



CHURCHILL COLLEGE

**UNDERGRADUATE
HANDBOOK
2017–18**

(White Book)

CHURCHILL COLLEGE UNDERGRADUATE HANDBOOK 2017–18

This booklet is a basic guide to Churchill College for undergraduates and should be read alongside the *Accommodation Handbook*, which provides information about the accommodation and site.

This information and more can be accessed on the College website (www.chu.cam.ac.uk), under the tabs *Student Hub* and *About the College*. We encourage you to use the College website to obtain the latest and most detailed information.

The University also puts a lot of information for Freshers and current students on its website about student life at Cambridge both academic and non-academic at www.admin.cam.ac.uk/students/gateway/.

KEY DATES 2017–2018

Freshers will also get a full programme of events taking place during their first couple of weeks.

25 September 2017	New International undergraduates arrive
30 September 2017	College Registration for new undergraduates. Period of Residence starts Michaelmas Term
2 October 2017	Matriculation Dinner (Freshers)
3 October 2017	University Michaelmas Full Term begins
25 October 2017	Scholars' Feast (by invitation)
9 November 2017	Division of Term (payment of Easter Term and Long Vac bills)
1 December 2017	University Michaelmas Term ends
10 December 2017	Period of residence ends
13 January 2018	Period of Residence Lent Term begins
16 January 2018	University Lent Full Term begins
10 February 2018	Spring Ball (<i>to be confirmed</i>)
13 February 2018	Division of Term (payment of Michaelmas Term bills)
16 March 2018	University Lent Full Term ends
25 March 2018	Period of Residence ends
14 April 2018	Period of Residence Easter Term begins
24 April 2018	University Easter Full Term begins
28 April 2018	MCR Conference on Everything (<i>to be confirmed</i>)
21 May 2018	Division of Term (payment of Lent Term bills)
15 June 2018	University Easter Full Term ends
24 June 2018	Period of Residence ends
29 June 2018	Graduation Dinner
30 June 2018	General Admission (graduation)

**There will be a number of public lectures during the year to which students will be invited. These and other events will be publicised on the College website.
www.chu.cam.ac.uk/events/3/0/**

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THE COLLEGE

Foundation of the College

Churchill College was founded in 1958 with the launch of a public appeal to fund the new College as the National Memorial to Sir Winston Churchill. The first students were admitted in 1961.

The Charter and Statutes for the College were approved by the Queen in Council in August 1960, and the Duke of Edinburgh is still the official Visitor to the College. The Statutes require that approximately 70% of advanced students and undergraduates shall study Science, Mathematics or technology and that if possible one-third of the junior members of the College shall be advanced students. The College is a registered charity with educational objectives.

Churchill was the first of the colleges to decide to become co-educational, and the first women students entered in October 1972. There are now approximately 210 Fellows and By-Fellows, 330 advanced (graduate) students and 480 undergraduates. The Mastership of the College is a Crown appointment and the present Master is Professor Dame Athene Donald, FRS. The list of Fellows, by subject, can be seen on the website.

The Building of the College

Building started in 1960 following a national architectural competition, won by Sheppard Robson and Partners. The courts which house most undergraduates, a few graduate students, resident Fellows and teaching rooms, the main building and the Sheppard Flats were all built between 1960 and 1965 and were among the first sixties buildings in the UK to be listed as being of architectural importance.

Subsequent developments have included the Archives Centre, the Møller Centre for Continuing Education and graduate hostels. The College also owns a number of large properties on Storey's Way which house graduate students. Cowan Court, our latest undergraduate court, opens in August 2016.

COLLEGE ORGANISATION AND GOVERNANCE

The College prides itself on its friendly inclusive nature. Staff, Fellows and students enjoy being part of one community and respect and support for each other is central to the way in which we work together.

The College is organised in three Common Rooms, known as the Junior, Middle and Senior Combination Rooms and abbreviated respectively to JCR, MCR and SCR. Undergraduates are members of the JCR, graduate students of the MCR and Fellows members of the SCR.

The Governing Body

The Governing Body 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. (Business is normally "unreserved" unless it relates to a named individual.) The Governing Body is the supreme authority in the College and has power to amend the Statutes, subject to the approval of the University and the Privy Council, and to make Ordinances. It usually meets twice a term to discuss matters of strategic importance.

The College Council

This is the main operating committee of the College and its members are the Trustees of the College, with the significant legal responsibility that entails. Ex-officio Senior Members are the Master, the Vice-Master, the Senior Tutor, the Tutor for Advanced (Graduate) Students and the Bursar; eight other

Fellows are elected to serve for two years each. There are also two JCR, two MCR and two staff members with voting rights: they attend most of each meeting, leaving only for "reserved" subjects. The members are the JCR and MCR Presidents and one other elected representative from each Student Common Room. Meeting fortnightly during Full Term, the Council takes decisions on a wide range of matters and receives minutes from all its sub-committees. It elects teaching Fellows and appoints all College Officers except the Vice-Master, and it exercises general supervision over the admission of undergraduates and graduate students, educational, tutorial and disciplinary matters, and over College finances and administration. There are many sub-committees of the Council dealing with the detail of specific areas of the College's operation.

The **House Committee** is concerned with such matters as the facilities in the College, health, safety and security, catering, rents and the allocation of rooms.

The **Combined Common Rooms Finance Committee** provides grants to College Clubs and Societies.

The **Small Grants Committee** makes grants to individual students participating in sport or other representative activity (eg debating or music) at University level or above.

Other College Committees where there is student representation include those concerned with Finance, ICT, Education, Library, Estates (Buildings and environment), Sustainability, Hanging of works of art, Donations to Charities, and special committees called to hear Disciplinary and Academic Student Appeals.

The JCR

The JCR represents undergraduate opinion to the decision-making bodies of the College and provides services for its members. It operates its own website which can be accessed at www.jcr.chu.cam.ac.uk The current officers of the JCR and their contact details are listed here. The President for Michaelmas Term 2017 is Patrick Deady (pd421@cam.ac.uk).

The newsletter, *Winston*, contains information and comment on current issues for all Churchill students. Articles from any member are welcomed by the *Winston* Editors.

Other services include:

- hire of games machinery
- organisation of Freshers' Week with College
- provision of CUSU/NUS cards
- bike-loan (from the Porters' Lodge)
- punt-hire scheme
- parenting scheme
- confidential welfare advice
- summer garden party
- disco ("Pav")

You can also hire out equipment such as tennis racquets, squash racquets, an outdoor badminton net and a barbecue. The JCR has a storage room, room 6X.

JCR "parents"

All first year students are given a "parent", as far as possible within the same subject, who will usually have written to them before they arrive. New undergraduates should feel free to call on these people who will be happy to give as much information on books, life in College and so on as is wanted, or just

to chat. Please contact Matthew Kwasigroch (mjk76@cam.ac.uk), Ellen Fox-Davies (ejf53@cam.ac.uk) or Jorge Garcia Condado (jg811@cam.ac.uk) if you cannot find your "parent". JCR Committee members and representatives are also very happy to help and advise where they can, or to talk about the College, the JCR and how each functions.

The Cambridge University Students' Union (CUSU) (www.cusu.cam.ac.uk) is concerned with University rather than College affairs. It has several elected sabbatical officers plus a large number of part-time executive officers, and runs services such as welfare, club nights, photocopying and mini-van hire. The sovereign body, with the power to make decisions, is the CUSU Council, which meets four times a term. It is composed of the CUSU Executive, JCR Presidents, College External Officers and Faculty representatives.

CUSU Societies Fair (Freshers' Fair)

On the first few days of the Michaelmas term University societies seek to attract new members. A "Societies Fair" is held in town, at and adjacent to Kelsey Kerridge Sports Hall on Parker's Piece, on the Tuesday and Wednesday of the first week of Term, to give freshers an opportunity to see exactly which societies exist in the University and what their activities are. College societies also hold their own fair shortly after the start of term and many clubs run freshers' events (squashes). Individual club websites can be found in the Student Hub on the College website.

ACADEMIC MATTERS

Academic welfare is primarily a matter for the College's Directors of Studies and Tutors. Ultimate responsibility lies with the Senior Tutor, who leads and manages both groups, and who is quite often involved in serious or difficult cases. If you have concerns about the College provision of teaching in your subject, please raise your concerns with your Director of Studies, your Tutor, your "subject rep" or the Senior Tutor directly.

