



CHURCHILL COLLEGE

**Undergraduate
Handbook**

2022-23

(White Book)

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Churchill College Undergraduate Handbook 2022-23

Introduction

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

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

The University also provides information about student life at Cambridge both academic and non-academic for Freshers and current students on its website at:

<https://www.cambridgestudents.cam.ac.uk/>.

Key Dates 2022–2023

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

1 October 2022	Period of Residence starts Michaelmas Term
3 October 2022	Matriculation Dinner (Freshers)
4 October 2022	University Michaelmas Full Term begins
1 November 2022	Payment of Michaelmas Term rent
2 December 2022	University Michaelmas Term ends
10 December 2022	Period of residence ends
14 January 2023	Period of Residence Lent Term begins
17 January 2023	University Lent Full Term begins
1 February 2023	Payment of Lent Term rent
17 March 2023	University Lent Full Term ends
25 March 2023	Period of Residence ends
15 April 2023	Period of Residence Easter Term begins
25 April 2023	University Easter Full Term begins
1 May 2023	Payment of Easter Term rent
16 June 2023	University Easter Full Term ends
24 June 2023	Period of Residence ends
30 June 2023	Graduation Dinner
1 July 2023	General Admission (graduation)

There will be a number of public lectures during the year to which students will be invited. These and other events will be publicised on the College website. [Events - Churchill College \(cam.ac.uk\)](#)

The College

Foundation of the College

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

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

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

The Building of the College

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

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

More information can be found online at:

- <https://www.chu.cam.ac.uk/about/>
- <https://www.chu.cam.ac.uk/about/history-churchill/>

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.

More information can be found online at:

- <https://www.chu.cam.ac.uk/about/official-documents/organisation-and-governance/>
- <https://www.chu.cam.ac.uk/student-hub/college-committees/>

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" subjects. Student members are the JCR and MCR Presidents and one other elected representative from each Student Common Room.

Meeting fortnightly during Full Term, the Council takes decisions on a wide range of matters and receives minutes from all its sub-committees. It elects teaching Fellows and appoints all College Officers except the Vice-Master, and it exercises general supervision over the admission of undergraduates and graduate students, educational, tutorial and disciplinary matters, and over College finances and administration.

There are many sub-committees of the Council dealing with the detail of specific areas of the College's operation.

- The **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 **University Sports and Arts Representation 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.

The JCR

The JCR represents undergraduate opinion to the decision-making bodies of the College and provides services for its members. It operates its own website which can be accessed at <http://jcr.chu.cam.ac.uk/>. The current officers of the JCR and their contact details are listed here. The President for the academic 2022-23 is Sam Pearce (jcr-president@chu.cam.ac.uk) and the Vice-President is Aaron Syposz (jcr-secretary@chu.cam.ac.uk). The full list of officers can be found on the JCR website under the 'Committee' tab.

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

Other services include:

- Organisation of Freshers' Week with College
- Bike-loan (from the Porters' Lodge)
- College parenting scheme
- Confidential welfare advice
- Provision of sexual health resources

You can also hire out equipment such as tennis racquets, squash racquets, an outdoor badminton net and a barbecue.

JCR "parents"

All first-year students can apply to be given college "parents", usually second-year students doing similar subjects to you, who will get in contact with you upon arrival at college. New undergraduates will be able to meet their parents on the first day of term, and should feel free to ask them any questions they like about what life at Cambridge is like. Parents will be able to provide information about work, acquiring books, social activities, societies, and everything in-between.

The link to sign up can be found in the virtual fresher's pack or the JCR welcome letter. It is recommended that all freshers sign-up, but you are completely free not to. We do ask that you fill in the other sections of the form anyhow, as it contains other important questions for you to answer.

For more information about the parenting system, feel free to contact the organisers:

Men's Welfare: Matt O'Neill (jcr-menswelfare@chu.cam.ac.uk)

Women's Welfare: Kenzie Vinnicombe (jcr-womenswelfare@chu.cam.ac.uk)

The Cambridge University Students' Union (CUSU)

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

CUSU Societies Fair (Freshers' Fair)

On the first few days of the Michaelmas term University societies seek to attract new members. Usually, a "Societies Fair" is held in town to give freshers an opportunity to see exactly which societies exist in the University and what their activities are. The event will provide a great opportunity to learn about CUSU, the various societies in the University, and pick up plenty of freebies and discounts. More information is available here: <https://www.cambridgesu.co.uk/events>

Information about Churchill's clubs and societies can be found in the Student Hub on the College website: <https://www.chu.cam.ac.uk/student-hub/clubs-societies/>.

CUS Sports Fair

The central University will be holding their annual sports fair at 1pm-5pm on Monday 3rd October, which takes place at the University Sports Centre at West Cambridge. The event offers a relaxed environment to learn about sport and physical activity opportunities at Cambridge, and is open to people of all skill levels – beginners included. More information about the fair and sports in general can be found at: <https://www.sport.cam.ac.uk/student-sport/college-sport>

Freshers' Squash

Each year during freshers' week, Churchill holds its own internal 'Freshers' squash', to introduce new students to all the societies the Churchill has to offer. Come along to the buttery at 17:00 on Wednesday 5th October to be introduced to the wide range of clubs at Churchill, including the Churchill casino and the boat club.

Academic Matters

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

The Tutors and Directors of Studies

All undergraduates have their own Tutor who is concerned with their progress as well as their personal welfare; you should feel free to contact your Tutor at any time, and you should keep your Tutor informed about any matter that pertains to your academic or personal welfare or wellbeing. Tutors also act as intermediaries in official relations between undergraduates, as College members, and the University, e.g. with regard to certification of residence, examination arrangements and disciplinary matters.

You must meet with your Tutor at the beginning and end of each term. Details of the times for these visits will be e-mailed to you and are posted on the notice boards in the Main Foyer and outside the Senior Tutor's Office. Alternatively, they may be organised through Moodle. Failure to attend a tutorial meeting may result in your being charged an administration fee of £10 the first time, and £20 thereafter.

