



GRADUATE STUDENT HANDBOOK 2018–19

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KEY DATES 2018-2019

There are three University terms, called Michaelmas, Lent & Easter Terms.

2 October	2018	University Michaelmas Full Term Begins
6 October	2018	College welcome event for new graduate students
7 October	2018	Chartwell Trip for new graduate students. Sign -up
17 October	2018	Advanced Students Matriculation Dinner (Years 1-4) Churchill Partners will also be invited.
17 January	2019	University Lent Full Term begins
20 February	2019	Research Supervisors' dinner (by invitation only)
27 April (TBC)	2019	MCR Conference on Everything (afternoon) followed by Advanced Students Dinner. Partners may come at your expense.
23 April	2019	University Easter Full Term begins

During the year you will receive emails about lectures and other special events taking place in College, which you are welcome to attend, including common tables (joint dinners) with the Fellows and MCR Formal halls. You can also find out about College news and events on the College's website and social media channels:



www.facebook.com/ChurchillCollegeCambridge



www.twitter.com/ChurchillCol



www.instagram.com/churchillcol



www.pinterest.com/churchillcol



www.linkedin.com/company/churchill-college

All students living in College accommodation should also have a copy of the Accommodation Handbook 2018. If not, please contact the Graduate Student Administrator

COLLEGE ORGANISATION & GOVERNANCE

The College is organised into three common rooms, known as the Junior, Middle and Senior Combination Rooms (JCR, MCR and SCR). Undergraduates are generally members of the JCR, graduate students (or Advanced Students, as the College calls them) of the MCR, and Fellows and Senior Members of the SCR. The two student Combination Rooms elect committees to conduct their business and represent their members. The terms JCR, MCR and SCR are used when referring to the collective groups of their respective members as well as any common room set aside for their use.

MCR

The MCR is the graduate student association of [Churchill College](#) and supports the interests of Churchill's graduate students. The MCR reading and games room and student-run bar is located in the Sandy Ashmore Room, near the Dining Hall. During University vacation periods, the room may be used occasionally for commercial business during the day, and the MCR will be advised about this in advance. The MCR is largely funded through an annual grant from the CCRFC (Combined Common Rooms Finance Committee) See page 23.

For more information about the MCR committee, MCR events, Freshers' guides and activities, visit their website: <http://mcr.chu.cam.ac.uk/> or find them on Facebook: <https://www.facebook.com/Churchill.MCR/> and Twitter: <https://twitter.com/churchillmcr?lang=en>

The College's student magazine, *Winston*, is published three times a term and the editors welcome content and information from the MCR. If you would like to contribute please email: Winston@chu.cam.ac.uk

The Governing Body

The Governing Body consists of most of the College's fellows and has power to amend the Statutes, subject to the approval of the University and the Privy Council, and to make Ordinances. The Governing Body usually meets twice a term and consists of the Master and the Fellows (except Pensioner, Overseas and Honorary Fellows). In addition there are four student members, two representing the graduate students and two representing the undergraduates. Student members have voting rights on all matters except those discussed under 'Reserved Business' as these relate to a named individual. The Governing Body elects fellowships, members of the Council and Fellowship Electors in the Michaelmas Term, and approves the College Accounts.

The College Council

The College Council is the main operating committee of the College and meets fortnightly during Full Term. College Council members are trustees of the charity, Churchill College. The Council elects teaching Fellows and appoints all College Officers, except the Vice-Master and Master. It exercises general supervision over student admissions, educational, tutorial and disciplinary matters as well as College finances and administration.

Ex officio members are; the Master, the Vice-Master, the Senior Tutor, the Tutor for Advanced Students, the Bursar and the presidents of the MCR and JCR; eight other Fellows are elected to serve for two years. 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 only.

The Council usually acts through college officers or through sub-committees, which include JCR and MCR representatives amongst their membership. The House Committee deals with general student welfare issues, including domestic and catering matters.

Tutors

Graduate Students each have their own Tutors – currently Dr Barry Kingston, Professor Alex Webb, Professor Melissa Hines and Mr Barry Phipps. Tutors are concerned with your welfare and progress throughout your time at Churchill. You will be told who your Tutor will be before you arrive in College. You should feel free to speak to your Tutor at any time, and they should be your first point of contact for any matter concerning yourself and the College, or for advice or help on any personal or financial matter. Tutors can also act as intermediaries in official relations between graduate students and the University such as; certification of residence, examination arrangements, some dealings with the Student Registry, and matters concerning good conduct for which the College is held answerable by the University. You should also contact your Tutor if you need help with regards to immigration authorities, grant-giving bodies, landlords, the police etc. Academic problems are primarily the responsibility of your Research Supervisor or Director of Studies, but these matters are often also useful to discuss with your Tutor.

Graduate Student Administrator

The Graduate Student Administrator in college is Rebecca Sawalmeh. The TAS Office on the ground floor corridor is often the best place to come if you are unsure about anything, no matter how trivial it might seem. Rebecca can be contacted on T: 01223 336157 or E: tas@chu.cam.ac.uk

Mentors

All new Advanced Students will be asked if they wish to have a College Mentor. A number of Fellows and By-Fellows volunteer to take on this social and friendly role to welcome you to College and to perhaps invite you to dine together from time to time. The Common Tables, which are specific joint formal halls held at intervals during the term are a convenient way to do this.

Matriculation

All new students in the University of Cambridge are formally admitted as members of the University through a process called matriculation. Students must sign a matriculation form at the start of their first term.

RESIDENCE

Requirement to live in Cambridge

All students who are registered as graduate students in the University of Cambridge are expected to be in Cambridge for 75% of every term unless they have either:

- Been withdrawn from the Register by the Board of Graduate Studies
- Applied, for and been granted, term(s) of working away agreed, in advance, by the Board of Graduate Studies.
- Applied for and have had term(s) of intermission agreed.

Informing College if you are away during Term

The College is responsible for certifying to the University authorities (who confer degrees) that a student has satisfied the residence requirements for the term, which are laid out in University Regulations. The College also needs to know where any of its members might be found in an emergency. Before going away even for one night you should sign out in the *Temporary Exeat Book* at the Porters' Lodge. For those on Tier 4 student visas, please inform the TAS Office if you leave the country.

Guests staying in College

All students are reminded that they should inform the Porters' Lodge of any guests staying overnight and the date they anticipate leaving. . Guests may only stay for three nights in a college room.. Names are not required only the numbers of additional occupants. This is important in case of emergency. Information about guest accommodation in College is in the Accommodation Handbook.

UK points- based immigration requirements (overseas students and dependants)

Currently, under the terms of the government's PBI legislation to monitor and manage immigration to the UK, overseas students who need a visa to study in the UK are required formally to register with the University and College when they arrive at the start of their course and at the beginning of every term thereafter during their programme of study. At Churchill, this will take place in the TAS Office on the main concourse of the ground floor.

For the first registration, students will need their passport and visa. For all subsequent registrations students will only need to bring their University student card along with any updates to their contact details if these have changed since the previous registration.

If any of these formal registrations are missed, we are required to notify the authorities. Students who fail to satisfy the requirements of the PBI legislation are at risk of deportation.

More information about the legislation and its requirements can be found at:

- www.gov.uk/browse/visas-immigration/student-visas
- www.ist.admin.cam.ac.uk/visa-advice-service
www.ist.admin.cam.ac.uk/

Leave to Work Away From Cambridge

If a student is registered as a graduate student but is away from Cambridge for more than two weeks, the student must apply and be granted permission to '[Leave to Work Away](#)' (or to intermit) from the Board of Graduate Studies on CAMSIS, the Cambridge Student Information System. There must be good academic reasons for seeking leave to work away; for example, a need directly related to your approved topic to conduct fieldwork or writing up prior to submission of their dissertation or thesis. Make sure you tell the Porters' Lodge particularly if you are leaving a bicycle on site during your absence or it may be disposed of.

Please note: there are implications for working away from Cambridge for those admitted to the UK on a Tier 4 Visa. For more information visit:

www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/work-away-cambridge

MAIL

Outgoing Mail

An inter-college postal service free to graduate students is operated on weekdays in Full Term from the Porters' Lodge. Other mail and parcels may also be posted at any time from the Lodge. Stamps can be purchased from 09.00 to 21.00 daily.

Incoming Mail

If you live in College-owned accommodation the correct postal address is:

Name
Churchill College Storey's
Way Cambridge
CB3 ODS

If you have your wife/husband/partner/relative living with you who uses a different surname, please encourage their mail to be addressed c/o of you, the Churchill registered student. Please do not have large parcels delivered long before you arrive in College as we have limited space for storing them.

Pigeon-Holes (mail boxes)

(Graduate students paying full College and University Fees, including part-time students)

These students are allocated an open pigeon-hole (mail box) in the post room opposite the Porters' Lodge. Mail for such students will be placed in their pigeon-holes and will not be forwarded if they live out of College. It is essential that pigeon-holes be cleared at least once a week. If the pigeon-hole becomes clogged with un-collected mail, a note will be placed in the pigeon-hole informing the student that the mail is being held in the Porters' Lodge. If after one month of the notice, the mail remains uncollected, the pigeon-hole will be closed and all mail will be either discarded or returned to sender.