The Tutors and Directors of Studies (listed on the website)

All undergraduates have their own Tutors who are concerned with students' progress as well as their personal welfare; you should feel free to contact your Tutor at any time, and you should keep your Tutor informed about any matter that pertains to your academic or personal welfare or wellbeing. Tutors also act as intermediaries in official relations between undergraduates, as College members, and the University, e.g. with regard to certification of residence, examination arrangements and disciplinary matters. **You must call on your Tutor at the beginning and end of each term unless advised otherwise.** Details of the times for these visits will be e-mailed to you, and are posted on the notice boards in the Main Foyer and outside the Senior Tutor's Office. Failure to attend a tutorial meeting may result in your being charged an administration fee of £10 the first time, and £20 thereafter.

Conversations with Tutors can be kept confidential – unless there is a compelling reason why other stakeholders must know. In such cases as much confidentiality will be maintained as possible. There may be occasions when a woman student might wish to talk to a woman Tutor, or a male student might wish to talk to a male Tutor. This can be arranged via the Tutorial Office.

See www.admin.cam.ac.uk/students/gateway/study for vital University information about courses, your student record, and feedback.

All undergraduates are allocated a Director of Studies (DoS) by the College. Your DoS will advise you on course options and on which lectures and other University teaching you should attend, and will arrange supervisions for you – the key, small-group teaching that makes undergraduate education in Cambridge unique. Supervisions may be on your own, or in a small group, depending on your subject. A Lecture List is published online at the beginning of the academic year which details lecture titles and locations.

You must attend all supervisions arranged for you without fail unless excused by your Director of Studies. In the case of ill-health or other emergency you should contact your supervisor, in advance if at all possible, explaining the reasons for your absence. This is a matter of courtesy and respect as well as practicality. Undergraduates are expected to make full use of the teaching and learning provision made by the University and the College. If you do not do so, the consequences are likely to be significant. You will under-perform academically and the College may be forced to take disciplinary action against you.

Supervisions are a two-way process, with supervisor and student each playing roles which are vital to the overall effectiveness of the teaching. In rare cases where some serious difficulty arises between an undergraduate and a supervisor, help should be sought from your Director of Studies; similarly difficulties with the Director of Studies may be referred to the Tutor or the Senior Tutor, and problems with the Tutor referred to the Senior Tutor.

Exams

In most University courses there is an examination, either a Preliminary or a Tripos examination, at the end of each year. When there is not, a special College Examination is normally set. Unless there are substantial extenuating circumstances, undergraduates are sent down (expelled) by the College and University if they fail in one of these annual examinations.

Our selection policy is such that we expect that anyone admitted to the College as an undergraduate should be capable, with a reasonable amount of work (i.e. 40–50 hours per week), of obtaining an Upper Second Class in Tripos examinations. The average Cambridge undergraduate spends 46 hours per week working. Students who obtain Third Class Honours in these examinations are normally contacted by the Senior Tutor regarding steps to be taken to improve their future performance.

Through **CamSIS** (the University's Student Information System, see www.admin.cam.ac.uk/students/gateway/study), an undergraduate is responsible for his/her examination entries. Before embarking on the on-line procedure for examination entry, you should discuss your entries carefully with your Director of Studies in the Michaelmas Term. You must follow carefully the instructions and the timetable for examination entries. You should also check that your personal information is up-to-date on CamSIS.

Help with academic study

The College is strongly committed to do all that it reasonably can to assist students in fulfilling their academic potential. Although the title "Director of Studies" is part of traditional Cambridge language, it is, to some extent, a misleading title, because YOU are in charge of your studies, while your "Director of Studies" is there to **enable** you to learn your subject as effectively as possible. So be clear: the final responsibility for your academic progress and success rests, not with your Tutor, Director of Studies or supervisors, but with you yourself. If you need help, ask for it.

Churchill College is particularly well placed to provide assistance in relation to **study skills**. We have two dedicated study-skills tutors, and classes are provided for all students, but especially for first years, to help develop the most important skills. If, in the light of comments from your supervisors, you feel you may need extra assistance with English for academic purposes, essay-writing, note-taking or getting the most out of supervisions, please do not hesitate to talk to your Director of Studies. He or she may be able to help directly, or may act as a conduit to our study-skills specialists.

College scholarships and prizes

The College is delighted to recognise high academic achievement in University exams by awarding Scholarships, Prizes and Named College Prizes.

- **Scholarships** are awarded to students who obtain Firsts. The current value of a scholarship is £120. In addition, a scholar is entitled to occupy a room during vacations, subject to availability, and is invited to the Scholars Feast. Prizes are awarded to students who obtain a 2.1 which falls within the top 25% of results in their Tripos. The current value of a prize is £60. There are no limits on the numbers of Scholarships and Prizes which can be awarded. If in any year everyone gets a First, the College will happily foot the bill!
- **Named College Prizes.** Over the years donations have led to the establishment of named Prizes for outstanding performance in: Physics; Engineering; Mathematics; Biological Sciences; Chemistry; Materials Science; Law; Economics; English; Humanities; the College as a whole (the prestigious Edwyn Charles Hart Prize. The Beatrice Blore Brown prize goes to the top academic performer in the College's boats at the May Bumps. A Named Prize may be awarded in addition to a Scholarship. Their value varies from £60 to £500. Like Scholarships and Prizes, Named College Prizes are awarded on the recommendation of Directors of Studies.

There are also competitive awards for music and sport (see pages 11 to 13)

FINANCIAL MATTERS

The Student Finance Office is above Housekeeping, near the Club Rooms.

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. The College's preferred method of payment for termly College bills is payment by direct debit from a UK bank account. Direct debit forms can be obtained from the Student Accounts Office and are available on registration day. Tuition Fees and College bills can be paid by cheque from a sterling bank account, debit card, bank transfer, or cash. The College bank account details for electronic transfer can be obtained from students.accounts@chu.cam.ac.uk. On request, the Tutorial Officer, Karin Bane or the Tutorial Administrator, Stephanie Cook, will provide a letter confirming your student status for a bank.

University/College Card

You will be provided with a University/College combined ID card, which will be given to you, if available, at the registration day. Otherwise it must be collected from the Student Finance Office or in a few cases, from your department. This card must be returned when you have completed your studies and leave College. Lost cards must be reported to the Student Finance Office immediately. The card gives you access to various areas of the College and University, use of libraries, and can be used in the Dining Hall and Buttery to charge meals and food purchases to your account. It also gives you a flat fare of £1 on the U bus into town and on to Addenbrookes Hospital and it entitles you to discounts with some Cambridge shops and Scudamores punts. There is a charge for replacing the card, if lost, of £15.

Finance and Incoming Undergraduates

All students arriving in College at the start of term must sign the *Redit* book in the Porters' Lodge to confirm that they are in residence in the University and the *Exeat* form when they leave at the end of term. Otherwise you may be charged extra rent.

All UK students seeking a maintenance loan or assistance with fees, or wishing to apply for a Cambridge Bursary, must apply to the Student Loans Company (SLC) for each year of their course. There is detailed information on how to apply including the deadline for new and ongoing students online at: www.gov.uk/browse/education/student-finance. In order to be assessed for a Cambridge Bursary, students must not tick the box opting out of sharing financial information with the university.

UK students eligible for loans for maintenance (for living expenses) from the Student Loans Company will receive these directly into their bank accounts each term, once the SLC has received bank account details from the students, and confirmation of attendance from the College.

All EU students should apply to the Department for Education for confirmation of their EU status and assistance with tuition fees. More information can be seen on the www.gov.uk website (see below). A copy of their assessment letter must be given to the Tutorial Office or Student Accounts Office for each year of their course.

Further information can be found at:

www.gov.uk/apply-online-for-student-finance
www.saas.gov.uk (Scottish students)
www.studentfinancewales.co.uk (Welsh students)
www.studentfinancenir.co.uk (Northern Ireland)

All new undergraduates should have completed a College Fee Status form and return this to the Admissions Officer (on top corridor), with a copy of their passport or birth certificate.