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

See <https://www.cambridgestudents.cam.ac.uk/your-course> for vital University information about courses, your student record, and feedback.

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

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

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

Exams

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

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

Through **CamSIS** (the University’s Student Information System, see <https://www.camsis.cam.ac.uk/>), undergraduates are responsible for their own examination entries. Before embarking on the on–line procedure for examination entry, you should discuss your entries carefully with your Director of Studies in the Michaelmas Term. You must carefully follow the instructions and the timetable for examination entries. You should also check that your personal information is up–to–date on CamSIS.

Further information on exams is available online at: <https://www.chu.cam.ac.uk/student-hub/resources/exams-information/>.

Help with Academic Study

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

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

College scholarships and prizes

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

- **Scholarships** are awarded to students who obtain Firsts. The current value of a scholarship is £120. In addition, a scholar is entitled to occupy a room during vacations, subject to availability, and is invited to the Scholars Feast. Prizes are awarded to students who obtain a 2.1 which falls within the top 25% of results in their Tripos. The current value of a prize is £60. There are no limits on the numbers of Scholarships and Prizes which can be awarded. If in any year everyone gets a First, the College will happily foot the bill!
- **Named College Prizes.** Over the years donations have led to the establishment of named Prizes for outstanding performance in: Physics; Engineering; Mathematics; Biological Sciences; Chemistry; Materials Science; Law; Economics; English; Humanities; the College as a whole (the prestigious Edwyn Charles Hart Prize). The Beatrice Blore Brown prize goes to the top academic performer in the College’s boats at the May Bumps. A Named Prize may be awarded in addition to a Scholarship. Their value varies from £50 to £500. Like Scholarships and Prizes, Named College Prizes are awarded on the recommendation of Directors of Studies. There are also competitive awards for music and sport.

Further information is online at: [College Scholarships & Prizes - Churchill College \(cam.ac.uk\)](https://www.chu.cam.ac.uk/scholarships-prizes/)

Financial Matters

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

It is essential to have a UK bank account set up, ideally in advance of your arrival in Cambridge or as soon as possible after you arrive. The College's preferred method of payment for monthly College Accounts is payment by direct debit from a UK bank account. Direct debit forms can be obtained from the Student Accounts Office and will also be sent to you in advance of Registration day. Tuition Fees and College bank transfer or using [Transfermate](#) (if paying from an overseas bank account). The College bank account details for electronic transfer are:

Account name: Churchill College Bursar's Account

Account number: 03114294

Sort code: 30-91-56

Swift code: LOYDGB2L

BIC Number: LOYDGB21018

IBAN Number: GB72LOYD30915603114294

On request, the Tutorial Assistant will provide a letter confirming your student status for a bank.

University/College Card

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

Finance and Incoming Undergraduates

All students arriving in College at the start of term must sign the *Redit* book in the Porters' Lodge to confirm that they are in residence in the University and the *Exeat* form when they leave at the end of term. In collecting and returning the key to your College room you are confirming your residence in College. It is vital that you return your key to the Porters' Lodge when you are not in residence, otherwise you may be charged extra rent.

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

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

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

Further information can be found at:

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

All new undergraduates should have completed a College Fee Status form and returned this to the Admissions Officer, with a copy of their passport or birth certificate.

If you are a UK student, starting your course in 2022, and will be receiving a loan for fees or maintenance, you will be sent a Financial Notification which advises you of the loan you will receive, and the amount you need to pay to the College for fees (if fees are not covered by a loan). New undergraduates should send one copy to the Tutorial Officer, Louise Ranger, preferably prior to arrival in College or as soon as possible after arrival. In subsequent years, the form should be sent to Mrs Theresa Brooks, the Student Finance Officer, email: students.accounts@chu.cam.ac.uk

If you are a UK student and returning to College for your 2nd, 3rd or 4th year in 2022 you should consult the www.gov.uk website for details of how to apply for the year's financial assessment. This must be done every year of your course and as early as possible in the summer.

Payments of grants for living expenses from any other public bodies for UK, EU and Overseas students, where these are sent to the College, will be made to students when the funds are received: please contact the Students Accounts Office (students.accounts@chu.cam.ac.uk) to arrange to collect these.

Tuition Fees

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

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

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

Students not eligible or failing to provide the necessary information to confirm eligibility will be liable for the full College Fee of £10,185 for 2022-23, in addition to the University Fee.

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

College Membership Bond and Rent Payments

New students (freshers) will be required to pay a £250 Membership Bond. If you are living in College accommodation, you will need to pay rent for the 10-week period of residence on or before your arrival at College. If you are receiving funding from the Student Loan Company, then payment of your termly rent will be delayed until you have received your grant. You must have completed and returned your direct debit form by 5 October to allow your Bond and rent payment to be collected on or around 1 November 2022.

If you have any problems with the timing of this payment, you should contact the Student Finance Office as soon as possible (students.accounts@chu.cam.ac.uk).

Other than the rent for the 10-week period of residence, all other charges will be billed monthly in arrears and payment will be collected by direct debit on 1st of the following month, eg. catering and other charges incurred in October 2022 will be billed at the beginning of November 2022 and payment will be collected on 1 December 2022.

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.

Catering Charges

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

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

Southern African Bursary

Churchill funds a Southern African Bursary, which provides the cost of a Cambridge University education for a student (undergraduate or graduate) from Southern Africa. The Bursary holder is selected on academic merit and on social and financial need. An annual contribution of £18 is levied on all students, payable in three termly instalments of £6.00. You will be given the opportunity to opt out of the scheme during the Michaelmas Term.

Further information on finances can be found online at: [Finance Information for Undergraduates - Churchill College \(cam.ac.uk\)](#)

Additional Financial Help

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

The University can also help with fieldwork and dissertation costs, unexpected medical expenses (not covered by the NHS or your insurance) and support for essential vacation courses. There are also a number of restricted funds providing support for students from certain parts of the country or studying certain subjects. The University also administers funds which give prizes for essays and these can all be found in the Reporter or on the website.

