



Postgraduate Student Handbook 2021-22

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Key Dates 2021-22

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

5 October	2021	University Michaelmas Full Term Begins
6 November	2021	MCR Conference on Everything (afternoon) followed by Postgraduate Students Dinner. Partners may come at your expense.
18 January	2022	University Lent Full Term begins
16 February (TBC)	2022	Research Supervisors' dinner (by invitation only)
26 April	2022	University Easter Full Term begins

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



www.facebook.com/ChurchillCollegeCambridge



www.twitter.com/ChurchillCol



www.instagram.com/churchillcol



www.pinterest.com/churchillcol



www.linkedin.com/company/churchill-college

Note on COVID-19

Please note, while we have tried to update this handbook to reflect changes of policy occurring due to the ongoing COVID-19 pandemic, the dynamic nature of the circumstances means that this may not remain up-to-date. You **must** check web-based information regularly, which can be found at:

- <https://www.vle.cam.ac.uk/course/> (Moodle Page)

<https://www.chu.cam.ac.uk/news/coronavirus-guidance-for-all/>

(Churchill College Website – the information on this webpage is being updated most regularly and takes precedence)

All students living in College accommodation should also have a copy of the Accommodation Handbook 2021. If not, please contact the Postgraduate Student Administrator

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, postgraduate students of the MCR and Fellows are members of the SCR.

MCR

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

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

The College's student magazine, *Mallard*, is published three times a term and the editors welcome content and information from the MCR. If you would like to contribute, please contact the editors via the website [Churchill Mallard](#)

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 postgraduate 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 Senior Postgraduate Tutor 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 Fellowship Matters. Student members are the JCR and MCR Presidents and one other elected representative from each Student Common Room.

Meeting usually every three weeks 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 **Student Services and Facilities 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 (e.g. 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.

More information can be found online at: <https://www.chu.cam.ac.uk/about/official-documents/organisation-and-governance/>

Tutors

Postgraduate Students each have their own Tutors – currently Professor Alex Webb, Dr Liz DeMarrais, Dr Sally Boss, Dr Leigh Denault and Mr Barry Phipps. Tutors are concerned with your welfare and progress throughout your time at Churchill. You will be told who your Tutor will be before you arrive in College.

You should feel free to speak to your Tutor at any time, and they should be your first point of contact for any matter concerning yourself and the College, or for advice or help on any personal or financial matter. Tutors can also act as intermediaries in official relations between postgraduate students and the University such as; certification of residence, examination arrangements, some dealings with the Student Registry, and matters concerning good conduct for which the College is held answerable by the University. You should also contact your Tutor if you need help with regards to immigration authorities, grant-giving bodies, landlords, the police etc. Academic problems are primarily the responsibility of your Research Supervisor or Director of Studies, but these matters are often also useful to discuss with your Tutor.

You can find out more about Churchill's Tutors online at: <https://www.chu.cam.ac.uk/study-us/postgraduates/virtual-freshers-pack-postgraduate-students/postgraduate-tutorial-team/> and <https://www.chu.cam.ac.uk/study-us/postgraduates/welfare-support/>

Postgraduate Student Officer

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

Mentors

All new Postgraduate Students will be asked if they wish to have a College Mentor. A number of Fellows and By-Fellows volunteer to take on this social and friendly role to welcome you to College. If the public health situation allows socialising, you may be invited to dine with your mentor and other students and Fellows. The Common Tables, which are specific joint formal halls held at intervals during the term are a convenient way to do this.

More information on Postgraduate welfare support, including Mentors, can be found online at: <https://www.chu.cam.ac.uk/study-us/postgraduates/welfare-support/>

Matriculation

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

Residence

Requirement to live in Cambridge

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

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

Informing College if you are away during Term

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

For those on Student visas, please inform the Postgraduate Office if you leave the country.

Guests staying in College

All students are reminded that they should inform the Porters' Lodge of any guests staying overnight and the date they anticipate leaving. Guests may only stay for three nights in a college room. Names are not required only the numbers of additional occupants. This is important in case of emergency. Information about guest accommodation in College is in the Accommodation Handbook. Please note, guest policy may be impacted by the ongoing COVID-19 pandemic; please ensure you stay up to date with college guidance with respect to this.

Student Visas (overseas students and dependents)

To study in the UK as an Overseas Student you must apply for a Student Visa. The following link provides the UK Government requirements for yourself and it applicable your dependants. <https://www.gov.uk/student-visa/course>.

Under the terms of the UK's current points based immigration (PBI) legislation, overseas students who need a visa to study in the UK are required formally to register with the University and College when they arrive at the start of their course. At Churchill this registration takes place in the Tutorial Office (undergraduates) or the Postgraduate Office (postgraduates). Students must present their passport and visa for recording. Those students who have elected to collect their BRPs from College will be contacted with details regarding collection.