If you are a UK student, starting your course in 2017, and will be receiving a loan for fees or maintenance, you will be sent a Financial Notification which advises you of the loan you will receive, and the amount you need to pay to the College for fees (if fees are not covered by a loan). New undergraduates should send one copy to the Tutorial Officer, Karin Bane, preferably prior to arrival in College or as soon as possible after arrival. In subsequent years, the form should be given to Mrs Theresa Brooks, the Student Finance Officer or Mrs Linda Hoayun, Student Accounts Administrator, email: students.accounts@chu.cam.ac.uk

If you are a UK student and returning to College for your 2nd, 3rd or 4th year in 2017 you should consult the www.gov.uk website for details of how to apply for the year's financial assessment. This must be done every year of your course and as early as possible in the summer.

Payments of grants for living expenses from any other public bodies for UK, EU and Overseas students, where these are sent to the College, will be made to students when the funds are received: please attend the Student Finance Office during normal working hours to collect these.

Tuition Fees

All tuition fees are collected through the College. Approved fees for UK and EU students are charged termly in advance and those not paid directly by the SLC/SAAS loans should be paid to the College at the start of term. If the payment of fees in advance causes you hardship, you should call on your Tutor immediately.

Overseas (other than EU or EEA) Undergraduate students are required to pay two separate University and College fees each year in advance to the College and will have been notified about this when they were offered a place.

Students eligible for public support (this will apply to the great majority of UK and European Union students) have their College Fees and any means-tested contribution due for their University Fees paid directly from public funds.

Students not eligible or failing to provide the necessary information to confirm eligibility will be liable for the full College Fee which ranges from £5,880 (if admitted before 2015), to £7,700 depending on year of admission, in addition to the University Fee.

UK Students awarded maintenance loans must have or have applied for a National Insurance number before their first loan instalment will be paid. If you do not already have a N.I. number the SLC will advise you how to apply for one. Students aged under 20 years should contact HC on 0845 915 7006 for information on how to apply for an N.I. number.

College Advance Deposit

New students (freshers) will also be required to make an advance payment, calculated to cover estimated average College charges for one term. Freshers should either pay at the accounts desk in the main foyer on Saturday 1 October or agree payment collection by direct debit. If you have any problems with the timing of this payment, you should contact the Student Finance Office as soon as possible after arrival.

The rates of this Advance Deposit for 2017/18 are £1,500 for students living in College rooms and £250 for students living out.

The amount paid will be credited in the Easter term's account in the final year at the College. In the meantime, your bill for College charges, rent and meals will be presented termly in arrears. Therefore, the first term's bill is paid from your second term's money; in due course the bill for your last but one term of residence will be paid from your final term's money and your final term's bill will be (approximately) paid by the refund of the Advance Deposit. If you decide to live out, your Advance Deposit, less £250 will be refunded to you, provided your college account is paid up.

Your College bill must be paid by the division (middle) of the following term (see key dates). A late payment penalty charge is levied on all overdue accounts at 0.5% per week unless the student is excused by the Bursar, after consultation with the Tutor when appropriate. If the account is still overdue at the end of a vacation, a student is not allowed to return into residence unless given permission by the Bursar, or by the College Council on appeal.

Catering Charges

The cost of meals taken in the Dining Hall and of food items available for sale in the Dining Hall and Buttery is subsidised relative to the cost of similar meals and food outside of College. You are encouraged, but not required, to make use of these dining facilities and the kitchens in the staircases are only defined as snack kitchens by the City Council Environmental Health Office. We are required to take out the full cookers as we refurbish them.

Your termly College bill includes rent, electricity, fines, printing and all charges for meals taken and food items bought using your College account during the quarter. Every two weeks during term you will also be sent an email with your breakdown of actual meal charges to date, for information.

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 (undergraduate or graduate) 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 joint committee of both colleges although control of admission standards is held by the colleges. An annual contribution of £11 is levied on all students, payable in two termly instalments of £5.50 (Lent and Easter term). You will be given the opportunity to opt out of the scheme during the Michaelmas Term.

ADDITIONAL FINANCIAL HELP

If your financial circumstances change and you are a UK student, the first thing you should do is apply for a re-assessment from your student finance company. There are also special grants for different circumstances (see www.gov.uk). In addition the CAF Directory of Grant-Making Trusts (available in most public libraries and the college library) has information about some regional charitable trusts which can help students from a particular place or area.

The University can also help with fieldwork and dissertation costs, unexpected medical expenses (not covered by the NHS or your insurance) and support for essential vacation courses. There are also a number of restricted funds providing support for students from certain parts of the country or studying

certain subjects. The University also administers funds which give prizes for essays and these can all be found in the Reporter or on the website.

The College has limited resources to help students with financial worries. See www.chu.cam.ac.uk/student-hub/resources/financial-support/ on the College website.

If you fear you are facing financial hardship, you should ensure that you have applied to some or all of the following:

1. Cambridge Bursary Scheme www.admin.cam.ac.uk/univ/cambridgebursary

In 2017–18 it is anticipated that 3,000 undergraduates will be eligible for a Cambridge Bursary. All UK and EU students who apply for an SLC student loan will be automatically assessed for a Cambridge Bursary provided that they apply in a timely fashion and they do not tick the box to opt out of sharing financial information with the University. Applications for the scheme run throughout the academic year until 30 June 2018. Payment of bursaries (which are not a loan) will be through the SLC.

The Student Loans Company re-assess loans and you should apply as early as possible if you want to receive any bursary at the start of the Michaelmas Term.

Churchill College funds the cost of the Cambridge Bursary Scheme, along with the University. A number of the Cambridge Bursaries awarded to Churchill College students will be named in honour of the donors who have funded them.

2. Bell, Abbott and Barnes Funds

This Fund deals with a range of student hardship applications; "applicants must be candidates for the B.A. who show proficiency in their studies and who need assistance." Applications are considered each term. See the link above for more information.

3. College Hardship Grants

(a) **Hardship Grants** may be made from a sum put aside for the purpose by the College, but before resorting to the College, you should have applied to all appropriate University Funds, particularly e.g. the University Hardship Funds, and the Bell, Abbott & Barnes Funds. Your Tutor or the Student Finance Office can advise.

College Funds are administered by the Endowment Grants Committee (Senior Tutor, Bursar, Tutor for Advanced Students, plus one other Fellow) and are available for any student, undergraduate or postgraduate, whose financial situation merits help by the College because of hardship. Applications for such grants usually come via the Tutor, accompanied by application for which can be downloaded from the resources section of the student hub on the College website. A definition of Hardship is not easy but the Committee is concerned to ensure that the expenditure was inevitable as a result of difficulties that were not the fault of the student and were unforeseen and unforeseeable at the time of admission.

The Committee recognises that the assessment procedures used by the Student Loans Company (upon the outcome of which Cambridge Bursary can be rather rigid, and may fail to take into account exceptional circumstances. The Committee will normally require full information from Tutors (including possibly sensitive information about the resources available to the student's family) to enable it to assess the size of the financial problems, together with advice from the Tutor on the validity of the information and the magnitude of the case. The Endowment Grants Committee relies heavily on this advice when making grants. The Committee is not in the habit of interviewing students directly and must rely on students, guided by their Tutors, to present an honest assessment of the need and the justification for the need for a grant.

(b) Emergency loans

When the need for financial support from the Hardship Fund is sufficiently urgent that it cannot wait until the next meeting of the Endowment Grants Committee, the Senior Tutor (for undergraduates) has the authority to approve an emergency loan from the Hardship Fund to a maximum of £250. The loan is free of interest and must have a repayment date not more than four months from the date of authorisation. The Senior Tutor has to certify that in his opinion, the loan is required urgently for reasons of hardship that could not have been foreseen at the time of admission of the student, and that he has no reason to believe that the loan will not be repaid by the due date.

If you want to apply for a College Hardship Grant or Loan, please complete the first part of the application form (which can be downloaded from the College website or obtained from the Tutorial Office) and take it to your tutor for further discussion.

Other financial support available through the College

1. Employment in College

Some of our students help themselves financially by doing a modest amount of paid work for the College. There are a number of opportunities for employment of students by the College, provided that it does not adversely affect academic progress. The College's regulations state that, in term time, students may take paid employment for up to six hours a week with their Tutor's prior permission. Opportunities arise in Housekeeping (particularly at the end of term), the Møller Centre, Dining Hall, Development Office (alumni relations and fund raising), and Admissions Office and occasionally in the Library or other offices. Further opportunities may arise in the vacations. Contact the HR Assistant, Alison Miller, for more information. Please note that students working for the College need to provide key identification documents, including passport, full birth certificate or photo driving licence for UK students, together with an official document showing their National Insurance (NI) number.