Pigeon-Holes

(Graduate Students not paying College Fees but maintaining a deposit of £250 with the College)

These students will be entitled to the use of a pigeon-hole in the post room and the Porters' Lodge. The use of these pigeon-holes is conditional upon the signing by the user of the *Redit*, *Exeat* and *Temporary Exeat* book at the appropriate times in the Porters' Lodge, so that the Porters know when the student is in or out of town.

Students who do not have a Pigeon-Hole

Students who are based in the UK but do not have a pigeon-hole must inform crucial people, e.g. banks, book shops, friends, family, potential employers, supervisors, the Student Registry etc. of a reliable address. Rebecca will redirect any mail that arrives at the College to the supplied forwarding address (UK only) for one month only. It is the responsibility of students to ensure that the TAS Office is kept informed of any changes of address and that the change is also made on CamSIS. Internal University mail arriving at the College for people without pigeon-holes will be returned to sender.

Redirecting Mail for Students Temporarily Absent from the College

Any student leaving Cambridge for more than a month should make special arrangements through the Porters' Lodge.

Redirecting Mail for Students Finally Departing the College

Students finally leaving the College will have to pay a charge if they wish their mail to be redirected based on destination. Internal University mail will be returned to sender. The Porters will not redirect mail to another person in the College. It is sensible practice to inform crucial people, e.g. banks, book shops, friends, family, potential employers, supervisors, the Board of Graduate Studies etc. of any change of address, particularly if it involves leaving Cambridge or going abroad. People who do not do this run the risk of missing important mail. Students are advised to keep their [CamSIS](#) records up to date.

COMPUTING

The College and University provide two wireless networks (eduroam and UniOfCam) which are available throughout the main areas of the College, staircases and Storey's Way Hostels, and can be accessed using your university credentials (CRSid). There are separate arrangements for the Outer Hostels. If you wish to use a wired connection within your room, you will need to obtain a yellow wired network connection form from the Computer Office, complete it and return it to the office or the Porters' Lodge. If you are unsure about how to connect particular devices to the network, please contact the Computing Support Office.

You can also use the MCS PCs in the JCR computer room (accessed through the games room) or Lloyds Room (upstairs next to the library). You can use these computers to collect your passwords for University computing accounts, as described on posters in the room.

Please be aware that the College has a strict policy on managing excessive network traffic, whereby offenders are disconnected from the wired networks for overuse, and a complete ban on peer-to-peer (P2P) file sharing software and copyright infringing downloads. Any students found to be in breach of copyright laws, either using the College or University provided networks, will be immediately fined a minimum of £50 and further infractions will be reported to the Tutor for Advanced Students and the Dean.

Computing accessories such as network cables can be bought from the Computing Support Office.

Further information is available on the College website at <https://www.chu.cam.ac.uk/computing/> or by contacting the office directly via computing@chu.cam.ac.uk. The Computing Support Office is above the Porters' Lodge and the opening hours are shown on the door.

TELEVISION

Televisions in college rooms, flats, hostels and external rented properties need to be licensed. Please see: www.tvlicensing.co.uk for rules regarding students and internet streaming. Please note that most College rooms do not have TV aerial sockets and external aerials must not be installed, so TV sets are usable only where an indoor aerial is adequate.

If you wish to have a communal TV in a College house you should contact the MCR Equipment Officer about a licence – there may be one already for that house.

The MCR and JCR pay for a Sky TV licence including sports in the two TV rooms in the main part of College.

MAINTENANCE & HOUSEKEEPING

Building works, repairs and maintenance and housekeeping issues are reported and requested via the on-line reporting system: www.chu.cam.ac.uk/student-hub, then click on Quick Links.

FAMILIES

The College has accommodation for up to 20 students with children in the Wolfson Flats, which includes a communal playground and social room. Parents are responsible for their children at all times. Children are welcome at self-service meals in Hall and high chairs are available. However, parents may be asked to remove children who cause disturbance to others. Children under 12 may only use the tennis courts under supervision (booking at the Porters Lodge). The gym is not available for under 18's because of health and safety. Members are welcome to bring their own children into informal hall at lunchtime or in the evening. It is not customary to bring children under the age of eight into the Libraries or any of the Combination Rooms, and they should not come into any other part of the College unless accompanied by an adult.

If you or your partner discovers that you are expecting a child during your time as a student, you should inform your tutor. Childcare is very expensive in the UK (approximately £10,000 a year for a full-time nursery place) and there is only limited financial assistance available. There are registered childminders, who look after children in their own home, as well as nurseries to choose from.

Churchill College is a partner in the Wolfson Court nursery opposite the College, next to the Maths site, off Madingley Road. Churchill students and staff have a priority on places and so if you apply you should state your connection to the College. To see the nursery and discuss an application, please contact the manager at wolfsoncourt@kidsunlimited.co.uk.

The University also has a nursery on the West Cambridge site and the waiting list for places is run by the University Childcare Office, where you can also get advice on pre-school and after-school childcare, applying for schools and other areas of support.

All support is means-tested. UK and EU students can apply to the University for childcare support and Overseas Students can apply for pre- and after-school childcare to the Childcare Bursary Scheme, funded by the Colleges and administered by the University Childcare Office. <http://www.admin.cam.ac.uk/univ/childcare/>. Forms are in the TAS Office and have to be counter-signed by your tutor. There is a requirement that the childcare provider, whether an individual or organisation, is officially registered and inspected.

The University Childcare Office also runs school holiday playschemes for older children

FOOD & DRINK

Eating together is an important part of college life. It's an ideal chance to meet friends—old and new. Payment for all meals is made by way of your University/College card at the tills situated at the exit from the Servery and in the Buttery. Outside term, the timing of meals in Hall will be displayed on the wall on the landing.

Meal Times

Breakfast (Continental)	Monday to Friday 07:30 – 10:00 Buttery Saturday 07:30-11:00 Dining Hall (cooked breakfast from 09:30) Sunday 07:30-10:00 Dining Hall
Lunch Dining Hall	12.15 – 13.45 everyday during Full term
Supper Dining Hall	17:45 – 19.15 everyday during Full term (Diners must leave the Hall by 19.25 at the very latest)
Formal Hall Dining Hall	19.30 Please see the published list of Formal Halls on the college website. These are normally held on Tuesday, Thursday and Friday in term.
Buttery	Up to 23:00 A hot snack option is available from the Buttery Bar most evenings.

Kitchen Closures

The main Kitchen closes at Christmas for about ten days. Students will be notified of any alternative arrangements if available and of any other closures.

Formal Halls & Other Special Dinners

From time to time *Common Tables* with the Fellows are organised. Some special meals are also organised out of term for Advanced Students. See the [MCR website](#) for more details.

If invited to a Feast or Advanced Students Dinner, please reply promptly and do not fail to turn up as these have a formal seating plan and it ruins the evening for those who have to sit next to an empty chair all evening. You will be charged if you do not turn up and have not cancelled at least 24 hours before the dinner.

Behaviour while dining in Hall

Please see the Code of Conduct (Appendix C) and Appendix E. Those attending Formal Halls may only bring one bottle of wine between two diners. This limit is strictly enforced and staff may require you to leave the Hall if the rule is broken.

Meal Prices

Details of meal charges are published in the Hall and on the booking system at the beginning of each term.

Normal meals range in price from £2.50-£6.00 and there is a wide choice available, particularly in term time.

Guests and Children

Guests may be brought into lunch or dinner on any day. Members' own children and guests' children (in reasonable numbers) may be brought into self-service Hall but not formal halls. Formal hall guest numbers may be limited because of over-demand. There are High Chairs available in the Hall for very young children. Colleagues from your department are also welcome and can pay in cash at the tills—there is a higher charge because of VAT. The Catering Manager must be informed when any party of 10 or more guests have been invited.

Private Catering

All College members are encouraged to use the catering facilities at all times. The Conference Office will be pleased to offer quotations for special dinners for birthdays, society and club events and other celebrations in private dining rooms.

Food Allergies

Please inform the College Nurse and the Catering Manager if you have a food allergy. The College kitchens are more than happy to do their best to provide allergy sufferers with appropriate food if they are asked to do so. It is important for you to send in details of food allergies to the Catering Manager if you are attending a formal dinner.

If you are bringing Guests with a food allergy to dine, you must inform the Catering Manager at least 48hrs before you wish to dine. Please note that the College catering is not nut-free.

The Buttery

The Buttery is also the College bar and is situated on the Ground Floor. During term time a continental breakfast is available here. It also offers a wide range of competitively priced non-alcoholic drinks, good coffee, snacks and a wide range of wine which can be taken into Hall. Some snack food is available most evenings in term time. Alcoholic drinks can be purchased using cash rather than your University/College card.

Opening Times during term are normally:

Monday to Friday	07:30-23:00 There is an extension to hours on Pav (College disco) nights.
Saturday	07:30 – 10:00 & 14:00 – 23:00
Sunday	07:30 – 10:00 & 14:00 – 22:30 (subject to closure, if no business)

Out of term the Buttery is open for breakfast and lunch except in the Summer Vacation when breakfast will normally be in Hall. Evening opening times will be displayed in the bar.

The Buttery may be used by all members of the College, including staff and Fellows. All rubbish must be cleared away and tables wiped after use. Please do not put your feet on the tables.