Students must keep their term time address on CamSIS up to date at all times and any new visas or passports acquired during the period of study must be recorded by the relevant tutorial office. If a 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.

Detailed information about immigration is available at:

- www.gov.uk/student-visa
- www.internationalstudents.cam.ac.uk/immigration
- www.iso.admin.cam.ac.uk

Leave to Work Away from Cambridge

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

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

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

Mail

Outgoing Mail

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

Incoming Mail

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

Name
Churchill College
Storey's Way
Cambridge
CB3 0DS

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

Pigeon-holes (mailboxes)

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

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

Pigeon-holes

(Postgraduate Students not paying College Fees but maintaining a deposit of £250 with the College) These students will be entitled to the use of a pigeon-hole in the post room or the Porters' Lodge. The use of these pigeon-holes is conditional upon the signing by the user of the *Redit*, *Exeat* and *Temporary Exeat* book at the appropriate times in the Porters' Lodge, so that the Porters know when the student is in or out of town.

Students who do not have a Pigeon-hole

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

Redirecting Mail for Students Temporarily Absent from the College

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

Redirecting Mail for Students Finally Departing the College

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

Computing

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

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

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

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

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

Television

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

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

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

Maintenance and Housekeeping

Building works, repairs and maintenance and housekeeping issues are reported and requested via the on-line reporting system: <https://www.chu.cam.ac.uk/student-hub/resources/maintenance-issue-logging/>.

Families

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

If you or your partner discovers that you are expecting a child during your time as a student, you should inform your tutor. Childcare is very expensive in the UK (approximately £13,700 a year for a full-time nursery place) and there is only limited financial assistance available. There are registered childminders, who look after children in their own home, as well as nurseries to choose from.

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

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

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

The University Childcare Office also runs school holiday play schemes for older children.

More information can be found online at:

- <https://www.chu.cam.ac.uk/student-hub/resources/handbooks-documentation/postgraduate-finances/#childcare>
- <https://www.chu.cam.ac.uk/study-us/postgraduates/partners-families/>

Food and Drink

Eating together is an important part of college life. It's an ideal chance to meet friends—old and new. Payment for all meals is made by way of your University/College card at the tills situated at the exit from the Servery and in the Buttery. Outside term, the timing of meals in Hall will be displayed on the wall on the landing. More information is available here [Catering and formal halls – Churchill College \(cam.ac.uk\)](#)

Please note, this section reflects our normal catering offering outside of the exceptional circumstances the ongoing COVID-19 pandemic has created.

Meal Times

Breakfast Dining Hall	Monday to Friday 07:30 – 09:30 Saturday 07:30-11:00 (cooked breakfast from 09:30) Sunday 07:30-09:30
Lunch Dining Hall	12.15 – 14:00 every day during Full term
Supper Dining Hall	17:45 – 19.15 every day during Full term (Diners must leave the Hall by 19.25 at the very latest, when a Formal Dinner is being held)
Formal Hall Dining Hall	19.30 Please see the published list of Formal Halls on the college website. These are normally held on Tuesday, Thursday and Friday in term.
Buttery	Up to 23:00 A hot snack option is available from the Buttery Bar most evenings.

Kitchen Closures

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

Formal Halls & Other Special Dinners

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

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

Behaviour while dining in Hall

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

Meal Prices

Details of meal charges are published in the Hall and on the booking system at the beginning of each term. Normal meals range in price from £3.00-£6.00 and there is a wide choice available, particularly in term time.

Guests and Children

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

Private Catering

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

Food Allergies

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

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

The Buttery

The Buttery is also the College bar and is situated on the Ground Floor. Serving non-alcoholic and alcoholic drinks, barista coffee, snacks, and a wide range of wine which can be taken into Hall. Alcoholic drinks can only be purchased using bank cards rather than your University/College card.

Opening Times during term are normally:

Monday to Friday	07:30-23:00
Saturday	14:00 – 23:00
Sunday	14:00 – 22:30

Out of term the Buttery is open in the morning and lunch. Evening opening times will be displayed in the bar.

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

Consumption of Alcohol

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

MCR Bar (Sandy Ashmore Room)

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

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

Parties in College

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

Smoking

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

The Library

The main function of the College Library is to provide books needed for undergraduate courses, but 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. Use your University Card to access the Library 24 hours a day, and to borrow books. The Library catalogue can be browsed online at: <http://idiscover.lib.cam.ac.uk/>

Please see the [College Library website](#) for safety procedures you are required to observe during the Covid-19 pandemic.