The College has limited resources to help students with financial worries. See [Financial Support - Churchill College \(cam.ac.uk\)](#) on the College website. Please also feel free to email Finance.Tutor@chu.cam.ac.uk to speak to the Finance Tutor, who is available to give advice about various issues regarding money and funding.

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

a) Cambridge Bursary Scheme

www.admin.cam.ac.uk/univ/cambridgebursary

In 2022-23 it is anticipated that 3,000 undergraduates will be eligible for a Cambridge Bursary. All UK students who apply for an SLC student loan will be automatically assessed for a Cambridge Bursary provided that they apply in a timely fashion and they do not tick the box to opt out of sharing financial information with the University. Applications for the scheme run throughout the academic year until 30 June 2023. Please be aware that unless you share your family income details with the university, you will not be eligible for a bursary.

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

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

b) Bell, Abbott and Barnes Funds

[Hardship Funding for Undergraduate Students | Cambridge students](#)

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

c) Cranes Fund

[Medical Support Fund \(Crane's Charity\) | Cambridge students](#)

This fund exists to provide help with medical expenses, for treatments that are not normally easily available on the NHS, as well as some diagnoses for example for ADHD. Applications are made in conjunction with Tutors.

d) General University Assistance

[Financial Assistance | Cambridge students](#)

It is worth looking through the other university funding pages as well as the college ones as there are other opportunities available for specific groups of students.

College Hardship Grants

a) Hardship Grants

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

College Funds are administered by the Financial Adversity Support Committee (Senior Tutor, Senior Postgraduate Tutor, Finance Tutor plus two other Fellows) and are available for any student, undergraduate or postgraduate, whose financial situation merits help by the College because of hardship. Applications for such grants usually come via the student's Tutor, accompanied by application form which can be downloaded from the resources section of the

student hub on the College website. A definition of Hardship is not easy, but the Committee is concerned to ensure that the expenditure was necessary and was a result of difficulties that were not the fault of the student and were unforeseen and unforeseeable at the time of admission.

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

b) Emergency loans

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

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

Other financial support available through the College

1) Employment in College

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

2) Undergraduate Travel Grants

Churchill College Travel grants are allocated by the Financial Tutor from an annual sum provided from the College Endowment. Awards normally range from about £65 to £500. A grant is normally made only once to an individual, usually for travel in the Long Vacation and not in the student's final year of study.

In addition, there will be a small number of substantial grants made from the Martin Le Cornu Fund for travel in Developing Countries. Preference for the Le Cornu grants will be given to proposals that are of academic value or which will likely bring significant benefit to the people or environment of the countries concerned. It is possible, in different years, for an undergraduate to be awarded a Travel Grant and a Martin Le Cornu Grant.

The Chapel Trust also offers two travel grants for each Long Vacation.

Further information about all travel grants is available on the College website:
<https://www.chu.cam.ac.uk/student-hub/resources/financial-support/funding-travel-abroad/>.

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

3) Opportunity Funds

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

4) University Sports and Arts Representation Grants

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

However, the central university-wide Hawks Fund and Edwin Evans Fund also provide grants for university sportsmen and women: the closing dates for these are **December** and you can find out more about how to apply on the University website: [University Sports & Arts Representation Grants - Churchill College \(cam.ac.uk\)](http://www.chu.cam.ac.uk/sports-arts-representation-grants)

5) Instrumental Bursaries

The College offers Instrumental and Choral Bursaries (jointly with the Chapel Trust). Successful candidates will receive financial help from the College towards the purchase of music, music lessons and travel expenses, etc. up to a maximum of £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. The Chapel Trust also offers an organ bursary from time to time.

The College also contributes to the University-wide Instrumental Awards scheme: <https://www.undergraduate.study.cam.ac.uk/fees-and-finance/music-awards>. There are a number of awards made to students who have already arrived in the University. Contact the Senior Tutor if you are interested in the awards scheme. Early application is essential.

6) CCRFC

College clubs and societies (but not individuals) may apply for grants from the College through the Combined Combination Rooms Finance Committee which meets twice a term. See [Funding for Clubs and Societies - Churchill College \(cam.ac.uk\)](http://www.chu.cam.ac.uk/funding-clubs-societies) for further details.

What is not covered:

While the college and the university are willing to try and help out wherever possible, it should be noted that things which are essential parts of completing a degree course at the university and which are either known about when applying, or foreseeable (even if relatively unlikely) are unlikely to attract funding. The College is also wary of funding trips that are part of the course, as it is our view that these should be funded by departments if they are essential. To give some examples of what are might and might not be funded:

- An application for a replacement laptop due to a breakage is unlikely to be funded, as this happens relatively frequently, and to some extent it should be anticipated that this might be an issue.
- A request for assistance to travel for compassionate reasons (e.g. sickness or death of a family member) would be very likely to be granted.
- Funding for hardship because you have spent too much money would be unlikely to be granted, but if the shortfall was as a result of unforeseen changes in parental income (for example redundancy) then this would likely qualify.

Health and Welfare

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

Further information on health and welfare can be found at a number of Churchill webpages including:

- [Health, Welfare & Support - Churchill College \(cam.ac.uk\)](#)
- [Welfare and Medical Support - Churchill College \(cam.ac.uk\)](#)
- [College Nurse and Surgery - Churchill College \(cam.ac.uk\)](#)
- [Counselling Services - Churchill College \(cam.ac.uk\)](#)

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

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

Further information on registering with a GP can be found at: <https://www.chu.cam.ac.uk/study-us/postgraduates/virtual-freshers-pack-postgraduate-students/register-with-cambridge-doctor/>

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.

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 Overseas students to access NHS care in the UK free of charge in the same way as a permanent UK resident. This includes at the Doctor's surgery (known

as General Practitioner or GP), a Healthcare Centre or in a hospital. You may need to pay for dental and optical treatment as well as medicine prescribed by the doctor and collected from a pharmacy. Ask for NHS rates. There are also exceptions for particularly expensive discretionary treatments.

