Cambridge University salary scale at the time when they join the Scheme. It is available in respect of purchase of a freehold property within twenty miles of the College. For further information, please contact the Bursar.

**Association with Trinity College, Oxford**

Churchill and Trinity College, Oxford have agreed reciprocal arrangements for providing hospitality for their Fellows when they are visiting Cambridge and Oxford. A Fellow of Churchill may request up to three nights’ accommodation free of charge. A longer stay would depend on availability. High Table is charged at Fellows’ rates which are invoiced by the host college to the individual after their visit. Bookings for High Table should be made by 11.00. At Trinity, self-service dinner is only available on Fridays and Saturdays and odd days like Trinity Monday and public holidays.

Fellows wishing to make use of any of these facilities should make arrangements well in advance by emailing Jane.Dixon@chu.cam.ac.uk.
Other Benefits

The College currently has the following corporate memberships which confer some benefits:

- Corporate membership of the Friends of the Botanic Gardens – six membership cards are kept in the Porters’ Lodge and may be borrowed for a day at a time. Please return these immediately after use.

- Corporate membership of the Cambridge Society for the Application of Research – any member of the College can attend their meetings which are held three times a term on Monday evening in the Wolfson Hall in Churchill. Details are on the SCR notice board.

- Fellows of the College are currently eligible for a 10% discount at Heffers booksellers. This applies to all books, but does not apply to the purchase of book tokens, Heffers vouchers, theatre tokens, or in conjunction with any other price promotion or offer. Discount will be given on production of a University card which will be checked against a list of Fellows. Discount is only given to the named Fellow and not to family members or support staff.

- Fellows wishing to visit the Churchill Museum and Cabinet War Rooms in London may do so at a 50% reduction on the full adult or pensioner rate. Any accompanying adults/pensioners will be required to pay the full charge, although children are admitted free of charge. To take advantage of this offer, you will need to present your University card: the staff on duty will be looking for the brown and pink triangle in the top right-hand corner which differentiates this from other Colleges within the University.

- West Cambridge Sports Centre. All University and College staff, both assistant staff and Fellows, are entitled to join and use the facilities. For further information please see [www.sport.cam.ac.uk](http://www.sport.cam.ac.uk) and click on ‘Membership’.

- University Card holders may use the U (Universal) bus which runs at a fifteen minute frequency throughout the day from Eddington and Eddington Avenue (near Park & Ride) – J J Thomson Avenue (Cavendish Laboratory) – Grange Road (Robinson College) - West Road (University Library) – Silver Street (Queens’ College) – Brooklands Avenue (Clarendon Road) – Cambridge Railway Station (Stop 1) – Biomedical Campus (Rosie Hospital) - Addenbrooke’s Hospital (Outpatients) - and the Biomedical Campus (Puddicombe Way), for a £1 single fare. For further information please see [http://www.go-whippet.co.uk/wp-content/uploads/2017/09/U-timetable-8-Sept-2017-for-web.pdf](http://www.go-whippet.co.uk/wp-content/uploads/2017/09/U-timetable-8-Sept-2017-for-web.pdf). The Citi 4 bus runs from Cambourne to the City Centre (Downing Street, by John Lewis) every 15 minutes, via Chesterton Road, and stops outside the College on Madingley Road.

- Universities’ Holiday Play scheme for children. For further information please see [www.cam.ac.uk/cambuniv/childcare/playscheme](http://www.cam.ac.uk/cambuniv/childcare/playscheme).

- Childcare/Salary Sacrifice Scheme for employees of Churchill College. For further information please contact the Payroll Manager. For further information, please see section on Children and Childcare in the Information for New Fellows.
HEALTH AND SAFETY

The College’s Health & Safety policy requires employees and Fellows of the College to take reasonable care “as regards themselves and other persons who may be affected by their actions and must be fully aware of their duties under Sections 7 and 8 of the Health & Safety at Work Act 1974, and also under the specific Codes of Regulations.” You are therefore asked to observe all safety rules and regulations, both statutory and College and to conform to any safe systems of work that may be developed. You are also asked to report all accidents, incident and damage. Forms are available from the Porters’ Lodge or First Aiders.