Borrowing Books: Borrowing a book from the College Library is quick and easy. A self-service borrowing system is in operation. Please remember to register every book you borrow at one of our self-issue machines, using your University Card. The self-service machines are available in the foyers of both the Bracken Library and the Bevin Library. We will explain how to use these in the introductory library tours, but in case of any difficulty the Library staff are always willing to assist. During the Covid-19 pandemic we have also introduced a 'Click & Collect' service for zero-contact borrowing (books being delivered to your pigeon hole). There is more information on both these methods of borrowing on the [College Library website](#).

Undergraduates may borrow up to 10 items from the library (books or DVDs).

Postgraduates may borrow up to 20 items from the library (books or DVDs).

Library loans will automatically renew until you return the book, your account expires (usually at graduation) or another reader requests the book. Please return any books you are no longer using.

You will receive a monthly statement listing the books currently on loan to you from all Cambridge University libraries. This is for information only and no action is required. If a book you have out on loan is requested by another reader (see below) you will receive an email asking you to return the book. Please remember to check your emails regularly.

Returning Books: College Library books should be returned to one of the 'Book Return' boxes in the foyer of the Bracken Library (downstairs) or the foyer of the Bevin Library (upstairs). Borrowed books must not be returned directly to the shelves or left on Library tables. If you would like to remove the books from your account straight away (for example if you were at your loan limit and wanted to borrow some more books), you can use the 'Return' function on self-service machine. However, it is also fine to just drop the books straight into the return box without scanning them at the self-service machine, as the Library team empty the book return boxes every weekday morning and process all items.

Vacation Loans: Books may be borrowed over the vacation. It is not possible to request books outside of Term, so you would never need to return a book during the vacation.

Requesting a book that is on loan: If an item that you would like to borrow is out on loan, you can request it through the online catalogue. Log in to <https://idiscover.lib.cam.ac.uk/> using your Raven account, search for the book, and click 'Request'. You will be notified when the item is available for collection from the Library Office.

If a book you have out on loan is requested by another reader, you will receive an email asking you to return the book within 3 working days. Please remember to check your emails regularly and return books when requested. We rely on your co-operation to ensure the Library service works well for all members of College.

Overdue Books: If a book is not returned when it is due back to the library (either because another reader has requested it, or because you are due to graduate) you will receive overdue notices by email. Please respond to these promptly. The College Library reserves the right to charge the replacement cost of any item not returned to the library when requested.

Book Recommendations: The Librarian welcomes suggestions for book purchases. This may be a request for a new addition to the Library, or for an extra copy of a book in high demand. Please send us your suggestions using the [online form](#) or the paper forms provided in the entrance lobbies of the Library.

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. Please return books promptly when you no longer need them, remember to make use of the online request system, and if someone requests a book which you have borrowed, please return it within 3 working days.
- Books, papers, etc. should be removed from the tables when not in use, as space is limited. Tables will be cleared regularly of unattended material.
- Food may not be taken into the reading rooms. Water is permitted in sealable containers, which must be kept sealed when not in use and taken away with you when you leave the Library. 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. Laptops and other devices may be used as long as they are not disturbing to other Library users.
- Please do all that you can to ensure that books are kept in good condition. Marking, damage, 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 12.30 pm and from 1.00 p.m. to 5.00 pm. Please come in to see us if you have any questions, or email librarian@chu.cam.ac.uk
- There are JCR & MCR reps on the Library Committee – do pass on any views to them also.

Academic Skills Collection: There are 200+ books in our Academic Skills collection, covering topics such as essay writing, referencing, presentations, and interviews. These books are listed on our [Academic Skills Collection reading list](#), and can all be borrowed from the library.

Wellbeing Collection: This collection has been curated by the library team with assistance from the College Nurse and College Counsellor. The Wellbeing Collection has 150+ books on topics including adjusting to university life, gender and sexuality, body image, depression, and self-esteem.

These books are listed on our [Wellbeing Collection reading list](#), and can all be borrowed from the library.

The Roskill Library: The Roskill Library in the Churchill Archives Centre 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 weekdays between 9.00am and 5.00pm. Those wishing to use this Library should contact either the Library office librarian@chu.cam.ac.uk or the Archives Centre archives@chu.cam.ac.uk

Other libraries in the University: As a member of the University, you also have access to the main University Library (the UL) and Faculty and Department Libraries. These are libraries dedicated to a particular subject area and they have a much wider range of material for that subject, so you will likely make greater use of these more specialist collections (and the UL) as you progress in your studies.

Online resources: The University provides access to over 1.2 million e-books, 130,000 e-journal titles and 400 databases. Most of these are available either on- or off-campus. Simply search in the [iDiscover](#) catalogue. More information and support for online resources can be found on the University Library's webpages for both [e-books](#) and other [e-resources](#).

Support for readers with disabilities: We are keen to ensure that the College Library meets your individual needs. Please feel free to come and talk to us at any time. We arrange tours of the library for all new students in October, however, we are always happy to meet you one-to-one to offer a personalised introduction to the library.