Consumption of Alcohol

The College encourages the responsible enjoyment of alcohol. It does not encourage excessive consumption, and in order to comply with its obligations under the Licensing Act 2004, Staff will refuse to serve alcohol to those they believe to be inebriated. Abuse of staff will be treated as a disciplinary matter.

MCR Bar (Sandy Ashmore Room)

A student-run bar operated by the MCR under the College's licence and College rules. Opening hours are published by the MCR. The adjoining room is for all College members, but JCR members may not use the MCR bar. The bar is subject to the constraints of the premises licence held by the College and operates at the discretion of the Domestic Bursar, who is the designated premises supervisor. The MCR are responsible for keeping it clean and tidy. The TV Controller is left in the cabinet under the TV. During the Summer Vacation, the Sandy Ashmore Room may be used occasionally during the day for conferences. If this is the case, we will try to give you advanced warning.

For more information visit the MCR website: mcr.chu.cam.ac.uk

PARTIES IN COLLEGE

There are rules governing all parties (including BBQs) in College and in College Grounds because of the impact on other residents and neighbours. Forms requesting permission for a party for more than 10 people can be downloaded from the website www.chu.cam.ac.uk/student-hub by clicking on Quick Links. For a club or society event this form must be counter-signed by the Dean and by the Senior Treasurer of the club or society concerned.

SMOKING

Smoking is not permitted anywhere on the College site either inside or outside of the buildings, except for designated smoking areas. Please dispose of your cigarette butts in the trays provided.

COLLEGE FACILITIES

THE LIBRARY

The main function of the College Library is to provide books needed for undergraduate courses, but is available to all members of the College as a quiet working space. When using the library, you should remember that it is trying to provide not only for your needs, but also for those of all other members of the College so please do not try to occupy a space permanently.

Access to the Library is available 24 hours a day with your College card. Please keep the doors shut and do not allow anyone who does not hold a Churchill College card into the library for security reasons.

For an introductory video on the College website and detailed instructions on catalogues and how to borrow books visit: <https://www.chu.cam.ac.uk/student-hub/college-facilities/college-library/>

PLAYING FIELDS AND SPORTS FACILITIES

- a. College members may use the fields for informal games but not close to buildings and the library, in particular and not on the pitches, without booking them first with the grounds staff. Organised teams or use involving large numbers of guests must be cleared with the grounds staff in advance T: 01223 746860 (or visit the groundsmen's compound/office beyond the Sheppard Flats). The Porters cannot authorise events.
- b. The College grounds, pavilion/gym, squash courts and other facilities are for the use of Junior Members, Staff, Senior Members and their families. Members of conferences and continuing education programmes taking place in College are also permitted to use the facilities. All others must seek the permission of the Head of Grounds and Gardens in advance.
- c. Barbeques may only be held in the College grounds with permission, which should be sought through the Conference Office.
- d. The private road is frequently busy and should not be used for recreational activities of any kind (i.e. skateboarding or skating).
- e. Children of students and their guests must be supervised when playing on the site.
- f. Do not play ball games within 50 metres of the Chapel: its stained glass windows are vulnerable and valuable.
- g. The hard tennis courts must be booked in person by entering your name in the booking folder in the Porters' Lodge. There is one hard tennis court marked up for basketball and one for netball as well as tennis. Three grass courts are available in summer. Football must not be played on the tennis courts and balls should not be hit against the netting. Flat-soled shoes must be worn to prevent damage to the surface. Non-Churchill College teams may only use the courts with the approval of the Bursar.

- h. The squash courts can also be booked in person in the Porters' Lodge. One may be used for table tennis but the table must be removed and placed in the corridor outside after play. There are showers and changing rooms. Outdoor shoes must not be worn in the courts. The courts are for Churchill College members. Team matches involving more than one court should be booked through the Domestic Bursar. In vacation, courts may be taken out of use temporarily for storage.
- i. Fitness equipment in the pavilion/gym can be used by any College member or Møller Centre guest who has received a basic induction training and been authorised to use it. For an up-to-date list of students authorised to carry out training please look on the pavilion door or corridor notice board. All equipment is used at your own risk and the College will not accept any liability for injury caused by the use of the equipment. Any defects should be reported immediately to the Møller Centre reception desk. The rowing machines are the property of the Boat Club and may only be used by authorised Boat Club members.
- j. No bicycles or other machines or vehicles are permitted to be used anywhere on the playing fields, or on the grassed areas within the College, either by members of the College or their guests. Please do not walk on the grass in the area of the College buildings when the ground is wet.
- k. We share an award-winning new boathouse at Logan's Way, 2 miles from College, with three other clubs. See <http://www.churchillboatclub.org.uk/>

BOOKING ROOMS

MCR & Club Events

The organiser concerned must book a room for the event through the Conference Office by the Thursday preceding the week of the event. A refundable deposit may be required against the booking to ensure that the room is left clean and tidy. Some events may need the Dean's permission and the Conference Office will advise.

To book please contact the Conference Office on T: 01223 336233 or
E: info@churchillconferences.co.uk

Supervision (teaching) Rooms

There are a number of rooms set aside in College that Advanced Students can book in order to teach (supervise) undergraduates. Priority will be given to supervisions for Churchill undergraduate students. The engineering Directors of Studies control the use of the suite of rooms at 52D.

All other supervision rooms can be booked through the Conference Office T: 01223 336233 or
E: jill.hay@chu.cam.ac.uk and you can see availability on the college web site in the student hub, under Quick Links.

MUSIC PRACTICE AND AUDIO TECHNOLOGY

Practice Rooms

The College's recital room and practice rooms contain upright pianos. Also available to use is a Steinway grand piano, a Rubbio harpsichord, drum kit and recording equipment. The Chapel has a Yamaha grand piano and pipe organ.

Please:

- Think about the effect of sunlight and direct heat if moving any musical instruments.
- Do not place anything, particularly drinks, on top of or leaning against the instruments.
- Note the specific advice on the care of the harpsichord.
- Ask for help from the housekeeping department or Møller Centre staff (recital room) if you wish to move anything heavy. If one of our instruments is to be moved by anyone who is not a member of the College or College staff, ensure that they have adequate insurance in place, against accidental damage to either the instrument or themselves.
- Leave all the practice facilities tidy and secure when you depart.
- Music stands must be returned to the practice rooms in the Music Centre.

For more information about music facilities at Churchill visit <https://www.chu.cam.ac.uk/student-hub/college-facilities/music-rehearsal/> and also see the Music Society website: <http://www.chu.cam.ac.uk/societies/music/>

Booking

Music rooms are available from 06.00 – 23.00 on most days. The Recital room is occasionally booked for Møller Centre or College events. To book for College members' use only visit:

<https://www.chu.cam.ac.uk/student-hub/college-facilities/music-rehearsal/>

For any other user, the Music Sizar should be consulted as use of the music rooms and access to them (using college cards) is controlled by this student. E: music.sizar@chu.cam.ac.uk

The Audio Studio

The audio studio can also be used for instrumental practice. Authorisation and compulsory induction training to use the recording equipment and the control room is provided by the AV Manager (audiovisual@chu.cam.ac.uk). They cannot be used between 23.00 and 06.00.

The Chapel

Additional music practice facilities are available in the Chapel, where there is a Yamaha grand piano and pipe organ. It can be used up to 23.00 with permission of the Chapel Trustees. The key must be borrowed from the Porters' Lodge. Use of the Chapel for any other purpose and use of the organ is authorised by the Chairman of the Chapel Trustees, through the Bursar's Assistant E: sharon.knight@chu.cam.ac.uk.

For bookings, guidelines & instructions visit: www.chu.cam.ac.uk/societies/chapel/musicpractice.

Student rooms with pianos

The College has a number of student bedrooms which house pianos or Clavinovas. Priority for these goes to music students but if you would like to rent one, you should contact the Tutorial Office Administrator on E: Stephanie.Cook@chu.cam.ac.uk

Electronic keyboards may be re-located to College accommodation only.

Music Society

The Music Society organises a series of student and professional concerts throughout the year. If you would like to join or would like to go on their mailing list, contact the student Music Sizar,

E: music.sizar@chu.cam.ac.uk.

For more information visit the Music Society website: www.chu.cam.ac.uk/societies/music.

The College had a general choir and also a Chapel Choir. There is Director of Music-Making, Dr Mark Gotham who will also be pleased to advise.

Instrumental Bursaries and Awards:

- **Instrumental Bursaries**

The College offers Instrumental and Choral Bursaries. Successful candidates will receive financial help from the College towards the purchase of music, music lessons and travel expenses, etc. up to a maximum of £260 during the academic year. Candidates for Instrumental Bursaries should normally be of Grade VIII standard on their chosen instrument; candidates for Choral Bursaries should be of a comparable standard. The selection procedure involves a short audition during the Michaelmas Term. Instrumental and Choral Bursars are expected to contribute to the musical life of the College and to take part in the annual Instrumental and Choral Bursars' Concert.

- **Instrumental Awards scheme**

The College also contributes to the University-wide Instrumental Awards scheme. This is mainly directed to people who are due to take up a place at a Cambridge College, but a small number of awards are made to students who have already arrived in the University.

Contact the Senior Tutor's Office if you are interested in applying. Early application is essential.