Accident Procedure

In the event of an accident in College or serious illness, please inform the Porters’ Lodge immediately (3)36000. After receiving any attention or treatment, you will be asked to complete an accident form, and to supply the place, date and time of the accident, the names of any witnesses and a full description of the event. Accident forms are available in the Porters’ Lodge. In case of dire emergency, dial 999 and then IMMEDIATELY notify the Porters’ Lodge that a 999 call has been made. It is also helpful to report “near misses” or hazards on the College premises to the Porters’ Lodge.

Animals, weapons, replica weapons, dangerous substances and other prohibited items

Personal belongings which are potentially dangerous to others or which may cause nuisance or anxiety to others are prohibited in the College. Such items include but are not restricted to: animals or birds, illegal substances or highly flammable substances (including candles, tea-lights and oil lamps), and weapons or replica weapons of any kind. The prohibition on weapons includes a prohibition on weapons the possession of which may be, strictly-speaking, within the law (such as air-guns).

Electrical Safety

Only appliances rated at 220-240V should be used.

Fire Safety

The Fire alarms are mains powered throughout the hostels and College buildings and give a continuous tone when activated. Alarm testing which results in an intermittent alarm tone, is carried out in different locations on the College site on Wednesdays after lunch.

Fire drills are arranged for each staircase and the main College buildings and hostels and a log is kept of all drills. If the alarm sounds continuously you should leave the building by the nearest exit and go to the Assembly Point. The appropriate assembly point (green sign) is detailed on the back of your room door.

The main cause of false alarms in the College is the use of stoves in the College staircase kitchens where either the grill pan has not been cleaned properly, where windows or fans are not used to ventilate the room, or where cooking is left unattended, particularly pans of cooking oil for deep frying. The fire sensors in the kitchens are heat sensors to try and prevent unnecessary setting off of fire alarms.
by cooking fumes or mild smoke. It is therefore essential that the kitchen door is kept shut. Candles, oil lamps and tea lights must not be lit anywhere in the College rooms. In the event of a fire alarm:

- Raise the alarm (preferably contact Porters’ Lodge first, or ring fire brigade, then Porters Lodge)
- Evacuate the building and do not stop to collect personal belongings
- Go to Assembly Point designated for your building
- Identify any missing individuals and advise fire officer
- Do not re-enter building unless permitted by fire officer

The Sheppard Flats have smoke detectors in the kitchens. The batteries should not be removed. If they bleep, they need replacement and Maintenance should be informed via the Porters’ Lodge.

Each staircase and hostel room has its means of escape posted on the back of the door. It is important that escape routes, especially staircases, which can act as a chimney, are kept clear of flammable material, such as paper, cardboard boxes, cooking materials but also clear of belongings including shoes, sports equipment which could impede a rapid escape in an emergency. Furthermore, all fire doors are to be kept closed; they are never to be wedged open.

If a fire blanket or extinguisher is used the Porters’ Lodge must be informed immediately to ensure that they are usable or replaced. Any tampering with the fire detection and alarm systems or ‘first aid fire appliances’ (extinguishers etc) is deemed a very serious offence, and will be dealt with most severely by the College.

**First Aid Provision**

If you require first aid, there are a number of First Aid trained staff, including all the Porters. The College Nurse is also available at set times in term time.

**Guests**

Fellows are responsible for the safety of their guests at Feasts and Dinners. Please acquaint yourself with the fire and evacuation procedures in the Dining Hall, Fellows’ Dining Room, Cockcroft Room or Club Room and point these out to your guest. For further information, please contact the Fire Manager, Mrs Shelley Surtees, on 31669.

**Medical and Welfare**

The NHS runs a free 24 hour medical advice service which can be contacted on a Freephone number, (111). You should not use the accident and emergency service at the hospital unless there is a real emergency. In the event of illness you are welcome to contact the College Nurse or your General Practitioner (see below). Out of hours cover is provided by CAMDOC on (01223) 464242.

Visitors from overseas may find it helpful to contact the Patient Advice & Liaison Service (PALS) on http://www.cuh.org.uk/addenbrookes/patients/pals/pals_index.html, or by telephone on (01223) 216756.