There is step-free access to the Bracken Library reading room. The Wolfson Hall toilets are also located on the ground floor. The nearest wheelchair accessible toilet is on the main concourse. We regret that there is lift access to the Bracken Library Gallery or the Bevin Library, which are on the upper floor. If you have any difficulty accessing any areas of the library, please let us know. We can deliver books to your pigeonhole via our Click & Collect service.

The [Cambridge Libraries Accessibility Service](#) can also provide further assistance, and supply resources in an alternative accessible format.

Playing Fields and Sports Facilities

- a. College members may use the fields for informal games but not close to buildings and the library, in particular and not on the pitches, without booking them first with the grounds staff. Organised teams or use involving large numbers of guests must be cleared with the grounds staff in advance T: 01223 746860 (or visit the groundsman's compound/office beyond the Sheppard Flats). The Porters cannot authorise events.
- b. The College grounds, pavilion/gym, squash courts and other facilities are for the use of Junior Members, Staff, Senior Members and their families. Members of conferences and continuing education programmes taking place in College are also permitted to use the facilities. All others must seek the permission of the Head of Grounds and Gardens in advance. The College member booking the sports facility must always be in attendance whilst in use.
- c. Barbeques may only be held in the College grounds with permission, which should be sought through the Conference Office.

- d. The private road is frequently busy and should not be used for recreational activities of any kind (i.e., skateboarding or skating).
- e. Children of students and their guests must be supervised when playing on the site.
- f. Do not play ball games within 50 metres of the Chapel: its stained-glass windows are vulnerable and valuable.
- g. The hard tennis courts must be booked in person by entering your name in the booking folder in the Porters' Lodge. There is one hard tennis court marked up for basketball and one for netball as well as tennis. Three grass courts are available in summer. Football must not be played on the tennis courts and balls should not be hit against the netting. Flat-soled shoes must be worn to prevent damage to the surface. Non-Churchill College teams may only use the courts with the approval of the Bursar.
- h. The squash courts can also be booked in person in the Porters' Lodge. One may be used for table tennis, but the table must be removed and placed in the corridor outside after play. There are showers and changing rooms. Outdoor shoes must not be worn in the courts. The courts are for Churchill College members. Team matches involving more than one court should be booked through the Domestic Bursar. In vacation, courts may be taken out of use temporarily for storage.
- i. Fitness equipment in the pavilion/gym can be used by any College member or Møller Centre guest who has received a basic induction training and been authorised to use it. For an up-to-date list of students authorised to carry out training please look on the pavilion door or corridor notice board. All equipment is used at your own risk and the College will not accept any liability for injury caused using the equipment. Any defects should be reported immediately to the Møller Centre reception desk. The rowing machines are the property of the Boat Club and may only be used by authorised Boat Club members.
- j. No bicycles or other machines or vehicles are permitted to be used anywhere on the playing fields, or on the grassed areas within the College, either by members of the College or their guests. Please do not walk on the grass around the College buildings when the ground is wet.
- k. We share an award-winning new boathouse at Logan's Way, 2 miles from College, with three other clubs. See <http://www.churchillboatclub.org.uk/>

Booking Rooms

MCR & Club Events

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

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

Supervision (teaching) Rooms

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

All other supervision rooms can be booked through the Conference Office T: 01223 336233 or
E: conferences@chu.cam.ac.uk. You can see availability on the college web site in the student hub, under Quick Links: <https://www.chu.cam.ac.uk/student-hub/resources/room-grounds-bookings/>.

Music Practice and Audio Technology

Practice Rooms

The College's recital room and practice rooms contain upright pianos. Also available to use is a Steinway grand piano, a Rubio harpsichord, drum kit and recording equipment. Contact Rebecca in the Postgraduate Office if you would like access.

Please:

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

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

Booking

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

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

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

The Audio Studio

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

The Chapel

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

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

Student rooms with pianos

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

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

Music Society

The Music Society organises a series of student and professional concerts throughout the year. If you would like to join or would like to go on their mailing list, contact the student Music Sizar, E: music.sizar@chu.cam.ac.uk.

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

The College had a general choir and a Chapel Choir. There is Director of Music Dr Ewan Campbell who will also be pleased to advise.

Instrumental Bursaries and Awards:

- **Instrumental Bursaries**

The College offers Instrumental and Choral Bursaries. Successful candidates will receive financial help from the College towards the purchase of music, music lessons and travel expenses, etc. up to a maximum of £250 during the academic year. Candidates for Instrumental Bursaries should normally be of Grade VIII standard on their chosen instrument; candidates for Choral Bursaries should be of a comparable standard. The selection procedure involves a short audition during the Michaelmas Term. Instrumental and Choral Bursars are expected to contribute to the musical life of the College and to take part in the annual Instrumental and Choral Bursars' Concert.