Music Sizarships

The College makes annual appointments of three students as Sizarships in Music, Theatre and Visual Arts. The principal responsibility of the Sizarships is to promote their respective areas of the arts in College. Details will be announced during the Michaelmas Term. Graduate Students are eligible to apply in writing for these Sizarships to the Senior Tutor.

WORKS OF ART

These are administered by the Hanging Committee, which is composed of Junior and Senior Members. A number of exhibitions are held each year and are open to all College members. Many of the works of art around the College are on loan from the artists, whilst others belong to the College. Please take care: any damage to such works could cause the College and the responsible individual in very considerable expense.

Art Studio

There is an art studio at the back of 76 Storey's Way and permission to use it can be granted by the Arts Sizar who is a student. E: arts.sizar@chu.cam.ac.uk

THE CHAPEL

The Chapel is not formally part of the College and is administered by a Chapel Trust. The Trustees include several Fellows of the College, two being appointed on the recommendation of the College Council. Reverend Dr John Rawlinson is the part-time Chaplain. He is not resident in Cambridge but may be contacted on E: jr338@cam.ac.uk

The Chapel is Christian and inter-denominational. Members of the congregation are encouraged to take part in shaping the worship within the Chapel and there is an active choir. All who seek, who worship or who are in doubt are welcome. Services are generally held at 17.45 on Sundays during term. Anyone wishing to use the Chapel for an event should contact the Chairman of the Chapel Trustees, through the Bursar's Assistant. The Chaplain should be contacted direct if you wish to be married or have a child christened in the Chapel (now or after you have left the College). E: sharon.knight@chu.cam.ac.uk

HEALTH

Register with a General Practitioner (GP) doctor.

You are advised to register with a local GP. There is generally no charge for their services. The nearest practice is in Huntingdon Road, close to the College T: 01223 364127.
<http://www.huntingdonroadsurgery.co.uk/contact1.aspx>

You will be provided with a College form requesting the details of which GP you have registered with. This should be completed and returned to the TAS Office as soon as possible. It is very important information that could be life-saving in an emergency.

Chronic medical conditions or disabilities

Any member of College suffering from a chronic medical condition or disability, or who is undergoing long-term treatment for any reason, should inform the College Nurse. This could be of great assistance in the event of illness or accident during residence. It is also helpful if students are willing to inform their Tutors of such conditions. You are also advised to register with the DRC:
<http://www.disability.admin.cam.ac.uk/about-us/contact-us>

If your condition is likely to affect your performance in examinations you should let the College know during the Lent Term so that all possible help can be organised before the start of the exams.

Allergies (anaphylaxis)

If you are aware that you have an allergy, please inform the College Nurse. The Catering Manager must also be informed of any food allergies.

Healthcare costs for students coming from outside of the UK

Those who are nationals of countries in the European Economic Area and their dependants provided they also have EEA nationality will receive most care free of charge, provided they have a European Health Insurance Card EHIC (obtained from their national health authority before coming to the UK). Students with dual nationality EEA/international will not be able to obtain an EHIC card unless normally resident in the EEA country of their nationality. These students should make sure they have health insurance in place.

International students, applying for a Tier 4 student visa from 6 April 2015 and coming to the UK for 6 months or longer will be required to pay an immigration health surcharge as part of their visa application fee. Tier 4 dependants will also be required to pay the surcharge. The immigration health charge is in addition to the standard visa application fee.

For students applying for entry clearance from overseas, the surcharge will apply to visa applications for courses of 6 months or longer. For students making an application for further leave to remain in the UK, the surcharge will apply for courses of any length.

The immigration health surcharge will entitle Tier 4 students to access NHS care in the UK free of charge in the same way as a permanent UK resident. This includes at the Doctor's surgery (known as General Practitioner or GP), a Healthcare Centre or in a hospital. You may need to pay for dental and optical treatment as well as medicine prescribed by the doctor and collected from a pharmacy. Ask for NHS rates. There are also exceptions for particularly expensive discretionary treatments.

If your visa application is not successful, you will automatically be refunded the immigration health surcharge (but not the visa application fee). The surcharge will not be partially refunded if you depart the UK earlier than the expiry of your visa. The surcharge is also not refunded if you do not use the NHS during your time in the UK.

Since the costs of repatriation after a serious accident are not covered by NHS funding, and since some medical treatment may be considered inessential, students are advised to take out insurance against unexpected travel and medical expenses.

Specific advice about the cost of treatment for non-UK students available in Cambridge may be obtained from the Paying Patients Office at Addenbrooke's Hospital T.: 01223 216 565.

If you become unwell

Make an appointment with your GP who will refer you to a specialist or hospital if needed. There is an out-of-hours service supporting all the GP practices in Cambridge. Your normal GP telephone number will switch through to this when the GP surgery is shut. The telephone number for the out of hours service is 111.

You should not go to the hospital unless it is an emergency (e.g. difficulty breathing, chest pain, fracture, anaphylactic shock etc.)

For rapid advice in a non-emergency situation, there is a telephone service managed by the NHS called **NHS 111** which can be accessed by dialling 111 from any phone. The service is staffed by a team of fully trained advisers, supported by experienced nurses and paramedics. They will ask you questions to assess your symptoms, then give you the healthcare advice you need or direct you straightaway to the local service that can help you best. That could be A&E, an [out-of-hours](#) doctor, an [urgent care centre](#) or a [walk-in centre](#), a community nurse, an [emergency dentist](#) or a late-opening chemist.

Where possible, the NHS 111 team will book you an appointment or transfer you directly to the people you need to speak to. If NHS 111 advisers think you need an [ambulance](#), they will immediately arrange for one to be sent to you. Please ask them to send it to the Porters' Lodge and inform the Lodge immediately.

If you are unwell for a long period of time ensure that your Tutor is informed as soon as possible. If you are in lodgings you should ask your landlady or landlord, or a fellow resident, to ring the Porter's Lodge and leave a message for your Tutor.

Minor illnesses and injuries:

- **Porters' Lodge**
Please see a Porter for any minor first-aid needs including minor sports injuries
- **College Nurse**
The College nurse, Jo Livingstone, is available for the treatment of minor illness and injuries. The College Surgery is located in Room 31C. Opening hours are posted on the notice board outside or contact Jo on T: 01223 336133 or E: nurse@chu.cam.ac.uk

Serious emergencies

Be ready with your address and postcode. Call 111 and discuss the situation with the operative who may summon an ambulance or a doctor. Make sure to then inform the Porters' Lodge. Ambulances should be called out only in absolute emergencies. The Porters can also summon a taxi to take someone to the Accident and Emergency Department at Addenbrookes Hospital if necessary.

WELFARE

Help & advice for non-academic matters

From advice on anything from rules and regulations, financial problems or personal matters don't hesitate to contact your Tutor, either by turning up at one of his or her regular tutorial times or by making an appointment. All discussions will be entirely confidential. In addition, there are many other people at College, including your fellow students, who can offer advice and help on non-academic matters. The Porters deal with lots of queries, the staff in the Tutorial Office can clear up many points and the College Nurse deals with minor physical ailments and injuries and will also assess mental health problems and suggest appropriate services.

Professional Counselling

University services:

- **The University Counselling Service** is a professional and confidential counselling service. T: 01223 32865 or www.counselling.cam.ac.uk
- **The Cambridge University Students' Union** also provides counselling support. Details can be found at: www.cusu.cam.ac.uk/support
- **Disability Resource Centre:** <http://www.disability.admin.cam.ac.uk/about-us/contact-us>

College:

- **The MCR** has a Men's, Women's, Families and LGBT Welfare Officer on the Committee who are there to help with any personal problems. Don't hesitate to contact them no matter how silly you may think the reason. More information is available on the MCR website: mcr.chu.cam.ac.uk/?page_id=280
- **The College Counsellor** is happy to be consulted about any personal problems that may arise in the course of College life, whether major or minor. All contacts with the counsellor are strictly confidential. To make an appointment E: counsellor@chu.cam.ac.uk or T: 01223 13515

If you think that the problem about which you are consulting the counsellor might interfere with your academic work, you should also tell your Tutor.

FINANCES

The Student Finance Officers are; Theresa Brooks and Linda Hoayun. The main Finance offices are situated above Housekeeping, near the Club Room.

UK Bank Accounts

It is essential to have a UK bank account set up, ideally in advance of your arrival in Cambridge or as soon as possible after you arrive. On request, the Graduate Student Administrator, Rebecca Sawalmeh, will provide a letter confirming your student status for a bank.

Payments to College

The College's preferred method of payment for fee and accommodation accounts is by direct debit from a UK bank account. Direct Debit forms can be obtained from the Student Finance Office. Tuition Fees and College accounts can be paid by bank transfer, debit card or cheque from a sterling bank account.

The College bank account details for electronic transfer are shown at the foot of all invoices and can be obtained by contacting: students.accounts@chu.cam.ac.uk.

A strictly enforced regulation is that students may not collect their degrees or certificates in person if they have any outstanding debts in Cambridge.