In brief, hospital treatment is free to people who ‘ordinarily live in the UK’. If you do not normally live in the UK, you might be asked to pay for any treatment you might need - this is regardless of whether you
are a British citizen or have lived or worked here in the past. There is a long list of people who are entitled to free treatment - typically you must prove 12 months of residency - but there are exemptions based on employment, country of residence or education, etc. If you are a non-EU citizen it may be advisable to take out medical or travel insurance for a visit of limited duration.

The College Surgery is situated in the courtyard nearest to the Porters' Lodge (31C). To find out when the Nurse, Mrs Jo Livingstone, is on duty, please refer to the following website https://www.chu.cam.ac.uk/student-hub/resources/support-welfare/nurse/ or enquire at the Porters’ Lodge.

She can be contacted at other times on extension 36133 or by emailing nurse@chu.cam.ac.uk.

Local GPs include:

- Huntingdon Road Surgery (01223) 364127
- Bridge Street Surgery (01223) 355060
- Newnham Walk Surgery (01223) 366811
- Trumpington Street Practice (01223) 361611

A rota scheme exists to give emergency dental cover between 1 p.m. on Saturday and 8 a.m. on Monday. The telephone contact number of the weekend emergency dentist is given in the Cambridge Evening News on Friday and Saturday.

Local dentists include:

- ADP Dental Service, 13 Victoria Avenue (01223) 323696
- Mr J E Blundell, 50 Metcalfe Road (01223) 354176
- University Dental Service, 3 Trumpington Street (01223) 332860

**Smoking**

The College recognises that smoking causes a hazard to health to both smokers and non-smokers and can constitute a fire hazard. It is now illegal for anyone (Fellows, staff, students, visitors, conference guests, contractors or members of the public) to smoke in any part of the premises. Smoking is permitted outside the buildings on the walkways in the designated places (green sign), or in the smoking shelter in the loading bay. Smokers must use the ashtrays provided outside the College buildings.
Windows

All windows above ground floor level in the main College buildings are fitted with stays which allow the windows to open normally up to 4 inches. The purpose is to prevent accidental falls from a window but also to reduce the likelihood of windows being damaged in strong winds. These stays can be released in an emergency by pressing the clip on the window.

SECURITY

Accommodation

Fellows who are going to be away from Cambridge for more than a day or two are asked to notify the Porters' Lodge as a courtesy. All resident Fellows are advised to be aware of the need for security. Doors and windows should be shut and locked when not in a room and bicycles should always be locked even when in bicycle sheds on the site. Belongings should not be left visible in parked cars.

Bicycles

Bicycles can be purchased from a number of shops around the town and occasionally, secondhand, from the “Spokes” van parked at the bottom of Churchill Road two or three days a week in term. “Spokes” also repairs bikes and sells lights, helmets, baskets and bike parts.

Bicycle theft is particularly high in Cambridge and you are advised to register your bike with the Porters’ Lodge, and always lock it up – preferably in a cycle shed. Ideally you should clearly mark your cycle with college ID = “CHU” (followed by your account number). Permanent marker pens can be borrowed from the Porters’ Lodge.

CCTV

CCTV cameras are used around the main site to help to safeguard the security of people and property. Cameras, which are capable of being directed and zoomed remotely, are positioned to capture views of the car parking areas, the main entrance and strategic areas, as well as general views across the grounds and down the private road. The live pictures are viewed by the College’s Porters, in order to detect any suspicious activity, but they cannot all be monitored continuously. CCTV footage is retained for 14 days and stored in a secure location. It is then wiped clean automatically if not required as evidence.

Information derived from CCTV surveillance will only be used for security purposes, unless it leads to the discovery of an activity that no employer could reasonably be expected to ignore, for example, breaches of Health and Safety rules that put others at risk. You may see the CCTV Code of Practice in the Porters’ Lodge. Please report any suspicious persons or activity on the College site immediately to the Porters’ Lodge who will investigate.
Personal Items

You are strongly encouraged to mark all your property and to keep a note of identification numbers. Keep a record of your valuable items with serial numbers. Register them all at very little cost at www.immobilise.com. The police may recover your property from a thief before you even know it has been stolen! The College cannot and does not accept responsibility for any losses. It is essential that you insure your possessions against theft and any damage or other loss.