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

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

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

Further information is available online at: internationalstudents.cam.ac.uk/arriving/healthcare-uk

Illness and Injury

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

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

There is a surgery in the College for the treatment of minor ailments and injuries. The opening times are online: [College Nurse and Surgery - Churchill College \(cam.ac.uk\)](http://College Nurse and Surgery - Churchill College (cam.ac.uk)) and also on the Porter's pin board at the front entrance of the college. The College Nurse, Jo Livingstone, is available in the College Surgery (31C) at the times posted (or phone (3)36133).

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

Dentistry

Students wishing to register as an NHS dental patient locally can find out which practices in the city are accepting NHS patients using the following link: [how-to-find-an-nhs-dentist](#)

Emergencies

In cases of any serious emergency such as 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. When you are able also inform a Tutor.

Ambulances should be called out only in dire emergencies. The Porters can easily summon a taxi to take someone to the Accident and Emergency Department at Addenbrookes Hospital, if need be.

For Mental Health crisis call NHS 111 option 2.

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

Chronic medical conditions or disabilities

Any member of College suffering from a chronic medical condition or disability, or who is undergoing long-term treatment for any reason, should inform the College Nurse and the University Disability Resource Centre. This could be of great assistance in the event of illness or accident during residence. The Nurse and Head of Catering must be informed of any food allergies. It is also helpful if students are willing to inform their Tutors of such conditions.

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

Allergies

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.

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

If you are unsure about rules and regulations or have financial problems or some personal issue which you want to discuss confidentially, then contact your Tutor, either by email, by turning up at one of his or her regular tutorial times or by making an appointment. The Porters deal with lots of queries. The staff in the Tutorial Office can clear up many points.

Counselling

College Counselling Service

The College provides a free, professional counselling service open most of the year including out of term time. Sessions are offered in-person or online, depending on the circumstances. It is well used by both Undergraduate and Postgraduate students. You can talk to the Counsellor about any personal issues that are troubling you. You are entitled to six free sessions per year, and a further six at a subsidised rate of £20 per session. This provision resets each Michaelmas term. If you are in financial adversity and there is a requirement for further free sessions, then please mention this to your Tutor or the Wellbeing Coordinator.

To request counselling please email counselling@chu.cam.ac.uk. You will then be offered an appointment with Louise Ranger, the College's Wellbeing Co-ordinator. Louise will talk to you about your reasons for requesting counselling, and then triage you to the appropriate Counsellor or service. Louise can refer you to a male or female Counsellor, as well as more specialist provision. Please state on meeting whether you have a particular requirement, for example related to disability, BAME, religion or belief, gender associated.

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. [Student Counselling FAQs | University Counselling Service \(cam.ac.uk\)](#)

In addition to counsellors and therapists, UCS has other specialist staff: Mental Health Advisors help students experiencing moderate to severe mental health difficulties. [Mental Health Advisors | University Counselling Service \(cam.ac.uk\)](#)

The Sexual Assault and Harassment Officer provides support to anyone who has been raped, sexually assaulted, or harassed, recently or in the past. [Sexual Assault and Harassment Advisor | University Counselling Service \(cam.ac.uk\)](#)

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. [About Groups and Workshops | University Counselling Service \(cam.ac.uk\)](#)

There are also self-help leaflets and resources available [Self Help for Students | University Counselling Service \(cam.ac.uk\)](#)

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

University and College Regulations

Matriculation

All students are required to matriculate or be formally admitted to the University when they first arrive in College. All that this requires is for you to electronically sign the Matriculation Registration Form – this will be part of your arrival programme. We celebrate matriculation at the Matriculation Dinner at the start of term.

Residence

The formal requirement to have resided in Cambridge for a certain number of nights is set out here: [Arrival | Cambridge students](#)

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

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

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

Overseas Students (overseas students and dependants)

Under the terms of the government's legislation to monitor and manage immigration to the UK, overseas students who need a Student 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 will take place in the Tutorial Office on the first floor. This is not optional. At first registration, students present their passport and BRP for recording. Any new visas or passports acquired during the period of study

must also be recorded with the Tutorial Office. If any student fails to carry out any of his/her responsibilities, the College is required to notify the authorities. Students who fail to satisfy the requirements of the Government legislation are at risk of deportation.

More information about the legislation and its requirements can be found at: [Student visa - GOV.UK \(www.gov.uk\)](https://www.gov.uk) and [Immigration | International Students \(cam.ac.uk\)](https://www.cam.ac.uk/immigration)

Discipline

University Regulations for undergraduates can be found on the university website at: <https://www.cambridgestudents.cam.ac.uk/new-students/rules-and-legal-compliance>

The formal rules under which the College operates are set out in the 'Statutes, Ordinances and Regulations', which can be seen on the college website under Official Documents. [Statutes and ordinances – Churchill College \(cam.ac.uk\)](https://www.cam.ac.uk/ordinances)

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

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

Any form of harassment or bullying – sexual or otherwise – is unacceptable. Appendix D to this handbook describes the College's procedure for dealing with reports or complaints of harassment or bullying. Appendix E is a Code of Conduct which deals with behaviour at formal events in College. The same rules apply to behaviour at club or society events and in public areas of the College. Appendices F and G set out College policies regarding Drugs and Excessive Consumption of Alcohol.

Cases of nuisance and disorder, whether in the College or outside it, damage to College property and infringements of College rules, come under the responsibility of the Dean of the College (see College Officers) who has authority to impose fines or other penalties. Serious breaches of discipline, i.e. those which in the Dean's opinion could not be adequately dealt with by 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.

College Life and Facilities

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

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

Catering and bars

Ordinarily mealtimes are as follows (these may vary out of term)

Breakfast Dining Hall	Monday to Friday 07:30 – 09:30 Saturday 07:30-09:30, Brunch from 11:30 on Saturday Sunday 07:30-09:30
Lunch Dining Hall	12.00 – 14:00 every day during Full term
Supper Dining Hall	17:45 – 19.10 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 Thursday, Friday and Sunday 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 and may close for some time at Easter and in August: residents will be notified in advance of any closures.