University Cards

Most students will be provided with a University/College Card, which you should collect from the Student Finance Office. If your department gives you one, you will need to get it programmed by the Student Finance Office for College use. The card gives you access to various areas and facilities in College and University, including the post room and the MCR Bar. It can be used in the Dining Hall and Buttery to charge meals and food purchases to your account, and to borrow library books from the College library. It will also give you a discount in the Cambridge University Press bookshop and various other shops as well as on U bus (to the Sidgwick site, Trumpington Street, Railway Station and Addenbrookes Hospital).

Grants & Funding Payments received by College

Where grants for living expenses from any other public bodies for UK, EU and Overseas students are made directly to the College rather than to the student, you should go to the Student Finance Office during normal working hours to collect your cheque.

Please complete the funding information section on CamSIS promptly.

*Note 1: If you are a UK student on certain specified postgraduate courses (*MASt., clinical veterinary and clinical medical sciences) and will be receiving a loan from the Student Loans Company, this will be paid directly into your bank account. You will be sent a Financial Notification Form. This must be taken to the Student Accounts Office as soon as possible after you arrive in Cambridge.*

Academic Fees

The College runs two accounts for you: your tuition fee account and your College Account for living expenses. All fees are collected through the College. Self-funded students are required to pay their academic fees for the year before arriving in College. If you are funded by a public body, or other organisation and wish to vary these arrangements please see Theresa Brooks based in the Student Finance Office. Approved fees for all other students are charged termly in advance and should be paid to the College at the start of term or at the latest within 14 days of the first day of Full Term.

If the payment of fees in advance causes you hardship, you should talk to your Tutor immediately. You can check the fees you should be paying on the University website:

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

UK and EU students following certain courses (see Note 1 under Incoming Funds above) continue to be eligible for the public support they received in their undergraduate study years and can apply for fee loans for Masters courses. Please note that it is still necessary for you to provide proof of residence for Home Fees status for any course (which an SLC loan application will provide), otherwise you will be personally liable a full College Fee of £5880 (if admitted in 2014 or earlier) up to £7,700 if admitted in 2017, in addition to the University Fee.

Details of graduate course costs and fee status can be found at:

www.admin.cam.ac.uk/students/studentregistry/fees/costs/index

General information on public financial support for UK students can be found at

<https://www.gov.uk/browse/education>

New students are required to make an advance payment, the Advance Deposit, to cover estimated accommodation account charges for one term, in return for which they receive a term and a half's credit. If possible, the advance deposit should be paid on or before arrival at College. **Students should visit the Student Finance Office as soon as possible after arriving in College to make payment or at the latest within two weeks of arrival.**

The rates of this Advance Deposit for 2018/19 are:

Students living in College rooms and Hostels	£1,500
Students living in Wolfson Studio Flats	£843
Students living in Wolfson Maisonettes	£1069
Students living out	£250

This is reduced by £250 if you have paid a reservation fee for accommodation before arriving. The Advance Deposit will be credited in the final term's accommodation account in the final year at the College. If you move out of College accommodation you will be refunded the deposit less the living out amount.

Please note: Accommodation Account bills for rent, ancillary charges and meals will be presented termly in arrears and are due by the division of term (see Key Dates). Therefore, the first term's bill is paid from the second term's money; in due course the bill for the last but one term of residence will be paid from the final term's money and the final term's bill will be (approximately) paid by the refund of the Advance Deposit. If you move out of College during your second or third year, you can get a partial refund to the living out rate.

Refund of any credit balance will be made shortly after the end of the term in which you leave.

Overdue Accounts

A late payment penalty charge is levied on all overdue accounts at 0.5% per week, unless the Bursar excuses the student after consultation with their Tutor.

If the account is still overdue after a month, a student may be asked to leave accommodation, unless agreed on an exceptional basis by the Bursar or by the College Council on appeal. See Regulation 6.

Bringing Dependants

No dependants or additional dependants may be brought to Cambridge before evidence of the extra financial support needed has been supplied to the Board of Graduate Students/JBS and the College, and the consent of the College obtained. Students supported by bodies such as the Cambridge Commonwealth, European and International Trust must have their permission to bring a dependant into residence in Cambridge.

'Over-running' Ph.D. students

Some Ph.D. students are now funded for 12 terms, but many for just 9 terms. For those who fail to submit in time there are a number of sources of help but you are not guaranteed additional funding. You should plan your finances to allow for some extension. Talk to your research supervisor as well as your College Tutor, particularly if the delay is no fault of your own. Many departments also have funds available to assist.

A Graduate Student is liable to pay full fees for the minimum required number of terms of research required for their degree, even if they receive leave to work away from Cambridge. Students wishing to continue to make use of College facilities while completing their Ph.D. may do so, on condition that they maintain an Advance Deposit of £250 with the College. In exchange for the maintenance of this deposit the following facilities will be granted:

- A pigeon-hole for mail.
- The possibility of a College room/flat paying normal student rents.
 - Non-fee-paying students (NFPs) will be low on the priority list for such rooms, but the Tutor for Advanced Students may make them available in certain appropriate cases.
 - Those occupying College accommodation for a period of more than four weeks would be required, before entering that accommodation, to increase their Deposit to an appropriately higher figure. You will be expected to rent your accommodation for a minimum of nine months unless agreed otherwise in advance.
- The ability to apply for conference travel grants, on the understanding that an application from a NFP student (particularly one who has already received a conference travel grant) will have lower priority.
- The ability to apply for Hardship Funds, on the understanding that the over-run is for unforeseen and unforeseeable circumstances and that the student has sought department funding first.
- The holding of a College Account Card, which at present gives entitlement to College computer and laser-printing facilities, access to the College Library and the ability to borrow books, access to squash courts, and the ability to purchase meals in College.
- Access to administrative assistance from the Office of the Tutor for Advanced Students.
- MCR membership.

The following obligations shall also be incurred:

- To sign the *Redit* Book at the start of each quarter and the *Exeat* Book whenever they take leave to work away or are going to be away from Cambridge for an extended period for any other reason.
- To pay all College Accommodation and meal accounts by the due date.
- Ensure you update personal details page in CamSIS with your forwarding/first destination address

If you think you may over-run your Ph.D. time allocation, you should talk to your research supervisor as well as your College Tutor, particularly if the delay is no fault of your own. Many departments also have funds available to assist.

Southern African Bursary

Churchill College and Sidney Sussex College jointly fund a Southern African Bursary, which provides the cost of a Cambridge University education for a student from Southern Africa. The Bursary holder is selected on academic merit and on social and financial need. Administration of the Bursary is in the hands of a committee of staff and students of both colleges although the colleges hold control of admission standards. The Bursary holder alternates between the two colleges and is usually a graduate student. The bursary is funded by a voluntary subscription from members of the College; more than 70% of students contributed last year.

Contributions of £5.50 are included on your college Lent and Easter Terms' accommodation account unless you opt out of the scheme. If you wish to opt out, please respond to the email that will be sent to you by the Tutorial Office in Michaelmas Term.

Council Tax (local property tax)

Full-time students have no liability for Council Tax provided that they are only living with other students. All students are expected to apply themselves to their studies for an average of 21 hours a week while in residence. Students living outside College accommodation may be asked to provide proof of student status for Council Tax purposes. For exemption, please visit <https://www.cambridge.gov.uk/discounts-for-students-and-school-leavers>

Do not ignore letters from the City Council about Council Tax.

Council Tax Liability for Dependents

Dependents of students living in the Wolfson Flats or in external properties are liable for Council Tax unless they themselves are students or have a visa stating 'no recourse to public funds'. If they are UK or EU citizens they will normally have to pay. Dependents may be eligible for a reduction on the grounds of low, or no, income in the household if they complete a form for Housing and Council Tax Benefit. Legal liability for payment of the Tax lies with the tenant and not with the dependent concerned or with the College.

For more information contact: Rebecca Sawalmeh in the TAS Office. For exemption or discount, all student residents of the flats must register at <https://www.cambridge.gov.uk/discounts-for-students-and-school-leavers>

Details of Council Tax discounts and exemptions can be found on the Cambridge City Council website: www.cambridge.gov.uk/council-tax-exemptions

FINANCIAL HELP

If, during your time as a student, you find yourself in unexpected financial difficulties because of a change in circumstances or unexpected additional costs, there are a number of sources of assistance available. Do talk to your Tutor for further advice or to the Student Finance Officers in College. Make sure you and your research supervisor know how long your PhD is funded for: you are not guaranteed any additional funding beyond that time.

Student Funding Database

There is a database of grants and bursaries available to current students on the University website called *Student Funding*: <http://www.student-funding.cam.ac.uk/> **University Hardship Funds**

The University administers funds to assist full-time students in unforeseen hardship.-
<http://www.cambridgestudents.cam.ac.uk/fees-and-funding/financial-hardship-support-access-funds>.

All non-Arts research students should join the Cambridge Philosophical Society, which provides small grants to assist with completing a dissertation.

College Small Grants

The College will make grants to those students incurring exceptional expenditure through their participation in sport or other activities at university or national level, thereby bringing a benefit to the College. These could include musical and theatrical participation and certain minor expeditions. The maximum grant given is £350 a year to any one student. Applicants must have sought funding from other available University sources first (Hawks Fund or Edwin Evans Fund or Ospreys) many of which close their applications at Christmas.

The Small Grants Committee meets termly and applications for grants should be sent in writing to the Bursar's Assistant E: sharon.knight@chu.cam.ac.uk by the division (middle) of term, accompanied by a letter from the Senior Treasurer of the University club or society confirming your participation and costs.