- **Instrumental Awards scheme**

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

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

Music Sizarships

The College makes annual appointments of three students as Sizarships in Music, Theatre and Visual Arts. The principal responsibility of the Sizarships is to promote their respective areas of the arts in College.

Details will be announced during the Michaelmas Term. Postgraduate Students are eligible to apply in writing for these Sizarships to the Senior Tutor.

Works of Art

There is a Visual Arts Studio in the garden of 76 Storey's Way. The Curator can grant permission for the use of this studio. Mr Barry Phipps is the College's Curator of Works of Art. Many of the works of art around the College are on loan from the artists, whilst others belong to the College. Please take care: any damage to such works could cause the College and the responsible individual in very considerable expense.

Art Studio

There is an art studio at the rear of 76 Storey's Way and permission to use it can be granted by Mr Barry Phipps who is Curator of Works of Art. E: bjp31@chu.cam.ac.uk

The Chapel

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

The Chapel is Christian and inter-denominational. Members of the congregation are encouraged to take part in shaping the worship within the Chapel and there is an active choir. All who seek, who worship or who are in doubt are welcome. Services are generally held at 17.45 on Sundays during term.

Anyone wishing to use the Chapel for an event should contact the Chairman of the Chapel Trustees, through the Bursar's Assistant. The Chaplain should be contacted direct if you wish to be married or have a child christened in the Chapel (now or after you have left the College).

E: sharon.knight@chu.cam.ac.uk

Health

Register with a General Practitioner (GP) doctor.

You must register with a local GP. There is generally no charge for their services, however there may be charges for certain services such as travel vaccines and health assessments/screening for job or university applications. The nearest practice is in Huntingdon Road, close to the College T: 01223 364127. [Homepage - Huntingdon Road Surgery](#)

You will be asked to provide details of which GP you have registered with. This information should be provided as soon as possible. It is very important information that could be life-saving in an emergency.

Chronic medical conditions or disabilities

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

<http://www.disability.admin.cam.ac.uk/about-us/contact-us>

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

Allergies

If you are aware that you have an allergy, please inform the College Nurse. The Catering Manager must also be informed of any food allergies. If your GP has prescribed adrenaline pens for anaphylaxis you are advised to carry two pens at all times and ensure they are within their expiry dates.

Healthcare costs for students coming from outside of the UK

International students, applying for a Student visa and coming to the UK for 6 months or longer will be required to pay an immigration health surcharge as part of their visa application fee. Student Visa dependants will also be required to pay the surcharge. The immigration health charge is in addition to the standard visa application fee. [Student visa - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

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

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

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

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

If you become unwell

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

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

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

Where possible, the NHS 111 team will book you an appointment or transfer you directly to the people you need to speak to. If NHS 111 advisers think you need an [ambulance](#), they will immediately arrange for one to be sent to you. Give the 111 adviser their address and postal code and inform the Porters' Lodge immediately (so a porter can direct the ambulance and open access gates/doors if necessary).

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

Minor illnesses and injuries:

- **Porters' Lodge**
Please see a Porter for any minor first-aid needs including minor sports injuries
- **College Nurse**
The College nurse, Jo Livingstone, is available for the treatment of minor illness and injuries. The College Surgery is located in Room 31C. Contact Jo on T: 01223 336133 or E: nurse@chu.cam.ac.uk
The opening times are online: <https://www.chu.cam.ac.uk/student-hub/nurse/> and on the Porter's pin board at the front entrance of the college.

Serious emergencies

Be ready with your address and postcode. Call 999 or 112 and discuss the situation with the operative who may summon an ambulance or a doctor. Make sure to then inform the Porters' Lodge. Ambulances should be called out only in absolute emergencies. The Porters can also summon a taxi to take someone to the Accident and Emergency Department at Addenbrooke's Hospital if necessary.

If you have severe difficulty breathing (e.g. asthma attack or anaphylaxis (severe allergic reaction) or severe chest pain then call **999 or 112** for an ambulance, immediately. Also let the porters know as soon as possible so that they can direct the ambulance and open gates.

For Mental Health crisis call NHS 111 option 2.

Welfare

Help & advice for non-academic matters

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

Counselling

University Counselling Service

UCS is a large, well-used Service that provides free, professional counselling. It is open for most of the year, except for brief closures at Christmas and Easter. It is staffed by counsellors and CBT therapists who are experienced in helping people from many different backgrounds and cultures deal with a wide range of personal and work issues.

In addition to counsellors and therapists, UCS has other specialist staff:

Mental Health Advisors help students experiencing moderate to severe mental health difficulties.