Formal Halls & Other Special Dinners

Common Tables (shared formal halls) with the Fellows are organised from time to time, usually around subjects.

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

Behaviour while dining in Hall

See the Code of Conduct at Appendix C. Those attending Formal Halls may only bring in one bottle of wine between two diners. This limit is strictly enforced, and staff may require you to leave the Hall if the rule is broken.

Charges

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. Formal Halls cost £13.80 for College members and £14.85 for guests.

Guests

Guests may be brought into lunch or dinner on any day. Members' own children and guests' children (in reasonable numbers) may be brought into self-service Hall but not formal halls. Formal hall guest numbers may be limited because of over-demand please send any requests or questions to catering@chu.cam.ac.uk.

There are highchairs available in the Hall for very young children. Friends from other Colleges or guests from home are also welcome and can pay in cash at the tills during self-service hall: there is a higher charge because of VAT. The Catering Manager (david.oakley@chu.cam.ac.uk) must be informed when any party of 10 or more guests have been invited to a self-service meal.

Private Catering

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

Food Allergies

Please inform the College Nurse and the Catering Manager if you have an allergy. 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 is not nut-free.

The Buttery

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

It serves 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. Snack food is available throughout the day and evening. Undergraduates may not use the MCR.

Opening Times during term are normally:

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

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

Takeaway food may be consumed in the Buttery, but all rubbish must be cleared away and tables wiped after use. Please do not put your feet on the tables.

Consumption of Alcohol

The College believes that alcohol should only be enjoyed responsibly. It does not encourage excessive consumption, and in fact, in order to comply with its obligations under the Licensing Act 2004, Staff will refuse to serve alcohol to those they believe to be inebriated. Abuse of staff will be treated as a disciplinary matter and there are CCTV cameras operating in the Buttery.

Wearing of Gowns

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

College Playing Fields and Sports Facilities

- a. College members may use the fields for informal games but not close to buildings and the library, in particular, and not on the pitches, without booking them first with the grounds staff. Organised teams or use involving large numbers of guests must be cleared with the grounds staff in advance (internal. Tel. 01223 746860 or visit the groundsman's compound/office beyond the Sheppard Flats). The Porters cannot authorise organised events.

- b. The College grounds, pavilion/gym, squash courts and other facilities are for the use of Junior Members, Staff, Senior Members and their families. Members of conferences and continuing education programmes taking place in College are also permitted to use the facilities. All others must seek the permission of the Head of Grounds and Gardens in advance.
- c. Barbeques may only be held in the College grounds with permission which should be sought through the Conference/Events Office. No disposable BBQs allowed.
- d. The private road is frequently busy and should not be used for recreational activities of any kind (i.e. skateboarding or skating).
- e. Do not play ball games within 50 metres of the Chapel: its stained-glass windows are vulnerable and valuable.
- f. The hard tennis courts (one of which is also marked out for basketball and one for netball) and squash courts must be booked using the online booking form [Sports Facilities Bookings – Churchill College \(cam.ac.uk\)](https://www.cam.ac.uk/sports-facilities-bookings). 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. The College member booking the courts may invite students from other College's but must always be in attendance when being used by the group.
- g. Table tennis may be booked into one squash court at a time and the table must be taken out and put in the corridor after play.
- h. Exercise Studios are now available within the Squash Court building with facilities including a sprung dance floor and new audio system. These can be booked using the online form [Sports Facilities Bookings – Churchill College \(cam.ac.uk\)](https://www.cam.ac.uk/sports-facilities-bookings)
- i. The pavilion gym can be used by any College member or Møller Institute guest who has received a basic induction training and been authorised to use it. For an up-to-date list of students authorised to carry out training please look on the pavilion door or corridor noticeboard. All equipment is used at your own risk and the College will not accept any liability for injury caused by the use of the equipment. Any defects should be reported immediately to the Møller Institute reception desk. The rowing machines are the property of the Boat Club and may only be used by authorised Boat Club members.
- j. Outdoor exercise equipment is available to use near the Tennis Courts. This includes rowers and pull up bars. Ideal to include whilst using the new perimeter path.
- k. No bicycles or other machines or vehicles are permitted to be used anywhere on the playing fields, or on the grassed areas within the College, either by members of the College or their guests. Please do not walk on the grass in the area of the college buildings when the ground is wet.
- l. Permission is required to fly drones above College premises, along with appropriate insurance, risk assessment and licences. Those seeking permission must contact the Head of Grounds and Gardens.

Computing

The College and University provide three wireless networks which are available throughout the main areas of the College and all of the staircases. The eduroam, UniOfCam and UniOfCam-IoT wireless networks are provided by the University and can be accessed using your university credentials (CRSid). You can also use the PCs in the Lloyds Room (upstairs next to the library) immediately. Instructions will be displayed for access.

There is a fourth wireless network for guests, but due to its nature, it is not as suitable (or as fast) as the other networks for students. This network (UniOfCam-Guest), requires a social

media log-in (instead of your CRSid) and is more suited as a temporary network for your guests to use.

If you wish to use a wired connection within your room, need to submit an online form to the Computing office found here: [Wired Internet Access - Churchill College \(cam.ac.uk\)](#)
Once processed you will be contacted with your connection details.

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

Further information is available on the College website at <https://www.chu.cam.ac.uk/computing-support/> or by contacting the office directly via computing@chu.cam.ac.uk.

JCR and Club Events

The organiser concerned must book any rooms for the event through the Conference Office by the Thursday preceding the week of the event; any damage caused or additional cleaning will be charged as appropriate. Some events may need the Dean's permission and the Conference Office will advise.