Conference Grants

The Advanced Student Tutors administer a fund that is mainly intended to make it possible for Advanced Students to attend conferences and meetings in order to present the results of their research. Applications for financial help to attend meetings or workshops where you are not presenting your own work will be considered, but will not receive the same level of priority.

In the past, some people have submitted requests for financial help for activities that are *requirements* of their University courses; it has been agreed with the University that it is normally inappropriate for Colleges to fund such activities, and that it is the responsibility of Departments or Faculties to make appropriate arrangements.

If you incur expenditure on travel or research expenses, without having previously confirmed that you will receive a particular amount of money from the College, then you do so at your own risk. If you face such expenses, do not embark on the activity or the expenses associated with it unless you have ascertained the level of support (if any) upon which you can rely.

Applications should be made via the appropriate form obtainable from the TAS Office or the College website: <https://www.chu.cam.ac.uk/study-us/postgraduates/financial-support/>

The funds available are limited, and students are expected to seek additional assistance from their Departments or grant-giving bodies. The current maximum grant is £350 in any one academic year. Clinical Medical students may also apply to this fund when going on elective.

College Named Funds

The College has funds donated by alumni and by past Masters and the Fellows of the College to support other activities, particularly unrelated to study. These funds include the *Tizard New Opportunities Fund* and the *Master and Fellows' Opportunities Funds*. Applications to these Funds should be via the appropriate form to the Bursar's Assistant E: Sharon.knight@chu.cam.ac.uk .

College Hardship Funds

Any student who finds themselves in unforeseeable financial difficulties may apply for assistance from the College, through their Tutor. All students will be expected to have sought assistance from any other relevant source. Tutors should be able to advise on this. Hardship loans or grants may be awarded by the Endowment Grants Committee, which meets to consider applications twice termly.

To apply, fill in the hardship application form and statement of income and expenditure available on the College website in the student hub, under financial matters, along with a spreadsheet detailing income and expenditure projections. In an emergency, Tutors can make small loans to their students but these must be repaid promptly unless a subsequent application to the Endowment Grants Committee is approved.

Supplementing your income with paid work while studying

It is possible to take paid work while you are studying full-time at Cambridge for more than one year, however, you must be careful that this does not affect your progress in finishing your research to the highest possible standard. It is recommended that you do not undertake more than 6 hours a week paid employment. If you do wish to do some paid work you are required to seek the approval of your supervisor or Director of Studies as appropriate, and inform your College Tutor. Work must be linked to your current studies or future career.

Paid part-time work may be available in the form of supervising (teaching) undergraduates. Speak to the Director of Studies in your subject (see list of Teaching Fellows). For advice on supervising undergraduates visit: www.admin.cam.ac.uk/offices/hr/cppd/programme/induction/in0256. If you have a Tier 4 visa, you will need to complete specific procedures to comply with your visa terms. See the graduate administrator for more information.

College Development Office

The Development office exists to publicise the plans and seek the resources needed to secure the future of the college. Projects supported range from new buildings to house students and financial support for teaching posts to new opportunity funds for students. Appeals and fundraising programmes take place from time to time and students have been employed for up to two weeks, in vacation, to telephone alumni for example. After receiving comprehensive training many have found this a challenging but highly satisfying experience which has improved their skills and boosted their confidence.

If you would like to volunteer a few hours to help Churchill College, please contact the Development Director on T: 01223 36197 or E: development@chu.cam.ac.uk

CCRFC

College clubs and societies may apply for grants from the College through the Combined Combination Rooms Finance Committee, which meets twice a term and also funds the JCR and MCR. The CCRFC also funds the basic membership of the University Sports Centre on the West Cambridge site for all Churchill students. Extra fees are charged by the Centre depending on which facilities you wish to use.

For more information visit: <https://www.chu.cam.ac.uk/student-hub/clubs-societies/ccrfc/>

University clubs and societies are funded through the Sports Syndicate and the Societies Syndicate of the University.

SECURITY AND PERSONAL SAFETY

Responsibility for day-to-day security rests with the Porters but all College members are required to be vigilant and immediately report anything suspicious to the Porters' Lodge. Always lock doors and windows when leaving your room and do not let someone you do not know into a locked college building or locked room within a building (e.g. the library or a laundry). Do not leave a laptop unattended or visible through a window. You can register all your valuables with www.immobilise.com

Please report any suspicious persons or incidents in College or Grounds to the Porters' Lodge as soon as possible. University extension: 36000 or via your mobile T: 01223 336000

Under UK law, you are required immediately to report any suspicious activity that you think might relate to terrorism directly to the police.

Bike Theft

Bike theft is our most recurrent security issue - use a strong lock and ideally lock your bike inside one of our bike sheds. You must register your bike with the Porters' Lodge who will give you a unique code to mark on it which can help in recovery if it is stolen.

Closed Circuit TV Cameras

The College has installed a series of CCTV cameras for security reasons and at student request. The cameras are operated from the Porters' Lodge. There is a code of practice for the use of the cameras which deals with the circumstances under which the cameras can be used to look into sensitive areas. Copies of the Policy and Procedures are available in the Porters' Lodge.

Attacks on students

If you have to be out late in the evening try not to be alone and take reasonable steps to avoid incidents. If you are attacked please notify the Police as quickly as possible as this offers the best chance of protecting others; please also get medical attention quickly if it is needed, and do not wait until the morning; and please tell the Porters about the incident when you get back to College. Any incident of this kind within the College should also be reported at once. If you realise that you are being followed or about to be attacked in the City, call the police on 999.

Late Night Taxi Service

If you find yourself unexpectedly alone in town after dark and are not willing to walk back to College call Camcab on 01223 704704 and order a taxi on the College Late Night Account.

When you make the telephone call you must quote your College Account number and you must then show your Student Account Card to the taxi driver. When you arrive back at College you should ask the Porter for a chit which you should give to the taxi driver. If the Porters' Lodge is locked then report back to the driver and the company will then contact the Lodge.

The College will pay for the taxi journeys involved in this scheme. Its usage is closely monitored, however, and abuse of the system costs other students money and could result in its cancellation.

Please note: Journeys to and from the train or bus station are not covered by this scheme.

Concerns about behaviour of other students

If you are concerned that an individual who is part of Churchill College's community might be at risk of radicalisation or of being drawn into terrorism you should contact the Senior Tutor. If you believe there to be an immediate threat to the safety of the individual, or to members of the University community or to the wider public, you should contact the police directly (999) and then report that you have done so to the Senior Tutor. There is no set pattern of behaviour in such cases, but if you are concerned about some or any of the following there is a risk that your concerns might be terrorism-related: sudden changes in peer group or religious practices; accessing, holding or distributing extremist propaganda material; an undertone of grievance or "them and us" rhetoric in language or behaviour; evidence of sudden or increased isolation from family and/or the usual social group; increased emotional instability, or cultural or social anxiety; processing suspicious items, for example very large amounts of money, multiple passports, or unusual-looking electrical appliances, or everyday items which could be used to make explosives.

Some of these behaviours are also associated with mental health problems, and might also suggest that the individual(s) displaying these behaviours need support from their Tutor or from the University Counselling Service. The Senior Tutor will consider the circumstances, consult the Tutor for Advanced Students and take advice and/or seek further information as necessary. On the rare occasions where the severity of the concern merits it, he or she will refer the individual for external support through the relevant channels. Otherwise, he or she will keep a record of the concern and seek to ensure that alternative modes of support are provided, where appropriate.

TRANSPORT

Buses

The University subsidises the U bus to Addenbrookes Hospital via the town centre and railway station. Tickets are currently £1 when presenting your University card. The bus runs from Monday to Saturday at 20 minute intervals until about 8 pm.

Bicycles

All bicycles kept at College must be registered at the Porter's Lodge and have an identifying account number marked on the frame. The Porter's can lend you a marker pen.

Do not bring a car or motor vehicle to Cambridge without prior permission

By University Regulations no student under MA status may keep a motor vehicle within 25 miles of Cambridge without a licence issued by the Motor Proctor. Breaches of this regulation may result in fines of up to £175 from the Proctors. Permission must be obtained from your Tutor and the Motor Proctor and is unlikely to be given without good reason and without evidence that off-street parking is available to you. This is a planning requirement by the City Council because of the congestion on Cambridge roads.

There is also only limited parking on the College site and priority is given to staff members (many of whom live a long way away and start work before public transport commences) and commercial visitors. As the parking is on our private land, the College is free to set its priorities for parking and is only able to allow a very limited number of car parking spaces for students. Priority among students is for those who are disabled or have young children. There is a car-share scheme that all students, including overseas students with a full driving licence, can join. For more information visit: www.zipcar.com.

If you really cannot manage without a car for reasons of your course or other personal reason, please see Rebecca Sawalmeh for an application form. Overseas students, with the exception of some countries and the EEC, must take out a UK Provisional Driving Licence within one year of becoming resident here. It is highly unlikely that you would be able to use a car to reach your department or faculty, as parking is severely restricted on university sites and throughout the city as a whole.