<https://www.counselling.cam.ac.uk/studentcouns/mha>

The Sexual Assault and Harassment Officer provides support to anyone who has been raped, sexually assaulted, or harassed, recently or in the past. <https://www.counselling.cam.ac.uk/sexual-assault-and-harassment-advisor>.

A Psychiatrist also works part-time with the Service.

As well as individual counselling, UCS provides a timetable of groups and workshops each term both on specific issues and more general support groups.

<https://www.counselling.cam.ac.uk/studentcouns/groups>

There are also self-help leaflets and resources available:

<https://www.counselling.cam.ac.uk/selfhelp/newselhe>

The University Counselling Service is located on the 3rd Floor of the Student Services Centre on the New Museums site in the centre of Cambridge.

T: 01223 332865 or www.counselling.cam.ac.uk

College Counselling

The College provides a free, professional counselling service open most of the year including out of term time. The service is well used by both Undergraduate and Postgraduate students. You can talk to the Counsellor about any personal issue that is troubling you.

The Counsellor, Tim Ellis, has a wide experience working with students, including previously working for the University Counselling Service. The College also employs a second, female, Counsellor, Louise Ranger.

The Counsellor can also signpost you to other services. In person sessions are provided in College. If in person sessions are not possible, video or telephone sessions may be offered.

To request an appointment or to ask a question, email counsellor@chu.cam.ac.uk

<https://www.chu.cam.ac.uk/student-hub/resources/support-welfare/counselling/>

Finances

The Students Finance Officers are; Theresa Brooks and Allison Bone. The main Finance offices are situated above Housekeeping, near the Club Room.

UK Bank Accounts

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

Payments to College

All payments to the College prior to your arrival in Cambridge and all payments of fee contributions, should be by bank transfer directly into the College's Bank Account.

The bank account details are:

Lloyds TSB Bank plc
Sidney Street
Cambridge
CB2 3HQ

Account: Churchill College Bursar's Account
Account number: 03114294
Sort code: 30 91 56 Swift code:
LOYDGB2L
BIC Number: LOYDGB21018
IBAN Number: GB72LOYD30915603114294

If you are making a payment by bank transfer always use your full name and college account number (if issued already) as a reference and email the Students Accounts Office on students.accounts@chu.cam.ac.uk to advise them of the payment. Your College account number is 7 digits and begins with CS41.

If you are paying from a non-UK bank account you may wish to pay using [Transfermate](#).

Once you are at College, you will receive bills for rent, catering, electricity, printing and other ad hoc charges on a monthly basis. These must be paid by direct debit from a UK bank account. You will be sent a direct debit form for completion and return to the Students Accounts Office.

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

University Cards

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

Grants & Funding Payments received by College

Where grants for living expenses from any other public bodies for UK and Overseas students are made directly to the College rather than to the student, the grant will be credited to your College account.

Please complete the funding information section on CamSIS promptly.

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

Payments to Churchill College

The College runs two accounts for you: your tuition fee account and your College Account for living expenses.

Tuition Fee Account

All fees are collected through the College. Self-funded students are required to pay their academic fees for the year before arriving in College. If you are funded by a public body, or other organisation and wish to vary these arrangements please see Theresa Brooks, based in the Students Accounts Office. Approved fees for all other students are charged termly in advance and should be paid to the College at the start of term or at the latest within 14 days of the first day of Full Term.

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

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

UK students following certain courses (see Note 1 under Incoming Funds above) continue to be eligible for the public support they received in their undergraduate study years and can apply for fee loans for Masters courses. Please note that it is still necessary for you to provide proof of residence for Home Fees status for any course (which an SLC loan application will provide), otherwise you will be personally liable for a full College Fee of £7,100 (if admitted in 2015 or earlier) up to £8,500 if admitted in 2019, in addition to the University Fee.

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

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

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

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

College Account

New students are required to pay a Membership Bond of £250. This will be refunded when you are no longer a member of Churchill College i.e., when you leave College at the end of your course.

If you live in College accommodation, you will be required to pay a deposit equal to 4 weeks rent and you will be required to pay your rent monthly in advance.

You will be sent an invoice for your College fees (unless you are fully funded by a sponsor) and Membership Bond prior to your arrival at College. If you are living in College accommodation, you will also be invoiced for your rent deposit and the rent for the first complete month that you are at Churchill. The amount of the invoice will be reduced by £250 if you have already paid a room reservation fee. If you arrive a few days in advance of the dates in your rent agreement, the relevant accommodation charges will be added to your first monthly bill.

The rent deposit and Membership Bond will be refunded to your final College Account. If your final account has a credit balance this will be refunded by bank transfer shortly after the end of the term in which you leave.