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/>

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. We also offer a 'Click & Collect' service for zero-contact borrowing (books being delivered to your pigeonhole). 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 and loans will continue to automatically renew during vacation periods. 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 (term time only). 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 in the [Churchill College Academic Skills Collection](#) on iDiscover (the library catalogue), 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 in the [Churchill College Wellbeing Collection](#) on iDiscover,, 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 be borrowed from the Roskill Library by permission of the Archivist. The Roskill Library is open weekdays between 9.00am and 5.00pm. Books are listed on iDiscover in the [Roskill Library Collection](#), and 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 pigeon-hole via our Click & Collect service.

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

Mail

The correct mail address for you in the College is:

Name
Room number
Churchill College
Storey's Way
Cambridge, CB3 0DS

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

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

Music Practice and Audio Technology

The College has a number of student bedrooms which house pianos and Clavinovas are also available to rent. Priority for these goes to music students but if you would like to rent one, you should contact the Tutorial Officer (Stephanie.Cook@chu.cam.ac.uk). Electronic keyboards may be re-located to College accommodation only.

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

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

Additional music practice facilities are in the Chapel, where there is a Yamaha grand piano. The Chapel Trust permits Churchill students to make use of the Chapel for music practise outside of the hours when it is used for prayer or worship. Availability can be seen on the Chapel website where instructions for booking and guidelines for use can be found. The key must be borrowed from the Porters' Lodge. Use of the Chapel for any other purpose and use of the organ is authorised by Dr Martyn Johnson, Chairman of the Chapel Trustees. The Chapel can be booked via the Conference Office.

For bookings, guidelines & instructions visit: [Homepage - Churchill College Chapel \(cam.ac.uk\)](http://Homepage - Churchill College Chapel (cam.ac.uk))

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

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

Noise

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

During quiet hours there must be no noise from your rooms which is audible outside your rooms. Quiet hours are 11pm–8am except on Saturday nights and 12.30am–10am on Saturday nights. Outside quiet hours, noise should be kept to a reasonable level. Noise is unreasonable if it annoys or provokes a complaint. Playing musical instruments, stereos, etc. with doors or windows open will usually be unreasonable. Additional rules apply during the Easter Term prior to and during exams. These will be published at the time.

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

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

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

Parties in College

There are rules governing all parties (including BBQs) in College and in College Grounds. For requesting permission for a party for more than 10 people can be obtained from the College website:

[Booking College Rooms & Grounds - Churchill College \(cam.ac.uk\)](http://www.cam.ac.uk/booking-college-rooms-grounds). They must be counter — signed by the Dean and by the Senior Treasurer of your club or society if the event is for it.

Security and Personal Safety

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

Bike theft is our most recurrent security issue: use a strong lock and ideally lock your bike inside one of our bike sheds as well. You should register your bike with the Porters' Lodge and follow their procedure for marking your bike.

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

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

If you realise that you are being followed or about to be attacked in the City, and have time Text 62288, and advise the CCTV Camera Control Centre of your location and details. They will then monitor the situation and advise the Police.

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

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

Closed Circuit TV Cameras

The College has installed a series of CCTV cameras for 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.

Late Night Taxi Service

If you find yourself unexpectedly alone in town after dark and are not willing to risk the walk back to College, you may telephone CamCab freephone 0800 7831212 and order a taxi on the College Late Night Account. When you make the telephone call you must quote your College Account number and you must then show your Student Account Card to the taxi driver. When you arrive back at College you should ask the Porter for a chit which you should give to the taxi driver. If the Porters' Lodge is locked, then report back to the driver who will arrange for an emergency chit to be made out. The College will pay for the taxi journeys involved in this scheme. Its usage is closely monitored, however, and abuse of the system costs other students money and could result in its cancellation. Journeys to and from the train or bus station are not covered by this scheme.

Sizarships

The College makes annual appointments of three students as Sizarships in Music, Theatre and Visual Arts. The principal responsibility of the Sizarships is to promote their respective areas of the arts in College. Details will be announced during the Michaelmas Term. Applications should be made to the Senior Tutor. More information can be found online at: <https://www.chu.cam.ac.uk/student-hub/resources/financial-support/sizarships/>.

Televisions

Televisions in college rooms and external rented properties need to be licensed. Please see www.tvlicensing.co.uk where the rules for students also with regard to streaming via the internet are detailed and where you can buy a licence on line. Please note that most college rooms do not have TV aerial sockets and external aerials must not be installed, so TV sets are usable only where an indoor aerial is adequate. The TVs in the common rooms areas have Sky satellite TV and are funded by the JCR and MCR.

The Chapel

The Chapel at Churchill is a unique and beautiful building at the far end of the College playing fields. It is run as a separate charity but its trustees include College Fellows, staff, and alumni, as well as student representatives. Reverend Dr John Rawlinson is the part-time Chaplain. He is not resident in Cambridge but may be emailed on jr338@cam.ac.uk The Chapel is ecumenical and its services draw on the richness of the various traditions of worship within the Christian churches, whilst not being confined by them.

Everyone is welcome at the Chapel – people of all faiths and none, whether worshippers, seekers, or doubters. The congregation is encouraged to take part in shaping the worship. There is an active choir and music-making is a highly valued part of the Chapel's contemplative tapestry.

Sunday services during term-time are generally held at 5.45 pm.

More information, including about how to book the Chapel space, can be found at <https://chapel.chu.cam.ac.uk/> Anyone interested in music-making, in the Chapel or the wider College, can email the Director of Music, Dr Ewan Campbell, on eahc2@cam.ac.uk

Works of Art

The College has collection of modern and contemporary art, which includes works of national and international importance. Sculptures, paintings, prints and textiles enhance the buildings and create an environment of engagement, reflection and inspiration for all members of the college community. These artworks are administered by the Curator of Works of Art in conjunction with the Hanging Committee which is composed of Junior and Senior Members. Many of the works of art around the College are on loan from the artists, whilst others belong to the College; any adverse response to them resulting in damage to such works could involve the College and the responsible individual in very considerable expense. A copy of the sculpture guide around the College site can be obtained from the College website or the Porters Lodge.