No car, caravan or motorcycle may be left or kept anywhere on College premises without written permission. Owners are required to register at the Porters' Lodge, giving all particulars of the vehicle and confirming that the necessary documentation is held for it to be used on the highway. Any vehicle that is left on College premises without prior arrangement and permission is liable to be disposed of without notice.

The same conditions apply to the private road in the College as to public roads. All vehicles must be insured and taxed, and drivers must hold full driving licences – or, if a learner, be accompanied by a driver with a full licence.

Parking in College

Motor vehicles are not permitted to be parked for any reason:

- I. On or beside double yellow lines or on a marked disabled parking or visitors parking bay
- II. On any pavement or direct access area
- III. On any grassed or garden area
- IV. On any area which causes an obstruction to a vehicle already parked in an authorised area – such as opposite the entrance to a car park

Designated Parking Areas

- i. Students residing in the Wolfson Flats may park in the Wolfson Flats parking areas or in the Main Car Park at the top end of the private road. Do not park on the double yellow lines, block fire access or park in front of the bollards.
- ii. Guests of Students staying overnight or longer should register their car at the Porters' Lodge where they will also be issued with parking instructions.

- iii. Students living in College hostels who have a Motor Proctor's licence should park either on the road in Storey's Way or in the top car park. Special permits for parking are available on a "first applied, first served basis" and must be displayed. You are advised not to leave anything valuable in your car.
- iv. Students living out of College who have a Motor Proctor's licence may park their vehicle in the Staff car park during the period 19.00 to 07.00 provided that they comply with the current registration instructions. At any other time they should park their vehicle in the Student and Visitors' car park.
- v. Any special cases that students wish to make for parking other than in the designated area should be raised with Tutors in the first instance.

The Head Porter may levy fines under the authority of the College Council, for inconsiderate parking and failure to comply with any of the above may result in withdrawal of permission to park.

DISCIPLINE

University Regulations

University Regulations for graduate students can be found on the University website:

www.admin.cam.ac.uk/students/gateway/regulations/

Students receiving grants from the Cambridge and Gates Trusts should take note of the guidance on their respective websites.

College Regulations

The formal rules under which the College operates are set out in the 'Statutes, Ordinances and Regulations,' which can be found on the College website: www.chu.cam.ac.uk/about/official-documents. A hard-copy is also kept in the TAS office, which may be consulted in normal office hours.

The College policy is to have the minimum of restrictions and rules. Those that appear in this handbook have obvious purposes in the corporate life of the College, such as:

- to enable the College to discharge its responsibility to the University e.g. in the matter of keeping terms and its legal obligations, or
- to enable the College to run its affairs economically, or to prevent some inhabitants of the College from being a nuisance to others, e.g. rules for noise and parties.
- to prevent some inhabitants of the College from being a nuisance to others, e.g. rules for noise and parties.

Any form of harassment or bullying - sexual or otherwise - is unacceptable. Appendix A to this handbook describes the College's procedure for dealing with reports or complaints of harassment or bullying. Appendix C is a Code of Conduct, which deals with offensive behaviour by individuals or groups and with behaviour at club or society events and in public areas of the College. Appendices D and E set out College policies regarding Drugs and Excessive Consumption of Alcohol.

Cases of nuisance and disorder, whether in the College or outside it, damage to College property and infringements of College rules, come under the responsibility of the Dean of the College (see College Officers) who has authority to impose fines or other penalties. Serious breaches of discipline, i.e. those that in the Dean's opinion could not be adequately dealt with by him, will be referred to the Board of Discipline. Appeals against decisions made by the Dean or the Board of Discipline go to the Student Appeals Committee. Both the Board of Discipline and the Student Appeals Committee consist of Junior and Senior members of the College.

COMPLAINTS PROCEDURE

Complaints about a member of staff should be directed to their Head of Department. If it is about a Head of Department, it should be directed to the Domestic Bursar for matters concerning the Hospitality, Maintenance or Porters' Lodge Teams or to the Bursar for all other departments. If the complaint is against a Fellow, the complaint should be directed to the Tutor for Advanced Students.

If there is something that you are uncomfortable with about the way the College deals with you, it is recommended that you talk to a member of the MCR Committee first, then to the Tutor for Advanced Students. There are many opportunities for MCR representatives to raise matters of concern on relevant committees of the College, so do talk to them.

DATA PROTECTION POLICY

www.chu.cam.ac.uk/about/official-documents/data-protection-statements/

HEADS OF COLLEGE DEPARTMENTS

Non-Academic Heads of Departments are responsible overall to the Bursar (except for the Librarian who reports to the Senior Tutor) and for the areas of work indicated and should be approached directly if you have any concerns about service delivery or actions of any member of staff. If a complaint has not been dealt with to your satisfaction, please contact the Domestic and Conference Bursar, or in her absence, the Bursar.

Catering Manager (David Oakley)

Arrangements for private, club and society dinners (please book through Jill Hay in the Conference Office in the first instance), the Buttery and Bars, in addition to the supervision of the day-to-day catering service. Reports to the Domestic Bursar.

Domestic Bursar (Shelley Surtees)

Oversees the operational and financial management of all catering, accommodation, porters and commercial activity.

Conference Manager (Carol Robinson) – reports to the Domestic Bursar.

Senior Computer Officer (Giles Agnew)

Responsible for the provision of a computer service throughout the College.

Development Director (Francisca Malarée)

Responsible for the fund-raising and alumni activities within the College.

Director of the Archives Centre (Allen Packwood)

The conservation, cataloguing, security, preservation, exhibiting and provision of facilities to researchers. The Archives Centre holds more than 600 collections of papers including those of Sir Winston Churchill and Lady Margaret Thatcher. The staff of ten include professional conservators and archivists.

Finance Manager (Sue McMeekin) All College finance and accounting.

Head of Grounds and Gardens and Health & Safety Manager (John Moore)

Responsible for the upkeep of the College's gardens and grounds, booking of Pavilion, cricket, football and rugby field for sporting activities as well as College health and safety.

Head Porter (David Reece)

College security, issuing car and motor cycle permits and bicycle numbers, tennis and squash court bookings, car parking, issuing of keys to rooms, lockers and certain special areas, sorting and distribution of mail, *Redit* books, valuable lost property, telephones, etc. Reports to the Domestic Bursar.

Domestic Manager (Rosemary Saunders)

Part of the Hospitality Management Team. Reports to the Domestic Bursar. Assisted by Lucie Marsh

Librarian (Annie Gleeson)

Manages the College Library, ordering and cataloguing of books, supervision of borrowing arrangements.

Maintenance Manager (Gavin Bateman)

Building works, repairs and maintenance. The on-line reporting system for problems can be found at <http://www.chu.cam.ac.uk/student-hub/> then go to Quick Links. A Raven password is required.

HR Manager (Katherine Shirley)

APPENDICES

A STATEMENT OF HARASSMENT & BULLYING

1. The College wishes to make it clear to all its members that any form of harassment or bullying is unacceptable.
2. Detailed definitions of disability harassment, racial harassment, sexual harassment and bullying are given in the University of Cambridge publications: 'The Student's Handbook' and 'Dealing with Bullying and Harassment: Advice and Instructions for Staff'.

The essential elements of harassment (including bullying) are that it is behaviour which:

- i. is offensive and intimidating
- ii. is unwanted by the recipient
- iii. creates conditions for the recipient about which a reasonable person could justifiably complain.

In broad terms,

- i. Disability harassment is harassment based on physical or mental disability.
 - ii. Racial harassment is harassment based on colour, ethnicity, nationality or race.
 - iii. Sexual harassment is harassment based on gender or on sexual orientation.
 - iv. Bullying refers to any other form of harassment.
3. Any individual who feels subject to disability, racial or sexual harassment or bullying should not hesitate to discuss it with one of the Tutors. Alternatively, the individual should feel free to discuss it with any other Tutor, a Counsellor, the College Nurse or any member of the JCR or MCR Committees.
 4. If the complainant so wishes, reports or complaints will be passed on for consideration to a Monitoring Group (Annex B). With regard to disability harassment, racial harassment and bullying, the Group will consist of the Senior Tutor, a Tutor of the opposite sex to the Senior Tutor and one other Fellow; with regard to sexual harassment, the College Nurse will replace the Fellow. All cases will be treated with the utmost confidentiality. This Group will investigate and seek to resolve complaints. In doing so, the Group will ensure:
 - a. that the person against whom the complaint is made has been informed of the nature of the complaint and invited to comment: and
 - b. that the views of the complainant have been carefully considered.
 5. If the Monitoring Group judges it to be appropriate it will forward a case to the relevant disciplinary body.

Annex A: The persons referred to in paragraph 3 above are:

Mr Richard Partington and Dr Liz DeMarrais

Annex B: The Monitoring Group for Disability Harassment currently consists of: *Mr Richard Partington and Dr Liz DeMarrais*

The Monitoring Group for Racial Harassment currently consists of: *Dr Boping Yuan, Mr Richard Partington and Dr Liz DeMarrais*

The Monitoring Group for Sexual Harassment currently consists of: *Mr Richard Partington and Dr Liz DeMarrais*

The Monitoring Group for Bullying currently consists of:
Dr Boping Yuan, Mr Richard Partington and Dr Liz DeMarrais

B EQUAL OPPORTUNITIES POLICY

Churchill College is committed to the following policy and practice: that admission to the College or entry into employment with the College and progression within employment be determined only by personal merit. The College reserves the right to apply criteria which are related to the duties of each particular appointment and the relevant stipend or salary structure.