Overdue Accounts

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

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

Bringing Dependants

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

Over-running' Ph.D. students

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

A Postgraduate Student is liable to pay full fees for the minimum required number of terms of research required for their degree, even if they receive leave to work away from Cambridge. Students wishing to continue to make use of College facilities their Membership Bond of £250 with the College. In exchange for the maintenance of this Bond the following facilities will be granted:

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

The following obligations shall also be incurred:

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

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

Southern African Bursary

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

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

Council Tax (local property tax)

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

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

Council Tax Liability for Dependents

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

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

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

Financial Help

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

Student Funding Database

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

University Hardship Funds

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

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

University Sports and Arts Representation Grants

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

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

Conference Grants

The Postgraduate Tutors administer a fund that is mainly intended to make it possible for students to attend conferences and meetings in order to present the results of their research.

Applications for financial help to attend meetings or workshops where you are not presenting your own work will be considered but will not receive the same level of priority.

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

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

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

The funds available are limited, and students are expected to seek additional assistance from their Departments or grant-giving bodies. The current maximum grant is £350 in any one academic year

Clinical Medical students may also apply to this fund when going on elective, though medics and vets should also consider speaking to their DoS as there is a Medics and Vets fund which may also provide some funding.

College Named Funds

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

College Hardship Funds

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

To apply, fill in the hardship application form and statement of income and expenditure available on the College website in the student hub, under financial matters, [Hardship funds – Churchill College \(cam.ac.uk\)](https://www.chu.cam.ac.uk/study-us/postgraduates/financial-support/) along with a spreadsheet detailing income and expenditure projections. In an emergency, Tutors can make small loans to their students, but these must be repaid promptly unless a subsequent application to the Financial Adversity Support Committee is approved.

Funding for PhD Overruns

In the first instance the goal should be to finish within the time of your available funding, however for various reasons this might not be possible. Any significant overrun is likely to cost a reasonable amount of money and so if this is looking likely then consideration needs to be given to where additional funding might be available from. The following sources should be considered:

1. Your PhD funder – this should be the first port of call, and many funders will extend funding if they are available.
2. Your department/supervisor, as they may have other funds available to them.
3. The University Hardship fund will often give grants for overruns.
4. The College Financial Adversity Support Committee will consider applications for overrun funding, as well as part funding with the above options.

Supplementing your income with paid work while studying

Postgraduate research students undertaking a course of more than 12 months may undertake paid work up to a maximum of ten hours per week with the approval of both their Supervisor and College Tutor. The work undertaken should be either academic-related, related to a student's professional or career development, or outreach work undertaken on behalf of the University.

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

College Development Office

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

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

CCRFC

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

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

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

Security and Personal Safety

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

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

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

Bike Theft

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

Closed Circuit TV Cameras

The College has installed a series of CCTV cameras for the safety of its residents, staff and security of the site. Cameras have also been installed at the requests of the students. These cameras are operated on a 24-hour basis 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.

Attacks on students

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

Late Night Taxi Service

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

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

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

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

Concerns about behaviour of other students

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

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

Transport

Buses

The University subsidises the U bus to Addenbrooke's Hospital via the town centre and railway station. Tickets are currently £1 when presenting your University card. The bus runs 7 days a week, with a reduced service on Sundays.

Bicycles

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

Cars

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

By University Regulations no student under MA status may keep a motor vehicle within 25 miles of Cambridge without a licence issued by the Motor Proctor. Breaches of this regulation may result in fines of up to £175 from the Proctors. Permission must be obtained from your Tutor and the Motor Proctor and is unlikely to be given without good reason and without evidence that off-street parking is available to you. This is a planning requirement by the City Council because of the congestion on Cambridge roads. [Motor Licence Application Form V2 – The Proctors' and Marshal's Office \(cam.ac.uk\)](#)

There is also only limited parking on the College site and priority is given to staff members (many of whom live a long way away and start work before public transport commences) and commercial visitors. As the parking is on our private land, the College is free to set its priorities for parking and is only able to allow a very limited number of car parking spaces for students. Priority among students is for those who are disabled or have young children.

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

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

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

Parking in College

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

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

Designated Parking Areas

- Students residing in the Wolfson Flats may park in the Wolfson Flats parking areas or in the Main Car Park at the top end of the private road. Do not park on the double yellow lines, block fire access or park in front of the bollards.
- Guests of Students staying overnight or longer should register their car at the Porters' Lodge where they will also be issued with parking instructions.
- Students living in College hostels who have a Motor Proctor's licence should park either on the road in Storey's Way or in the top car park. Special permits for parking are available on a "first applied, first served basis" and must be displayed. You are advised not to leave anything valuable in your car.
- Students living out of College who have a Motor Proctor's licence may park their vehicle in the Staff car park during the period 19.00 to 07.00 provided that they comply with the current registration instructions. At any other time, they should park their vehicle in the Student and Visitors' car park.
- Any special cases that students wish to make for parking other than in the designated area should be raised with Tutors in the first instance.