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@cam.ac.uk

Non-College Accommodation

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

Council Tax

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

Getting Around Cambridge

Most students use a bicycle to get around Cambridge. There are buses from the College into the City Centre, which is a 20-minute walk from the College. The U bus service runs from Madingley Road, past the Sidgwick Site and Downing Site, past the Botanic Gardens to the railway station and then to Addenbrookes Hospital site in Hills Road, and vice versa. The service operates 7 days a week, although buses are more infrequent on Sundays. Weekend services terminate at Cambridge Railway station, and do not reach Addenbrooke's or the Biomedical Campus. The U service is subsidised and costs £1 per journey to all those who produce their university card. The Citi 4 goes to the City Centre via Jesus Green. During the day the buses run every 20 minutes and they all travel via or close to the city centre.

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

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

The College hosts a cycle repair service, provided by Blazing Saddles in the old potting shed on Churchill Road. This service is open every weekday between 8.30 and 4.30. There is a stock of modestly priced bike lights in the Porters' Lodge.

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

Non-UK cyclists are strongly advised to consult the "Highway Code":

<https://www.gov.uk/guidance/the-highway-code>.

Motor Vehicles

Do not bring a car to Cambridge without prior permission.

By University Regulations no student under MA status may keep a motor vehicle within 25 miles of Cambridge without a licence issued by the Motor Proctor, a University official. Breaches of this regulation may result in fines of up to £175 from the Proctors.

If you really cannot manage without a car for reasons of your course or other personal reason, please see your tutor for an application form. It is highly unlikely that you would be able to use a car to reach your department or faculty, as parking is severely restricted on university sites and throughout the city as a whole. Permission must be obtained from both your Tutor and the Motor Proctor and is unlikely to be given without good reason and without evidence that off-street parking is available to you. This is a planning requirement by the City Council because of the congestion on Cambridge roads. There is also only limited parking on the College site and priority is given to staff (many of whom live a long way away and start work before public transport commences) and commercial visitors. As the parking is on our private land, the College is free to set its priorities for parking and is only able to allow a very limited number of car parking spaces for students. Priority among students is for those who are disabled or have young children.

No car, caravan or motorcycle may be left or kept anywhere on College premises without written permission. Owners are required to register at the Porters' Lodge, giving all particulars of the vehicle and confirming that the necessary documentation is held for it to be used on the highway. Any vehicle that is left on College premises without prior arrangement and permission is liable to be disposed of without notice. Leaving anything in sight in the vehicle will result in it being vulnerable to attack by casual thieves, who will smash a window to get in.

Parking of Vehicles

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

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

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

Designated Parking Areas

- i. The only area that is available to students residing in Staircases 2 to 58 is the main car park at the top end of the Private Road beyond the grounds compound. Guests of students staying overnight or longer are also required to park in this area and display their temporary car permit (obtainable from the Porters' Lodge). No other area is available. This car park has CCTV surveillance.
- ii. Guests of Students staying overnight or longer should register their car at the Porters' Lodge where they will also be issued with parking instructions.
- iii. Students living out of College who have a Motor Proctor's licence may park their vehicle in the Staff car park during the period 7 pm to 7 am provided that they comply with the current registration instructions. At any other time they should park their vehicle in the Student and Visitors' car park.
- iv. Any special cases which students wish to make for parking other than in the designated area should be raised with Tutors in the first instance.

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

Complaints Procedure

Complaints about a member of staff should be directed to their Head of Department in the first instance. If it is about a Head of Department, it should be directed to the Estates and Operations Director if in the hospitality or Estates teams, or to the Bursar otherwise. If you are uncertain who to contact, please refer to the HR Office for advice.

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

Appendices

A: Supervision Fines

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

B: Code of Practice on examination Failures and Appeals

Unless there are mitigating circumstances, a student who fails will not be permitted to return into residence. Appeals against this rule are considered by the Exam Access and Mitigation Committee within the University. In considering such appeals, the Committee closely follows an agreed Code of Practice. Any appeal would normally be discussed between the student, Director of Studies, Tutor and the Senior Tutor.

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

C: Statement on Plagiarism

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

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

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

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

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

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

Acceptable means of acknowledging the work of others (by referencing, in footnotes, or otherwise) is an essential component of any work submitted for assessment, whether written examination, dissertation, essay, registration exercise, or group coursework. The most appropriate method for attribution of others' work will vary according to the subject matter and mode of assessment. Faculties or Departments should issue written guidance on the relevant scholarly conventions for submitted work, and also make it clear to candidates what level of acknowledgement might be expected in written

examinations. Candidates are required to familiarize themselves with this guidance, to follow it in all work submitted for assessment, whether written paper or submitted essay, and may be required to sign a declaration to that effect. If a candidate has any outstanding queries, clarification should be sought from her or his Director of Studies, Course Director or Supervisor as appropriate.

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

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

D: Statement on harassment and bullying

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

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

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

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

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

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

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

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

1) Invitations

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

2) The Meal

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

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

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

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

3) General Behaviour

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

4) Dress

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

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

5) Desserts

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

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

6) Discipline at formal dinners

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

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

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

F: Drugs

1. Members of the College are reminded that to take drugs otherwise than under medical direction is both dangerous to health and welfare and often illegal. Under legislation dealing with controlled drugs, the unauthorised possession or distribution of these drugs constitutes a criminal offence and the College's policy is to co-operate fully with the Police in the execution of their duties. If the College were knowingly to permit drug offences to take place on its premises, it would itself be liable under the Misuse of Drugs Act 1971.