2. Undergraduate Travel Grants

Churchill College Travel grants are allocated by the Tutors from an annual sum provided from the College Endowment. Awards normally range from about £50 to £400. A grant is normally made only once to an individual, usually for travel in the Long Vacation. In addition, there will be one or two substantial grants made from the Martin Le Cornu Fund for travel in Developing Countries and from the Wing Yip fund for travel in China. Preference will be given to proposals that are of academic value or which are likely bring significant benefit to the people or environment of the countries concerned. It is possible, in different years, for an undergraduate to be awarded a Travel Grant and a Martin Le Cornu Grant. Application for the College undergraduate travel grants will be distributed in due course.

The Chapel Trust also offers two travel grants for each Long Vacation. Information about these will be sent out nearer the time.

Many other travel grants are offered by the University and other bodies, the closing date for which is often early in the year. (see for example, www.newtontrust.cam.ac.uk) and the Reporter at www.admin.cam.ac.uk/reporter/

3. Opportunity Funds

The College has a limited amount of money in funds (such as the Tizard Fund and the Masters and Fellows Opportunities Funds) which offer grants "to investigate research and implement new and radical ideas or opportunities for the furtherance of knowledge, learning and understanding." These funds are overseen by the Endowment Grants Committee. Applications, setting out plans and costs, should be sent to Karin Bane in the Tutorial Office. These funds were given by alumni in memory of Dick Tizard, a former Senior Tutor, and by past Masters and Fellows.

4. Small Grants Fund

Grants of up to £350 are available subject to availability to those taking part in sport, music, drama or other activities at university level or above. Applications should be accompanied by a statement of expenditure verified by the Senior Treasurer of the University Club or Society and sent to the Bursar's Assistant by the division (middle) of each term. A committee including the JCR and MCR Presidents meets in the second half of each term to consider applications.

However, the central university-wide Hawks Fund and Edwin Evans Fund also provide grants for university sportsmen and women: the closing dates for these are **December** and you can find out more about how to apply on the University website.

5. Instrumental Bursaries

The College offers Instrumental and Choral Bursaries (jointly with the Chapel Trust). 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 £300 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. The Chapel Trust also offers an organ bursary from time to time.

The College also contributes to the University-wide Instrumental Awards scheme: www.cam.ac.uk/admissions/undergraduate/musicawards/index.html. There are a number of awards made to students who have already arrived in the University. Contact the Senior Tutor if you are interested in the awards scheme. Early application is essential.

6. CCRFC

College clubs and societies (but not individuals) may apply for grants from the College through the Combined Combination Rooms Finance Committee which meets twice a term. See www.chu.cam.ac.uk/student-hub/clubs-societies/ for further details.

HEALTH and WELFARE

The university's guide to healthcare services for students can be found at www.admin.cam.ac.uk/univ/health/ where there is useful information on vaccines and common health problems. There is a website for the Cambridge doctors at www.catudenthealth.nhs.uk. There is a free 24 hour telephone helpline available provided by the NHS on Freephone 111.

You are required to register with a General Practitioner (GP) doctor. There is no charge for their services. The nearest practice is in Huntingdon Road, close to the College (telephone 01223 364127). You will be provided with a College form to give details of your registration (i.e. the doctor's name, address and telephone number) and this should be completed and returned to the Tutorial office as soon as you have registered with the doctor. We must have this information! It could be life-saving in an emergency.

Those in need of continuing treatment for a pre-existing condition should ask their home GP to liaise with the Cambridgeshire Health Authority (01480 398500).

Those who are nationals of countries in the EU or European Economic Area and their dependants (provided they also have EEA nationality) will receive most care free of charge, provided they have an EHIC card which they must obtain in their home country from their national health authority. Those with dual nationality EEA/International who are normally resident outside the EEA, should take out suitable medical insurance as they will not be able to obtain an EHIC card.

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.

Students will be required to pay £150 per year of leave granted on their visa. If the leave includes part of a year that is 6 months or less, the amount payable for that year will be £75. If the leave includes part of a year that is more than 6 months, the full annual amount of £150 will be payable. 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. 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.

If you fall ill you should ensure that your Tutor is informed as soon as possible. You can ring the NHS helpline 24 hours a day for advice on the free phone number, 111. You should not present yourself at hospital unless it is an emergency: your GP will refer you if they feel that hospital treatment is needed. The UK tradition is that hospital treatment is sought only in emergencies.

The Cambridge GP surgeries are generally open Monday – Friday from 8.30 am to 6 pm and some are open on Saturday. There is an out-of-hours service supporting all the GP practices in Cambridge, Urgent Care Cambridgeshire, on 0330 123 9131. Your normal GP telephone number should switch through to the out of hours service when the GP surgery is shut. The out of hours service can supply advice over the phone, but may call you in for an appointment at the Chesterton surgery.

There is a surgery in the College for the treatment of minor ailments and injuries. The College Nurse, Jo Livingstone, is available in the College Surgery (31C) at the times posted on the noticeboard outside it (or phone (3)36133).

Sports injuries: see the Porters for first aid, and for minor sprains apply ice. You may need to go to your GP if you think that physiotherapy may be needed to aid recovery.

Dentistry: The University Dental Service was sold in December 2016 and is no longer affiliated with the University. The new owners and managers are, however, committed to providing continuity of treatment to NHS patients already registered under the care of the Practice. Existing patients can make an appointment by calling in to the practice or telephoning 01223 367870.

Students wishing to register as an NHS dental patient locally can find out which practices in the city are accepting NHS patients using the NHS search facility <http://www.nhs.uk/Service-Search/Dentist/LocationSearch/3>

In cases of any serious emergency the first action should be to inform a College Porter, who will summon an ambulance or a doctor, direct it to the right place and then inform a Tutor. Ambulances should be called out only in dire emergencies. The Porters can easily summon a taxi to take someone to the Accident and Emergency Department at Addenbrookes Hospital, if need be.

General Practitioners, Counsellors and Tutors are accustomed to being consulted, in confidence, about personal problems and work difficulties. You should not hesitate to seek the advice of one of them in case of need.

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 or the University Disability Resource Centre. This could be of great assistance in the event of illness or accident during residence. The Nurse and Catering Director must be informed of any food allergies. It is also helpful if students are willing to inform their Tutors of such conditions.

Impact of ill-health on your work: Anyone with any kind of illness, disability or other difficulty likely to affect his or her performance in examinations should consult the College Nurse or Tutorial Office during the Michaelmas term so that all possible help can be organised before the start of the exams. It is also advisable to consult or inform one's Tutor.

Allergies (anaphylaxis): Serious allergies can be life-threatening. If you are aware that you may have an allergy, inform the College Nurse and Catering Manager and follow the advice on the university website.

Welfare: If you have a welfare concern, please talk to your Tutor, the College Nurse, the College Counsellor, or the student welfare officers.

If you are unsure about rules and regulations, or have a financial problems or some personal issue which you want to discuss confidentially, then contact your Tutor, either by email, by turning up at one of his or her regular tutorial times or by making an appointment. The Porters deal with lots of queries. The staff in the Tutorial Office can clear up many points. The College Nurse not only copes with minor physical ailments but is also a sympathetic listener.

Professional (and totally confidential) counselling is provided both by the University, through the University Counselling Service (www.counselling.cam.ac.uk or telephone 01223 332865), and within Churchill by our own Counsellor, Veronica McDouall, who 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 treated in the strictest confidence. If, however, you think that the problems about which you are consulting the counsellor might interfere with your academic work, you should also mention it to your Tutor or Director of Studies. Appointments to see the College counsellor can be made via e-mail: counsellor@chu.cam.ac.uk; by phone (messages can be left on 01223 313515); or in person, by coming to the 'Drop-In' session, which is held on Tuesdays, 1.30 – 2.15 pm in Rooms 1H during Full Term.

UNIVERSITY AND COLLEGE REGULATIONS

Matriculation

All students are required to matriculate or be formally admitted to the University when they first arrive in College. All that this requires is for you to sign the Matriculation Registration Form in the main foyer on the Saturday that UK Freshers arrive. We celebrate matriculation at the Matriculation Dinner at the start of term.