Theft

Unfortunately, experience shows that thefts of money, books, computers and other valuables occur from time to time; you should therefore take care to lock doors and shut windows whenever you are out. Do not leave valuable belongings in view of windows in your room or in a car.

DEPARTURE ARRANGEMENTS

If your Overseas Fellowship or By-Fellowship has come to an end, please ensure that the Fellowship Secretary is aware of the departure date from your accommodation. If you wish to resign from your Fellowship, please notify the Vice-Master in writing. If you have teaching responsibilities, please notify the Senior Tutor at the earliest possible opportunity.

If you are resident in a Sheppard Flat, Housekeeping will contact you shortly before your departure to arrange an appointment so that the flat inventory can be checked with you. Housekeeping also request all residents to do the following on departure:

- If you have borrowed pictures for your flat, please return them to the curator;
- Place all linen except pillows in the living room;
- Dispose of all rubbish;
- Dispose of all other unwanted items, for example, food, clothes, pictures and posters;
- Clear the fridge/freezer (please leave it switched on with the doors shut).

Before you leave the College, we would be grateful if you would also:

- Leave your forwarding address with the Porters’ Lodge and the Fellowship Secretary.
- Settle your College bill. Please contact Angela Railton in the Accounts Department by telephoning (3)36193 or emailing her on Angela.Railton@chu.cam.ac.uk.
- If the College supplied your University Card, please return it to the Fellowship Secretary.

On departure, you will receive a letter from the Fellowship Secretary outlining your privileges as a former Fellow of the College and encouraging you to keep in contact.

A reminder of the privileges to which you will be entitled:
(a) **Dining Privileges**

Past Fellows are eligible for four meals per month and six guests per quarter at College expense, and to use the Senior Combination Room when making use of their High Table dining rights when dining.

Past By-Fellows are eligible for four High Table meals including guests per calendar year (with one guest per High Table visit) at College expense, and to use the Senior Combination Room when making use of their High Table dining rights. Wine and drinks will be charged for, as for current Fellows.

(b) **Guest Room Bookings**

Past Fellows may stay in a College guest room free of charge on four nights over the academic year (1 October to 30 September) and to stay at other times at their own expense. Past By-Fellows are welcome to book guest rooms in College at standard bed and breakfast rates.

A list of further benefits can be found at: [www.chu.cam.ac.uk/alumni/benefits/](http://www.chu.cam.ac.uk/alumni/benefits/).