2. In the interests of individual members of the College and as a responsible organisation, the College will not tolerate unauthorised possession, use or distribution of any controlled drug within the College or by members of the College. Evidence of any such activity will be met with disciplinary proceedings, with police involvement as appropriate. The College's procedures could result in sending down.
3. If any evidence comes to light which indicates that a student of the College might be committing a drugs-related offence, the first step would normally be for the Senior Tutor to be informed; and the Senior Tutor would then raise the matter informally with the student, either directly or through the student's Tutor who would, in any event, be kept fully informed. Any subsequent such evidence would be referred to the Senior Tutor, the Dean, and if appropriate, to the Police. Careful records of discussions between any College Authority and any student would be made in a manner consistent with the provisions of the Data Protection Act and would be maintained in the Senior Tutor's office. These records would be shown to the student concerned, on request.
4. The College, however, wishes to be as supportive as possible to all its members and will give full assistance to anyone seeking relevant medical or counselling help regarding drug taking or similar issues such as alcohol consumption. Confidential advice and assistance can be obtained from G.P.s, the University Counselling Service and College Counsellor. The Tutors and College Nurse are always ready to give advice and support.

G: Alcohol Excess

College takes very seriously the problems that are associated with excessive consumption of alcohol. This is primarily a welfare concern. There are serious and immediate medical dangers associated with excessive drinking. In particular, in the event that someone drinks to the point of unconsciousness, medical help should be sought without delay. If you are worried that you might be dependent on alcohol, College may be able to help. Any student who is concerned about his or her own consumption of alcohol, or that of another student, is encouraged to talk to their Tutor, the Counsellor or the College Nurse about the matter.

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

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

The College Officers

Master	Prof Dame Athene Donald	PA: Rachael Price
Vice-Master	Dr Adrian Barbrook	
Senior Tutor	Dr Rita Monson	Tutorial Officers: Stephanie Cook, Louise Ranger & Sharon Knight Tutorial Assistant: Sarah Partridge
Senior Postgraduate Tutor	Dr Mairi Kilkenny	Administrators: Rebecca Sawalmeh & Sharon Knight (Admissions)
Bursar	Mrs Tamsin James	

Other Postholders:

Estates and Operations	Tom Boden
Director of Archives Centre	Allen Packwood MA
Dean	Dr Matthew Dorman
Finance Tutor	Dr Chris Braithwaite
Praelector	Matthew Ireland MA
Librarian	Ms Annie Gleeson
Development Director	Ms Fran Malarée
Director of Music-Making	Dr Ewan Campbell
Curator of College Art	Barry Phipps MA
Director of the Møller Institute	Mr Richard Leather

There is a full list of Fellows by subject on the College website: [Fellowship Directory - Churchill College \(cam.ac.uk\)](#)

College Departments

The staff members below are responsible overall to the Bursar (except for the Librarian who reports to the Senior Tutor) for the areas of work indicated and should be approached directly if you have any concerns about service delivery or actions of any member of staff. If a complaint has not been dealt with to your satisfaction, please contact the Estates and Operations Director, or in his absence, the Bursar.

Head of Buildings and Capital Projects (Michael Doyle) Building works, repairs and maintenance. The on-line reporting system for problems can be found at under Quick Links in the student hub on the college website.

Head of Catering (David Oakley) Arrangements for private, club and society dinners (please book through the Conference Office, churhill.conferences@chu.cam.ac.uk in the first instance), the Buttery and Bars, in addition to the supervision of the day-to-day catering service. Office: next to Conferences and Accounts.

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

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

Estates and Operations Director (Tom Boden) Management and development of the College estate including major building projects.

Facilities Manager (Paolo Paschalis) Management of the College's facilities and facilities teams: Housekeeping, Accommodation and College Porters. Office by Club Rooms Courtyard.

Finance Manager (Sue McMeekin) All College finance and accounting. (Deputy Theresa Brooks) Offices above Facilities Manager/Housekeeping, near JCR Games Room.

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

Head Porter (David Reece) College security, issuing car and motor cycle permits and bicycle numbers, tennis and squash court bookings, car parking, issuing of keys to rooms, lockers and certain special areas, sorting and distribution of mail, Redit books, valuable lost property, telephones, etc.

IT Director (Stephen Nesbit) Responsible for the provision of a computer service throughout the College. Offices: first floor corridor

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

Human Resources and Governance Director (Katherine Shirley) Personnel administration. Office: first floor corridor. 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.

Key Contacts for Undergraduates

Senior Tutor	Dr Rita Monson	
	senior.tutor@chu.cam.ac.uk	(3)36249
	Tutorial Officers: Louise Ranger	(3)36208
	tutorial@chu.cam.ac.uk	
	Stephanie Cook	(3)31672
	tutorial@chu.cam.ac.uk	
	Sharon Knight	(3)36230
	tutorial@chu.cam.ac.uk	
	Tutorial Assistant: Sarah Partridge	(7)64598
	tutorial.assistant@chu.cam.ac.uk	
Bursar	Tamsin James	
	bursar@chu.cam.ac.uk	
Student Finance Officer Student Accounts Administrator	Theresa Brooks	
	Allison Bone	
	students.accounts@chu.cam.ac.uk	
Facilities Manager	Paolo Paschalis	
	facilities.manager@chu.cam.ac.uk	
*Catering Manager	David Oakley	
	catering@chu.cam.ac.uk	
Computing	computing@chu.cam.ac.uk	
Alumni & Events Officer	Elizabeth McWilliams – alumni@chu.cam.ac.uk	
Music Sizar	Jack Webb – music.sizar@chu.cam.ac.uk	
Theatre Sizar	t.b.a. – theatre.sizar@chu.cam.ac.uk	
Gym president	t.b.a.	
Visual Arts Sizar	t.b.a. - visualarts.sizar@chu.cam.ac.uk	
Meeting Rooms/Events (Conference Coordinator)	Carol Robinson	
	Churchill.conferences@chu.cam.ac.uk	
Accommodation Officer (guest rooms)	Agnes Lajko	
	accommodation@chu.cam.ac.uk	
College Nurse	Jo Livingstone	
	nurse@chu.cam.ac.uk	
Dean	Dr Matthew Dorman	
	dean@chu.cam.ac.uk	
*Grounds/sports/gardens	John Moore	
	groundsandgardens@chu.cam.ac.uk	