Residence

The formal requirement to have resided in Cambridge for a certain number of nights is set out here: <http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/terms-study>

You are required to be in Cambridge for 60 days in any one term. Confusingly, term does not exactly equate to Full Term, which is the period in which lectures and college teaching take place. If undergraduates spend nights during Full Term away from Cambridge they can make them up from nights kept in the period either before the beginning or after the end of Full Term but within University Term. However, all undergraduates should be in residence at the beginning and end of Full Term.

If you are away from College for a short while, even if for one night, you should fill in a Temporary Exeat Form at the Porters' Lodge and should hand in your rooms key. This rule exists in order to enable us to account for everyone in the event of some emergency, like a fire, but also to prove residence if we need to. Before going away even for one night you should therefore record in the Porters' Lodge an address and preferably also a telephone number at which you may be contacted, in case of an emergency.

If you do not sign out and hand your rooms key back in to the Porters' Lodge at the end of term, you will be charged for rent and your belongings may be removed from your rooms.

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

Under the terms of the government's PBI legislation to monitor and manage immigration to the UK, overseas students who need a Tier 4 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 Tutorial Office on the first floor. This is not optional! At first registration, students present their passport and BRP for recording. At subsequent registrations, they have to provide proof of identity by presenting their Cambridge University card and also have to update contact details if these have changed since the previous registration. Any new visas or passports acquired during the period of study must also be recorded with the Tutorial Office. If any student fails to carry out any of his/her responsibilities, the College is 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.ukba.homeoffice.gov.uk/studyingintheuk/ and <http://www.internationalstudents.cam.ac.uk/applying/uk-immigration>

Discipline

University Regulations for undergraduates can be found on the university website at: www.admin.cam.ac.uk/students/gateway/regulations.html

The formal rules under which the College operates are set out in the 'Statutes, Ordinances and Regulations', which can be seen on the college website under Official Documents.

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
- 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 D to this handbook describes the College's procedure for dealing with reports or complaints of harassment or bullying. Appendix F is a Code of Conduct which deals with behaviour at formal events in College. The same rules apply to behaviour at club or society events and in public areas of the College. Appendices G and H 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 which in the Dean's opinion could not be adequately dealt with by her, 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.

COLLEGE LIFE AND FACILITIES

See the Accommodation Handbook for detailed practical information about living in College. The following information applies to those living in or out of College accommodation.

Smoking, including e-cigarettes, is not permitted in any buildings on the College site and only in designated areas in the grounds. Cigarette butts must not be dropped on the ground.

Catering and bars

Times of Meals (these may vary out of term)

Breakfast – Buttery (Continental)

Monday to Saturday 7.30am–9.30am

Sunday 7.40am–10.30am

(Breakfast times and location may vary out of term)

Lunch – Hall 12.15pm – 1.45pm daily

(Brunch on Saturdays starts at 11am)

Supper – Hall 5.45pm – 7.15pm daily

Formal Hall 7.30pm

Please book on the college website. These are normally held on Tuesday, Thursday and Friday in term, unless there is a major college event and members gather in the Buttery before the doors open.

Buttery Hot food and snacks are available from the Buttery Bar most evenings.

Common Tables (shared formal halls) with the Fellows are organised from time to time, usually around subjects. The main kitchen closes at Christmas for about ten days and may close for some time at Easter and in August: residents will be notified in advance of any closures.

If invited formally to a major dinner such as a Feast, please reply promptly and do not fail to turn up; these dinners 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

See the Code of Conduct at Appendix C. Those attending Formal Halls may only bring in 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.

Charges

Details of Charges are published in the Hall and on the booking system at the beginning of each term. An average self service meal will cost £5 for one main course and vegetables and there is a wide choice available in term time particularly. Formal Halls cost £11.90 for College members and £12.90 for guests.

Guests

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 and if you wish to bring more than one guest to a formal hall, you should email catering@chu.cam.ac.uk. There are high chairs available in the Hall for very young children. Friends from other Colleges or guests from home are also welcome and can pay in cash

at the tills during self-service hall: there is a higher charge because of VAT and the CFC. The Catering Manager (david.oakley@chu.cam.ac.uk) must be informed when any party of 10 or more guests have been invited to a self-service meal.

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 an allergy. 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 is not nut-free.

The Buttery

The Buttery is the College bar and is situated on the Ground Floor. The Buttery is for the use of all members of the College, including staff and Fellows and also visitors.

During term time, breakfast is available in the Buttery. It also offers a wide range of competitively priced non-alcoholic drinks, good coffee, snacks and a wide range of keenly priced wine which can be taken into Hall. Some basic supplies are available to purchase from the vending machines (near the disabled access lift). Snack food is available throughout the evening and also from the vending machines next to the access lift in the main foyer. Undergraduates may not use the MCR.

Buttery Opening Times during Term are normally:

Monday to Friday	7.30am–11pm (there is an extension to hours on Pav nights.)
Saturday	7.30am–11pm 2pm–11pm
Sunday	7.30am–10pm 2pm–10.30pm

Out of term the Buttery has reduced opening hours depending on custom and timings will be displayed there.

Takeaway food may be consumed in the Buttery but 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 believes that alcohol should only be enjoyed responsibly. It does not encourage excessive consumption, and in fact, 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. In summary, we serve drinks not drunks. Abuse of staff will be treated as a disciplinary matter and there are CCTV cameras operating in the Buttery.

Wearing of Gowns

By University regulations gowns are worn at formal University occasions. Junior Members are permitted to wear gowns in Formal Hall but most do not possess one and it is not usual in Churchill to wear one. A gown should not be worn with sports clothes.

College 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 tea or use involving large numbers of guests must be cleared with the grounds staff in advance (internal . Tel. 01223 746860 or visit the groundsmen's compound/office beyond the Sheppard Flats). The Porters cannot authorise organised 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. Do not play ball games within 50 metres of the Chapel: its stained glass windows are vulnerable and valuable.
- f. The hard tennis courts (one of which is also marked out for basket ball and one for netball) and squash courts must be booked by entering your name in the booking folder in the Porters' Lodge. 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.
- g. Table tennis may be booked into one squash court at a time and the table must be taken out and put in the corridor after play.
- h. 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 noticeboard. 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.
- i. All College members have basic membership of the University Sports Centre off Charles Babbage Close, near the College. However there are supplementary charges for the use of many of the facilities.
- 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.

Computing

The College and University provide three wireless networks which are available throughout the main areas of the College and all of the staircases. The eduroam and UniOfCam wireless networks are provided by the University and can be accessed using your university credentials (CRSid), there is also the CHURCHILL COLLEGE network which designed solely for guest use, and as such is an open network that is significantly slower and more restricted than the ones provided for Student use. You can

also use the PCs in the JCR computer room or Lloyds Room (upstairs next to the library) immediately. Instructions will be displayed for access.

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.

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 Senior Tutor and the Dean.

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.

JCR and Club Events

The organiser concerned must book a rooms 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 rooms is left clean and tidy. Some events may need the Dean's permission and the Conference Office will advise.

The Library

The main function of the Library is to provide books needed for undergraduate courses, but it is also, of course, available to Advanced Students. In using it, 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. Access to the Library 24 hours a day, and borrowing of books, is made possible by the use of your College/University Card.

The procedure for borrowing a book from the library is quick and painless; there are no fines so you have no excuse for abusing the system. Please make sure you remember to register as a loan every book you borrow. If you are unsure how to do this the Library staff will be happy to show you. We rely on your co-operation to give a good library service. There is an online catalogue and access to the University Library catalogue also.

Library tours are run at the start of Michaelmas Term and there is information on the web at <https://www.chu.cam.ac.uk/student-hub/college-facilities/college-library/>

Borrowing Books: A computer-based borrowing system is in operation requiring the use of your University Card with which you will be issued. The system is installed in the foyers of both the Bracken Reading Rooms and the Bevin Library. Introductory talks will explain how the system is operated, but in case of any difficulty the Library staff are always willing to assist. A maximum number of 10 books may be borrowed at any one time for the following periods:

Books with white or yellow labels: 2 weeks

DVDs: 1 week

Books with green labels are for reference only and NOT to be removed from the Library.

Returning Books: It is essential for the smooth running of the Library that borrowed books be returned only to one of the 'Book Return' boxes in the vestibule of the Bracken Reading Rooms (downstairs). Borrowed books must not be returned directly to the shelves or left on Library tables. If you do not return a borrowed book to the right place, its return will not be registered and we will assume that you still have it on loan.