No member admitted or staff appointed will be treated less favourably than another on the grounds of sex, marital status, race, ethnic or national origin or colour.

Anyone who feels that he or she has been treated unfairly under this policy or unfavourably on any of the above grounds should discuss it with an appropriate College authority.

C CODE OF CONDUCT

1. Offensive behaviour in the Dining Hall, the Bars or any other public area in College, even when used for a club or private function, will result in disciplinary action by the Dean, the College Court of Discipline or the College Council. The Dean, who can refer more serious offences to the Court of Discipline, may impose a range of penalties. The most serious punishments, which will delay or remove the offender's opportunity to take a degree, require the confirmation of Council.

A person is guilty of offensive behaviour if he or she

- intentionally damages College property, or
 - uses threatening, abusive or insulting words or behaviour, indecent or disorderly behaviour, or displays any writing, sign or other visible representation which is threatening, abusive or insulting, within the hearing or sight of a person likely to be caused harassment, alarm or distress thereby.
2. Kitchen staff have the authority to require members of College or their guests to leave the Dining Hall. They may also refuse to serve them in the Buttery, indeed are required to do so if the member or guest is judged to be drunk. Refusal to leave when requested to do so by a member of staff will in itself be a disciplinary offence.
 3. A club office holder requesting permission to arrange a dinner in College will be held personally responsible for damage or exceptional cleaning charges and must provide a deposit in advance. Names of a sufficient number of students must be registered with the Porters, who will call on these students to clear up as appropriate. The relevant Senior Treasurer or a deputy should be present at a club dinner and must be invited to attend by the club. The Dean has the authority to ban offending clubs from holding dinners in College for a stipulated period.
 4. Members of College can be held personally responsible for cleaning charges occasioned by them or their guests. Where this occurs in a communal space and it is impossible to identify the responsible person or persons, the Housekeeper can authorise exceptional cleaning by College staff or outside contractors. The costs will be recorded and be carried forward as a surcharge on all room rents in the following year.
 5. For formal halls one bottle of wine as a maximum is permitted between two people. You should not leave the table during the meal and you should ensure that you and your guests arrive on time. Drinking games are strictly forbidden. Mobile phones should not be used during a formal meal.
 6. At a served meal where wine is provided and served by the staff, if you do not wish to drink alcohol you should turn your wine glasses over while it is served. Alternative, non-alcoholic drinks will always be available on the table.

D. STATEMENT ON PLAGIARISM

Plagiarism is defined as submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement. It is both poor scholarship and a breach of academic integrity.

Examples of plagiarism include **copying** (using another person's language and/or ideas as if they are a candidate's own), by:

- **quoting verbatim** another person's work without due acknowledgement of the source;
- **paraphrasing** another person's work by changing some of the words, or the order of the words, without due acknowledgement of the source;
- **using ideas** taken from someone else without reference to the originator;
- **cutting and pasting** from the Internet to make a pastiche of online sources;
- **submitting someone else's work** as part of a candidate's own without identifying clearly who did the work. For example, buying or commissioning work via professional agencies such as 'essay banks' or 'paper mills', or not attributing research contributed by others to a joint project.

Plagiarism might also arise from **colluding** with another person, including another candidate, other than as permitted for joint project work (i.e. where collaboration is concealed or has been forbidden). A candidate should include a general acknowledgement where he or she has received substantial help, for example with the language and style of a piece of written work.

Plagiarism can occur in respect to all types of sources and media:

- text, illustrations, musical quotations, mathematical derivations, computer code, etc;
- material downloaded from websites or drawn from manuscripts or other media;
- published and unpublished material, including lecture handouts and other students' work.

Acceptable means of acknowledging the work of others (by referencing, in footnotes, or otherwise) is an essential component of any work submitted for assessment, whether written examination, dissertation, essay, registration exercise, or group coursework. The most appropriate method for attribution of others' work will vary according to the subject matter and mode of assessment. Faculties or Departments should issue written guidance on the relevant scholarly conventions for submitted work, and also make it clear to candidates what level of acknowledgement might be expected in written examinations. Candidates are required to familiarize themselves with this guidance, to follow it in all work submitted for assessment, whether written paper or submitted essay, and may be required to sign a declaration to that effect. If a candidate has any outstanding queries, clarification should be sought from her or his Director of Studies, Course Director or Supervisor as appropriate.

Failure to conform to the expected standards of scholarship (e.g. by not referencing sources) in examinations or assessed work may affect the mark given to the candidate's work. In addition, suspected cases of the use of unfair means (of which plagiarism is one form) will be investigated and may be brought to one of the University Courts or disciplinary panels. The University courts and disciplinary panels have wide powers to discipline those found to have used unfair means in an examination, including depriving such persons of membership of the University, and deprivation of a degree.

The University makes use of text-matching software for the purpose of plagiarism education and detection, and reserves the right to submit a candidate's work to such a service. For this purpose, candidates consent to the submission of their papers to the service and for the submitted papers to form part of the service's comparative source work database. To facilitate use of the service, students (and participating Examiners and Assessors) may be required to agree to the service provider's end-user agreement and provide a l

D DRUGS

1. Members of the College are reminded that to take drugs otherwise than under medical direction is both dangerous to health and welfare and often illegal. Under legislation dealing with controlled drugs, the unauthorised possession or distribution of these drugs constitutes a criminal offence and the College's policy is to co-operate fully with the Police in the execution of their duties. If the College were knowingly to permit drug offences to take place on its premises, it would itself be liable under the *Misuse of Drugs Act 1971*.
2. In the interests of individual members of the College and as a responsible organisation, the College will not tolerate unauthorised possession, use or distribution of any controlled drug within the College or by members of the College. Evidence of any such activity will be met with disciplinary proceedings, with police involvement as appropriate. The College's procedures could result in sending down.
3. If any evidence comes to light which indicates that a student of the College might be committing a drugs-related offence, the first step would normally be for the Senior Tutor to be informed; and the Senior Tutor would then raise the matter informally with the student, either directly or through the student's Tutor who would, in any event, be kept fully informed. Any subsequent such evidence would be referred to the Senior Tutor, the Dean, and if appropriate, to the Police. Careful records of discussions between any College Authority and any student would be made in a manner consistent with the provisions of the Data Protection Act, and would be maintained in the Senior Tutor's office. These records would be shown to the student concerned, on request.
4. The College, however, wishes to be as supportive as possible to all its members and will give full assistance to anyone seeking relevant medical or counselling help regarding drug taking or similar issues such as alcohol consumption. Confidential advice and assistance can be obtained from General Practitioners, the University Counselling Service and College Counsellor. The Tutors and College Nurse are always ready to give advice and support.

E ALCOHOL EXCESS

College takes very seriously the problems that are associated with excessive consumption of alcohol. This is primarily a welfare concern. There are serious and immediate medical dangers associated with excessive drinking. In particular, in the event that someone drinks to the point of unconsciousness, medical help should be sought without delay—alert a Porter or phone an ambulance.

If you are worried that you might be dependent on alcohol, College may be able to help. Any student who is concerned about his or her own consumption of alcohol, or that of another student, is encouraged to talk to their Tutor, the Counsellor or the College Nurse about the matter.

Being drunk or being dependent on alcohol is not a disciplinary offence. However, anti-social behaviour, as described elsewhere in this book, often a consequence of drink, is dealt with by the Dean as a disciplinary matter. In this case drunkenness is regarded as a compounding factor in any offence.

F KEY CONTACTS FOR ADVANCED STUDENTS

Porter's Lodge	David Reece	(3)36000
Tutor for Advanced Students*	Dr Barry Kingston	(3)36199
Graduate Student Administrator	Rebecca Sawalmeh TAS@chu.cam.ac.uk	(3)36157
Bursar*	Tamsin James bursar@chu.cam.ac.uk	(3)36212
	Assistant: Sharon Knight sharon.knight@chu.cam.ac.uk	(3)36212
Student Finance Officers	Theresa Brooks / L. Hoayun students.accounts@chu.cam.ac.uk	(3)36185
Domestic Bursar*	Shelley Surtees shelley.Surtees@chu.cam.ac.uk	(3)31669
Housekeeping	Rosemary Saunders/Lucie Marsh housekeeping@chu.cam.ac.uk	(3)36131
Catering Manager*	David Oakley catering@chu.cam.ac.uk	(3)36130
Computing	Karl Gross (Assistant Computer Officers) computing@chu.cam.ac.uk	(3)36043
Meeting Rooms/Events	Jill Hay jill.hay@chu.cam.ac.uk	(3)36041
Accommodation Officer (guest rooms)	Agnes Lajko accommodation@chu.cam.ac.uk	(3)36164
College Nurse	Jo Livingstone nurse@chu.cam.ac.uk	(3)36133
Dean	Dr Anna Young Dean@chu.cam.ac.uk	(3)60551
Grounds/sports/gardens*	John Moore john.moore@chu.cam.ac.uk	(7)46860
Alumni and Events Officer	Elizabeth McWilliams alumni@chu.cam.ac.uk	(3)36083

* *Head of Department*