After you have left the College, please do notify the Alumni Office of any changes of address if you would like to continue to receive the Churchill Review, newsletters and invitations to special events. The Alumni and Events Officer, Elizabeth McWilliams, will be pleased to hear from you ([Alumni@chu.cam.ac.uk](mailto:Alumni@chu.cam.ac.uk)) or (01223) 336083.
## Appendix 1: Useful Telephone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact</th>
<th>Tel:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill queries</td>
<td>Mrs Angela Railton</td>
<td>36193</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Angela.Railton@chu.cam.ac.uk">Angela.Railton@chu.cam.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Computers/Email</td>
<td>Computer Office</td>
<td>36043</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Computing@chu.cam.ac.uk">Computing@chu.cam.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Emergencies</td>
<td>Porters’ Lodge</td>
<td>36000</td>
</tr>
<tr>
<td>First Aid</td>
<td>Porters’ Lodge</td>
<td>36000</td>
</tr>
<tr>
<td>College Nurse</td>
<td>(Surgery – 31C)</td>
<td>36133</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Nurse@chu.cam.ac.uk">Nurse@chu.cam.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td>Catering Manager</td>
<td>36130</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Catering@chu.cam.ac.uk">Catering@chu.cam.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fellows’ Steward</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:scr-fellows.steward@chu.cam.ac.uk">scr-fellows.steward@chu.cam.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Guest Room Bookings</td>
<td>Conference Office</td>
<td>36164</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Accommodation@chu.cam.ac.uk">Accommodation@chu.cam.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>High Table Bookings</td>
<td>Porters’ Lodge</td>
<td>36000</td>
</tr>
<tr>
<td></td>
<td>SCR Website</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="http://scr.chu.cam.ac.uk">http://scr.chu.cam.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Housekeeping</td>
<td>Housekeeping Department</td>
<td>36131</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Housekeeping@chu.cam.ac.uk">Housekeeping@chu.cam.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Information/Help</td>
<td>Fellowship Secretary</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Fellowship.Secretary@chu.cam.ac.uk">Fellowship.Secretary@chu.cam.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>36190</td>
<td></td>
</tr>
<tr>
<td>Mail</td>
<td>Porters’ Lodge</td>
<td>36000</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Maintenance Department</td>
<td>36132</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Maintenance@chu.cam.ac.uk">Maintenance@chu.cam.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td>Head Porter</td>
<td>36225</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:HeadPorter@chu.cam.ac.uk">HeadPorter@chu.cam.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Room Bookings</td>
<td>Conference Office</td>
<td>36233</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Conferences@chu.cam.ac.uk">Conferences@chu.cam.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Social Functions</td>
<td>Fellows’ Steward’s Office</td>
<td>746954</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:scr-secretary@chu.cam.ac.uk">scr-secretary@chu.cam.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Special dinners, etc.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephones</td>
<td>Computing</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Telephones@chu.cam.ac.uk">Telephones@chu.cam.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td><strong>Heads of Departments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts</td>
<td>Mrs Sue McMeekin</td>
<td>36201</td>
</tr>
<tr>
<td></td>
<td>Sue <a href="mailto:McMeekin@chu.cam.ac.uk">McMeekin@chu.cam.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Archives</td>
<td>Mr Allen Packwood</td>
<td>36048</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Director.Archives@chu.cam.ac.uk">Director.Archives@chu.cam.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Catering</td>
<td>Mr David Oakley</td>
<td>36130</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:David.Oakley@chu.cam.ac.uk">David.Oakley@chu.cam.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Computing</td>
<td>Mr Giles Agnew</td>
<td>36043</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Computing@chu.cam.ac.uk">Computing@chu.cam.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Domestic Bursar</td>
<td>Mrs Shelley Surtees</td>
<td>31669</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Shelley.Surtees@chu.cam.ac.uk">Shelley.Surtees@chu.cam.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>Name</td>
<td>Email</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Development</td>
<td>Ms Francisca Malaree</td>
<td><a href="mailto:Development@chu.cam.ac.uk">Development@chu.cam.ac.uk</a></td>
</tr>
<tr>
<td>Grounds &amp; Gardens</td>
<td>Mr John Moore</td>
<td><a href="mailto:John.Moore@chu.cam.ac.uk">John.Moore@chu.cam.ac.uk</a></td>
</tr>
<tr>
<td>Head Porter</td>
<td>Mr Dave Reece</td>
<td><a href="mailto:Dave.Reece@chu.cam.ac.uk">Dave.Reece@chu.cam.ac.uk</a></td>
</tr>
<tr>
<td>Housekeeping</td>
<td>Ms Rosemary Saunders</td>
<td><a href="mailto:Rosemary.Saunders@chu.cam.ac.uk">Rosemary.Saunders@chu.cam.ac.uk</a></td>
</tr>
<tr>
<td>Library</td>
<td>Ms Annie Gleeson</td>
<td><a href="mailto:Librarian@chu.cam.ac.uk">Librarian@chu.cam.ac.uk</a></td>
</tr>
<tr>
<td>Maintenance</td>
<td>Mr Gavin Bateman</td>
<td><a href="mailto:Gavin.Bateman@chu.cam.ac.uk">Gavin.Bateman@chu.cam.ac.uk</a></td>
</tr>
<tr>
<td>Møller Centre</td>
<td>Mr Stuart Webdale</td>
<td><a href="mailto:Stuart.Webdale@chu.cam.ac.uk">Stuart.Webdale@chu.cam.ac.uk</a></td>
</tr>
<tr>
<td>General Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td>Mrs Katherine Shirley</td>
<td><a href="mailto:HR.Manager@chu.cam.ac.uk">HR.Manager@chu.cam.ac.uk</a></td>
</tr>
<tr>
<td>Tutorial</td>
<td>Mr Richard Partington</td>
<td><a href="mailto:Senior.Tutor@chu.cam.ac.uk">Senior.Tutor@chu.cam.ac.uk</a></td>
</tr>
</tbody>
</table>