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

Discipline

University Regulations

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

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

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

College Regulations

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

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

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

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

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

Complaints Procedure

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

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

Data Protection Policy

Churchill's data protection policy can be found at: www.chu.cam.ac.uk/about/official-documents/data-protection-statements/.

Heads of College Departments

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

Head of Catering (David Oakley)

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

Domestic Bursar

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

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

IT Director (Stephen Nesbitt)

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

Development Director (Francisca Malarée)

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

Director of the Archives Centre (Allen Packwood)

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

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

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

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

Head of Estates (Tom Boden) is responsible for managing all aspects of the College's physical estate and facilities with executive responsibility for health and safety.

Head Porter (David Reece)

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

Domestic Manager (Rosemary Saunders)

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

Librarian (Annie Gleeson)

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

Building and Maintenance Manager (Michael Doyle)

Building works, repairs and maintenance. The on-line reporting system for problems can be found at <https://www.chu.cam.ac.uk/student-hub/resources/maintenance-issue-logging/>. A Raven password is required.

HR Manager (Katherine Shirley)

The HR Manager provides professional input on strategy and is responsible for the provision of an operational HR service to the College, covering both academic and non-academic employment.

Appendices

A. 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, the Senior Postgraduate 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. This may be done through informal contact in the first instance, by email, telephone or face-to-face meeting. Complaints will always be treated confidentially and on a need-to-know basis within the College's welfare, investigatory or disciplinary teams, except in cases where it is believed that an active threat to a person or persons exists or persists.

Cases of sexual harassment or sexual misconduct will ordinarily be dealt with under the College's or the University's harassment and sexual misconduct procedures, depending upon the circumstances concerned. Possible outcomes of the College's harassment and sexual misconduct procedure include resolution by agreement with the Senior Tutor or via mediation, disciplinary process against the respondent via the Dean or Board of Discipline, or, in rare situations where it is believed there is no case to answer, dismissal of the complaint.

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 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. A matter being placed in police hands will not necessarily preclude disciplinary action subsequently being pursued by the College. If a College investigation or disciplinary action has been initiated, and if the police then take up the case (having been advised of the matter by the complainant or by the College with his or her consent), that investigation or action will ordinarily be suspended while the police investigate. In cases where an investigation or disciplinary hearing cannot proceed, but where, in the judgement of the Senior Tutor, it is in the interests of the claimant and/or the respondent to be separated from one another, such a separation will be ordained by the Senior Tutor in the interests of the parties on a 'non-fault' basis. Such a separation would be liable to enforcement by the Dean.

B. Code of Conduct

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

A person is guilty of offensive behaviour if he or she

- intentionally damages College property, or
- uses threatening, abusive or insulting words or behaviour, indecent or disorderly behaviour, or displays any writing, sign or other visible representation which is threatening, abusive or insulting, within the hearing or sight of a person likely to be caused harassment, alarm or distress thereby.

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

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. Drugs

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

E. Alcohol Excess

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

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

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

For more information in College policies, please visit: [Policies – Churchill College \(cam.ac.uk\)](http://www.cam.ac.uk/policies)

KEY CONTACTS FOR POSTGRADUATE STUDENTS

Porter's Lodge	David Reece	(3)36000
Senior Postgraduate Tutor*	Dr Liz DeMarrais	(3)36199
Postgraduate Student Officer	Rebecca Sawalmeh Postgrad@chu.cam.ac.uk	(3)36157
Bursar*	Tamsin James bursar@chu.cam.ac.uk	(3)36212
	Assistant: Sharon Knight sharon.knight@chu.cam.ac.uk	(3)36212
Student Finance Officers	Theresa Brooks / Allison Bone students.accounts@chu.cam.ac.uk	(3)36185
Domestic Bursar*		(3)31669
Housekeeping	Rosemary Saunders/Lucie Marsh housekeeping@chu.cam.ac.uk	(3)36131
Catering Manager*	David Oakley catering@chu.cam.ac.uk	(3)36130
Computing	Karl Gross/ Jake Huggins (Assistant Computer Officers) computing@chu.cam.ac.uk	(3)36043
Meeting Rooms/Events (Conference Coordinator)	Conference Office conferences@chu.cam.ac.uk	(3)36041
Accommodation Officer (Guest rooms)	Agnes Lajko accommodation@chu.cam.ac.uk	(3)36164
College Nurse	Jo Livingstone nurse@chu.cam.ac.uk	(3)36133
Dean	Dr Peter Sloman Dean@chu.cam.ac.uk	
Grounds/sports/gardens*	John Moore john.moore@chu.cam.ac.uk	(7)46860
Alumni and Events Officer	Elizabeth McWilliams alumni@chu.cam.ac.uk	(3)36083

* *Head of Department*