Vacation Loans: Books may be borrowed for the vacation at any time after the last Monday of Full Term. Books borrowed for the vacation are due for return on or before the first Friday of the next Full Term.

Book Reservation There is an on–line facility for members to ask for books on loan, or otherwise not immediately available, to be recalled and reserved for them. Members will be notified when the books are available, and should collect them from the Library Office within seven days.

Book Recommendations: The Librarian welcomes suggestions for book purchases. Enter your suggestions on the cards provided in the entrance lobbies of the Library or online at www.chu.cam.ac.uk/student–hub/college–facilities/college–library/recommend–book/

Overdue Books: Retention of books by borrowers for periods greater than those permitted is a most anti–social act. Overdue notices are issued regularly and a range of disciplinary actions is taken against offenders.

You are asked to keep in mind the following general points:

- Lecture courses in many subjects are so arranged that there may be twenty or so people in the College all of whom would like to use a particular book in the Library at a particular time of the term. Hoarding of such books by individuals by individuals is very selfish and a few individuals can seriously undermine the value of the College Library to the vast majority of considerate and reasonable users.
- Books, papers, etc should be removed from the tables when not in use as space is limited and tables may be cleared periodically of unattended material.
- Hot or messy food may NOT be taken into the Reading Rooms under any circumstances. Drinks are permitted in sealable containers, which must be kept sealed when not in use. Please be considerate to Housekeeping staff and to other library users and do not leave rubbish behind.
- Mobile phones should be turned off or switched to mute before being taken into either of the reading rooms. Laptop computers may be used as long as they are not disturbing to other Library users.
- It will greatly assist the Library staff if books taken from the shelves for use only in the Library are replaced when readers have finished with them. Please do all that you can to ensure that books are kept in good condition and returned promptly. Marking, damage, mutilation, or the non–return of a book, can cause great inconvenience to other users.

The Library Office is open on weekdays from 9.00 am to 1.00 pm and from 2.00 p.m. to 5.00 pm. There is a JCR rep on the Library Committee – do pass on any views to them also.

The Roskill Library

This library contains collections on political, naval, military and scientific history and biography of the late nineteenth and twentieth centuries, amassed partly to assist researchers at the Archives Centre. Books may not be borrowed from the Roskill Library, except by permission of the Archivist. The Roskill Library is open on weekdays between 9.00 am and 5.00 pm. Those wishing to use this Library should apply to the Library Office or the Archivist.

Mail

The correct mail address for you in the College is:

Name
Rooms number
Churchill College

Storey's Way
Cambridge, CB3 0DS

All students have a pigeonhole allocated to them in the secure rooms accessed by College card, opposite the Porters' Lodge. If you have a parcel delivered which is too large for your pigeonhole, the Porters will put a slip in it to notify you: please collect it promptly from the Porters' Lodge. Post will only be forwarded to you in during the first month of the Long Vacation, if you have a UK address. Bulk pigeonholing is not allowed without the express permission of the Bursar.

When you leave College at the end of your degree, please ensure that you notify all regular correspondents.

Music Practice and Audio Technology

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 (Stephanie.Cook@chu.cam.ac.uk). Electronic keyboards may be re-located to College accommodation only.

Facilities for practice and performance of music are available in the Music Rooms next to North Court. The facilities include a recital rooms housing a harpsichord and Steinway grand piano, one smaller practice rooms with an upright piano and an audio studio. The rooms may be booked on the college website for College members' use only. They are available from 6 am to midnight most days. For any other user, the Music Sizar should be consulted. Use of the music rooms and access to them (using college cards) is controlled by the Music Sizar.

The audio studio can be used for instrumental practice as well. Authorisation and compulsory induction training to use the recording equipment and the control rooms is given by either the AV Society President or the AV manager Chris Cummins. They cannot be used between 11pm and 6am.

Additional music practice facilities are in the Chapel, where there is a Yamaha grand piano, by permission of the Chapel Trustees. It can be used up to 1pm. Availability can be seen on the Chapel website (under Chapel on College website) where instructions for booking and guidelines for use can be found. 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 Dr Martyn Johnson, Chairman of the Chapel Trustees who can be contacted via the Bursar's assistant, Sharon Knight.

All who use either the Music Rooms or Chapel must switch off all lights and leave them as they found them, on departing, locking up as they go.

The Music Society organises a series of student and professional concerts throughout the year and if you want to go on their mailing list, contact the student Music Sizar on music.sizar@chu.cam.ac.uk

Noise

The design and construction of the College is such that noise carries a long way and considerable care and restraint is necessary to avoid disturbing other members of the College. This is true both of noise from musical instruments, stereos, radios, televisions etc. and of noise from groups of people.

During quiet hours there must be no noise from your rooms which is audible outside your rooms. Quiet hours are 1pm–8am except on Saturday nights and 12.30am–10am on Saturday nights. Outside quiet hours, noise should be kept to a reasonable level. Noise is unreasonable if it annoys or provokes a complaint. Playing musical instruments, stereos, etc. with doors or windows open will usually be unreasonable. Additional rules apply during the Easter Term prior to and during exams. These will be published at the time.

If you are troubled by noise you should either request the person responsible to reduce it, which usually works, or instead seek the assistance of the Porters. If these efforts are not successful you should not feel you are being anti-social in any way whatsoever if you ask for help from your Tutor or the Dean; the anti-social behaviour is in making the noise, not in asking for it to be reduced.

People who persistently cause disturbance by noise are liable to be sent out of College to live.

Those living out of College should also consider their neighbours and always inform them in advance if they wish to hold a party in their accommodation.

Parties in College

There are rules governing all parties (including BBQs) in College and in College Grounds. For requesting permission for a party for more than 10 people can be obtained from the College website: <http://www.chu.cam.ac.uk/student-hub/resources/room-grounds-bookings>. They must be counter — signed by the Dean and by the Senior Treasurer of your club or society if the event is for it.

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 rooms even to go to the bathrooms and do not let someone you do not know into a staircase, locked college building or locked rooms within a building (eg 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.

Bike theft is our most recurrent security issue: use a strong lock and ideally lock your bike inside one of our bike sheds as well. You should 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.

Please report any suspicious persons or incidents in College or Grounds to the Porters' Lodge as soon as possible on university extension: 36000 or use your mobile and call 01223 336000

Attacks on students do happen but rarely. 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, and have time Text 62288, and advise the CCTV Camera Control Centre of your location and details. They will then monitor the situation and advise the Police.

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, 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.

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 Code of Practice are available in the Porters' Lodge.

Late Night Taxi Service

If you find yourself unexpectedly alone in town after dark and are not willing to risk the walk back to College you may telephone CamCab freephone 0800 7831212 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 who will arrange for an emergency chit to be made out. 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. Journeys to and from the train or bus station are not covered by this scheme.

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. Applications should be made to the Senior Tutor.

Smoking

Smoking, including e-cigarettes, is not permitted anywhere in College buildings or accommodation. There are designated smoking areas outside the College buildings. Please dispose of your cigarette butts in the trays provided.

Televisions

Televisions in college rooms and external rented properties need to be licensed. Please see www.tvlicensing.co.uk where the rules for students also with regard to streaming via the internet are detailed and where you can buy a licence on line. 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. The TVs in the common rooms areas have Sky satellite TV and are funded by the JCR and MCR.

The Chapel

The Chapel is not formally part of the College. It 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 by email on jr338@cam.ac.uk. The Chapel is inter-denominational and the services draw from the richness of the various traditions of worship within the Church, but are not confined to them. 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 5.45 pm on Sundays in term. Anyone wishing to use the Chapel for an event should contact Dr Martyn Johnson, Chairman of the Trustees, through the Bursar's Assistant in the first instance.

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; any adverse response to them resulting in damage to such works could involve the College and the responsible individual in very considerable expense. A copy of the sculpture tour around the College site can be obtained from the Porters Lodge.

There is an art studio at the back of 76 Storey's Way and permission to use it can be granted by the College Visual Arts Sizar or the Curator of Artworks, Barry Phipps.

NON-COLLEGE ACCOMMODATION

Undergraduates who prefer to live out of College may live in lodgings with the permission of their Tutor. University regulations require that the lodgings chosen must be approved by the College. The College cannot assist in the search for lodgings, but help may be obtained from the University Accommodation Service at www.accommodation.cam.ac.uk/ or from commercial agencies.

Council Tax

Students who study for at least 24 weeks in each year of their course, amounting to an average of at least 21 hours a week, have no liability for Council Tax. Students living outside College accommodation may be asked to provide proof of student status for Council Tax purposes and if sharing with a non-student some Council Tax will be payable on the property. The student status letter can be obtained from Stephanie Cook, the Tutorial Administrator.

GETTING AROUND CAMBRIDGE

Most students use a bicycle to get around Cambridge. There are buses from the College into the City Centre, which is a 20 minute walk from the College. The U bus service runs from Madingley Road, past the Sidgwick Site and Downing Site, past the Botanic Gardens to the railway station and then to Addenbrookes Hospital site in Hills Road, and vice versa. The service operates on Monday to Saturday between 0700hrs and 2000hrs. The U service is subsidised and costs £1 per journey to all those who produce their university card. The Citi 4 goes to the City Centre via Jesus Green. During the day the buses run every 20 minutes and they all travel via or close to the city centre.

There are five locked cycle-store near the squash courts. Sheds 1–3 are opened with a code, which can be obtained from the Porters' Lodge. Sheds 4 and 5 require a special key. The cost of hiring the key is £10.00 for the duration of your stay. The key must be returned to the Porters' Lodge at the end of your stay for security reasons. Bicycles are not permitted in rooms or the confines of the College. Please do not leave bicycles against the bridge, pond, walls and trees in front of College. The Porters have instructions to report offenders to the Dean, and machines will be removed or double locked in place. In the latter case it will be necessary to apply to the Porters' Lodge for bicycles to be released. Bicycles are frequently stolen: a shiny new bicycle is a particularly popular target for thieves and all bikes should be secured with a strong lock and chain to a bike rack.

University Regulations require that students' bicycles should bear a registration number. This also helps if a stolen cycle is recovered. You should mark your cycle clearly with the following: CHU (for Churchill) and then your college account number and register it at the Porters' Lodge. Marker pens can be borrowed from the Lodge.

Spokes Cycle Service runs a mobile repair van and shop which parks on Churchill Road three days a week in term and on Mondays in vacation. They stock all necessary accessories. There is also a stock of modestly priced bike lights in the Porters' Lodge.

Cambridge traffic can be inconsiderate towards cyclists, and accidents, sometimes serious, happen. For your own safety you are urged to be cautious at all times. The junctions of Storey's Way with Madingley Road and of Madingley Road with Queens' Road can be dangerous. Please do not run the risk of cycling with faulty brakes or without proper lights at night (both of which are illegal). Be visible at night. Helmets should be worn.

Non-UK cyclists are strongly advised to consult the "Highway Code": www.gov.uk/guidance/the-highway-code

Motor Vehicles

Do not bring a car 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, a University official. Breaches of this regulation may result in fines of up to £175 from the Proctors.

If you really cannot manage without a car for reasons of your course or other personal reason, please see your tutor for an application form. 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. Permission must be obtained from both 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 (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.

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. Leaving anything in sight in the vehicle will result in it being vulnerable to attack by casual thieves, who will smash a window to get in.

Parking of Vehicles

No motor car or motor bicycle is permitted to be parked for any reason:

- a. On any pavement or direct access area.
- b. On any grassed or garden area.
- c. On any area which causes an obstruction to a vehicle already parked in an authorised area.

At the start of term, there may be allocated short term parking on the grass behind North Court, signposted from the private road by North Court. Parents may also park short term in the staff car park at the entrance to the private road when arriving at a weekend.

Designated Parking Areas

- i. The only area that is available to students residing in Staircases 2 to 58 is the main car park at the top end of the Private Road beyond the grounds compound. Guests of students staying overnight or longer are also required to park in this area and display their temporary car permit (obtainable from the Porters' Lodge). No other area is available. This car park has CCTV surveillance.

- 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 out of College who have a Motor Proctor's licence may park their vehicle in the Staff car park during the period 7 pm to 7 am 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.
- iv. Any special cases which 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.

COMPLAINTS PROCEDURE

Complaints about a member of staff should be directed to their Head of Department in the first instance. If it is about a Head of Department, it should be directed to the Domestic Bursar, if in the hospitality area or to the Bursar otherwise. If the complaint is against a Fellow, the complaint should be directed to the Senior Tutor.

It is recommended that if there is something that you are uncomfortable about in the way the College deals with you, that you talk to a member of the JCR Committee first, then to the Senior Tutor. There are many opportunities for JCR representatives to raise matters of concern on relevant committees of the College, so do talk to them.

APPENDICES

A: Supervision Fines

A Director of Studies who is contemplating requesting that a student be fined for missing at least two supervisions in one term, should write to the student specifying the supervisions missed and asking if the student can provide 'good cause' for missing them (a copy of this letter should go to the student's Tutor). If the student fails to reply or provides what the Director of Studies regards as an unsatisfactory reply, the Director of Studies should forward his/her letter and, if appropriate, the student's reply and the Director of Studies' reactions to it to the Senior Tutor. The Senior Tutor will then take a decision on whether or not a fine should be imposed, and its magnitude (at the rate of approx. one half of the payment for a supervision of a pair for each missed supervision).

B: Code of Practice on examination Failures and Appeals

Unless there are mitigating circumstances, a student who fails will not be permitted to return into residence. Appeals against this rule are considered by the Student Academic Appeals Committee. In considering such appeals, the Committee closely follows an agreed Code of Practice.

The Code of Practice is not intended to be in any way secret or confidential

Students are welcome to see a copy of the Code either by enquiring in the Senior Tutor's Office or by asking their Tutors. The Code is a clear, relatively formal and moderately lengthy document. But the gist of it is fairly simple. Any case of exam failure is considered very carefully by the Student Academic Appeals Committee. The student's Tutor and Director of Studies are normally present, with the former acting in support of the student. The student can also present her/his case and answer questions if s/he wishes to do so.

It is highly advisable that the student should be present. The student should consult closely with his/her Tutor prior to the meeting of the Student Academic Appeals Committee.

A student may appeal to the Student Appeals Committee, on one or more of five grounds, against a decision of the Tutorial Committee. The procedure is laid out in College Ordinances XVI and XVII which can be found on the College website under *Official Documents* in the section, *About the College*.

Normally, the number of failures is very small and the number of students not being allowed to remain in residence is even smaller. The Tutors are as delighted as anyone else if there are no cases to be considered at all. The Tutors remind all students that the primary responsibility for ensuring satisfactory academic progress lies with themselves.

C: 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 limited amount of personal data upon registration to the service, for instance, their name, email address, and course details.

D: Statement on harassment and bullying

The College regards any form of bullying or harassment as intolerable. Bullying and harassment are actions that are threatening, intimidating or offensive to the recipient, or which create unacceptable conditions for the recipient about which he or she can reasonably complain.

The following are among actions liable to disciplinary investigation and (potentially) sanction via the Dean or Board of Discipline:

- Physical or sexual harassment – including unwanted sexual comments, sexual invitations, innuendo or physical contact
- Predatory behaviour, especially in respect of vulnerable people, or students who are new to Cambridge
- Racist, homophobic or heterosexist language
- Abusive language in respect of religion, disability or age
- Language or terminology that is clearly misogynistic or sexist
- Language or imagery that abusively objectifies men or women
- The spreading of salacious or other rumours about individuals or groups by social media or other means

Ours is an open, inclusive and diverse community in which mutual respect must be paramount. This is central to our ethos and mission. Physical, racial, sexual or other harassment of any sort is completely unacceptable. Hate language has no place here. We cannot prevent hateful ideas being in people's heads, but we can seek to restrict their expression in our community, and thereby the diminution and harassment of others.

The College urges any student who is subject to bullying or harassment to seek assistance in the first instance from the Senior Tutor, their Tutor or another Tutor, the Dean, the College Nurse, the College Counsellor, the Porters or the welfare officers of the JCR or MCR, according to the student's preference. Complaints will always be treated confidentially within the College's welfare or disciplinary tea, except in cases where it is believed that an active threat to a person or persons exists or persists.

In cases where the nature of the complaint means that police investigation ought to be undertaken, the police will be contacted rather than a College disciplinary investigation being initiated. This will only be done with the agreement of the complainant, except in cases where it is believed that an active threat to a person or persons exists or persists. It will not normally be appropriate for the College to take disciplinary action over serious matters that ought to be in the hands of the police, but a matter being placed in police hands will not necessarily preclude disciplinary action subsequently being taken by the College.

E. 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, disability, 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.

F: Code of Conduct for Formal Dining for Fellows and Students

Formal communal dining should be an enjoyable occasion. It is academically very valuable because it promotes cross-disciplinary exchange of ideas. There are various customs and practices which have evolved in this College for the conduct of formal meals and these are set out below.

1. Invitations

Invitations are sent out for major Feasts and larger dinners. A response in good time is essential so that a seating plan can be constructed. When formal invitations are received, recipients should send a reply promptly to the address given. If you have accepted an invitation but are taken ill or unable to attend for any reason you should inform the Fellows' Steward immediately, and even at the last minute, by email to scr-secretary@chu.cam.ac.uk or the Catering Manager on 336130, so that the seating plan can be adjusted. Failure to do so leaves an empty space next to other guests who then have a much less enjoyable time. Anyone who accepts an invitation to a special dinner but then fails to appear without at least 24 hours' notice will be charged the cost of the meal.

2. The Meal

Before the start of the meal, guests usually meet in an agreed place such as the Buttery or one of the Common Rooms. A gong is sounded and everyone should be in their places by the time of the opening grace. When no seating plan has been prepared, please avoid leaving gaps. You should introduce yourself to your neighbour. It is polite to make conversation with all those around and very rude to ignore immediate neighbours. If you do not wish to drink alcohol, you should signal this by turning your glass upside down.

Dinner begins and ends with Latin prayers known as graces. At the beginning of the dinner, diners stand until the opening grace has been said, and rise at the end of the meal when the gong is sounded. It is considered very rude to get up from your seat between these two graces. It disturbs other diners, may interfere with the work of the waiting staff and is inconsiderate of your neighbours.

You should not arrive late for dinner and no diner should enter the Dining Hall after the opening grace. Any student or guest who arrives late at the start of a dinner may not enter until the first course has been cleared. If a guest is experiencing travel delays, the presiding Fellow (and the Fellows' Steward if there is a seating plan) should be advised at the earliest opportunity.

In order to keep the flow of the meal going it is normal to eat while listening to conversation. Try not to take too long over eating. Putting your cutlery together on the plate is the accepted method for a diner to indicate that you have finished eating.

3. General Behaviour

It should be self-evident that no diner should indulge in any practice that might be offensive to any other diner. It ought also to be self-evident what practices might be so offensive but they include excessive drunkenness, drinking games, undress (including lack of footwear), throwing anything, singing or shouting, forcing people to drink or eat and any abuse whatsoever towards the serving staff. Drinking games are strictly forbidden. **Mobile phones** should not be used during formal dinners.

4. Dress

Though very little has ever been enforced, standards of dress at Churchill College's formal dinners are generally high. It is normal for men to wear a jacket and tie and for women to dress accordingly. It is normal for Fellows at High Table to wear gowns but it is rare for students to do so at normal formal and super halls.

On special occasions more formal dress is customary and is specified in the invitation. Black tie (elsewhere sometimes simply called 'formal') implies that men wear a dinner jacket with a bow tie, which need not be black, while women wear an evening dress, short or long, or similar formal clothing. Anyone may wear formal national dress. At Feasts all diners, including students, are expected to wear a gown if at all possible. Where 'Scarlet' is specified, diners may wear the festal robes of their highest degree from any university. 'Decorations', where specified, include any medals for gallantry, academic achievement or public recognition.

5. **Desserts**

After certain dinners, including College Feasts, a Formal or Informal Dessert may take place. Dessert is a further sitting usually with a different seating plan at which some combination of wines, coffee, fruit and cheese may be served. At some Feasts a short break is taken while the seating plan is put in place for the Dessert.

It is the usual practice for the decanters of wine, often fortified (high alcohol content), to be passed around the table. Decanters are always passed to the left and never across the table. This is to ensure that everybody has the opportunity to fill a glass. On the first passage you should never fill more than one glass or allow the decanters to rest. On subsequent passages a decanter may rest between two people but it is then the responsibility of the person with the decanter on his or her right to ensure that no one further down the table is in need of an extra glass. Anyone not able to take this responsibility should pass the decanter immediately. If the Presiding Fellow makes a toast, to drink the health of a person or institution, all stand at the sound of the gong.

6. **Discipline at formal dinners**

Some people may deliberately breach this code of conduct. If you are unhappy with the behaviour of another diner, you should speak to the Hall Manager, who has the authority to ask anyone to leave immediately.

If you are asked to leave you will be reported to the Dean who may impose a fine. Any diner is required to reveal his or her full name and College to the Hall Manager. Fines are charged to Churchill College accounts and members of College pay the fines of their guests. Graver punishments will result if you either (a) fail to give your real name or (b) repeat your offences.

Any University or College clubs and societies making block bookings for Hall must give the Catering Manager twenty-four hours in advance of the dinner, the name of a responsible officer who will be present at the dinner. For the purpose of discipline, the senior student officer College club or society is deemed to be the host of any offender who is not a member of Churchill College.

G: 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 G.P.s, the University Counselling Service and College Counsellor. The Tutors and College Nurse are always ready to give advice and support.

H: 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. 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. On the other hand, anti-social behaviour, as described elsewhere in this book, often a consequence of excess drink, is dealt with by the Dean as a disciplinary matter. In this case drunkenness is regarded as a compounding factor in any offence.

If you are invited to a formal dinner and do not want to drink alcohol, non-alcoholic alternatives will always be provided on the table. Please turn your glasses over to indicate that you do not wish to be served wine.

THE COLLEGE OFFICERS

Master	Prof Dame Athene Donald	PA: t.b.a.
Vice-Master	Prof Kenneth Siddle	
Senior Tutor	Richard Partington	Tutorial Officer: Karin Bane
Tutor for Advanced Students	Dr Barry Kingston	Administrator: Rebecca Sawalmeh
Bursar	Mrs Tamsin James	Assistant: Sharon Knight

Other Postholders

Domestic Bursar	Shelley Surtees
Director of Archives Centre	Allen Packwood MA
Dean	Dr Anna Young
Praelector	Dr John Fawcett
Librarian	Ms Annie Gleeson
Development Director	Ms Fran Malarée
Director of Music-Making	Dr Mark Gotham
Curator of College Art	Barry Phipps MA
Director of the Møller Centre	Gillian Secrett BA

**There is a full list of Fellows by subject on the College website:
www.chu.cam.ac.uk/people/fellows**

HEADS OF DEPARTMENTS

Non–Academic Heads of Departments are responsible overall to the Bursar (except for the Librarian who reports to the Senior Tutor) 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.

Domestic (Shelley Surtees) Overall operational and financial management of all catering, accommodation, porters and commercial activity. Office: ground floor corridor.

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. Office: next to Conferences and Accounts.

Computer Systems Manager (Giles Agnew) Responsible for the provision of a computer service throughout the College. Offices: first floor corridor

Development Director (Fran Malarée) Responsible for the fund–raising and alumni activities of the College. Offices: first floor corridor.

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 includes professional conservators and archivists.

Domestic Manager (Rosemary Saunders) Day–to–day cleaning and management of College accommodation. Lost property from within college buildings. Assisted by L Marsh. Office by Club Rooms Courtyard.

Finance Manager (Sue McMeekin) All College finance and accounting. (Deputy Theresa Brooks) Offices above Domestic Manager/Housekeeping, near Club Rooms.

Head of Grounds and Gardens and Health & Safety Manager (John Moore) Upkeep of gardens and grounds. Booking of Pavilion, cricket, football and rugby field for sporting activities. Health and safety. Office: at top end of Churchill Road.

Head Porter and Fire Officer (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.

Librarian (Annie Gleeson) Day–to–day management of College Library, ordering and cataloguing of books, supervision of borrowing arrangements. Office: first floor of Wolfson building.

Maintenance Manager (Gavin Bateman) Building works, repairs and maintenance. The on–line reporting system for problems can be found at under Quick Links in the student hub on the college website.

HR Manager (Katherine Shirley) Personnel administration. Office: first floor corridor.

KEY CONTACTS FOR UNDERGRADUATES

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