



Postgraduate Student Handbook 2023-24

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Key Dates 2023-24

3 October 2023 University Michaelmas Full Term Begins

7 October 2023 Welcome Event (Compulsory)

11 October 2023 Postgraduate Matriculation Dinner. Students will receive invitations.

During the year you will receive emails about lectures and other special events taking place in College, which you are welcome to attend, including common tables (joint dinners) with the Fellows and MCR Formal halls. You can also find out about College news and events on the College's website ([Events - Churchill College \(cam.ac.uk\)](https://www.chu.cam.ac.uk/events)) and social media channels:



www.facebook.com/ChurchillCollegeCambridge



[www. twitter.com/ChurchillCol](https://www.twitter.com/ChurchillCol)



www.instagram.com/churchillcol



www.pinterest.com/churchillcol



www.linkedin.com/company/churchill-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](https://www.chu.cam.ac.uk/fellows).

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/>

All students living in College accommodation should also have access to the Accommodation Handbook 2023.

College Organisation and Governance

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

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

MCR

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

For more information about the MCR committee, MCR events, Freshers' guides and activities, visit their website: <http://mcr.chu.cam.ac.uk/>

The Governing Body

The Governing Body consists of the Master and the Fellows, except Pensioner, Overseas and Honorary Fellows. In addition, there are four student members, two representing the postgraduate students and two representing the undergraduates; student members have voting rights on all matters except those discussed under Reserved Business. (Business is normally "unreserved" unless it relates to a named individual.) The Governing Body is the supreme authority in the College and has power to amend the Statutes, subject to the approval of the University and the Privy Council, and to make Ordinances. It usually meets twice a term to discuss matters of strategic importance.

The College Council

This is the main operating committee of the College, and its members are the Trustees of the College, with the significant legal responsibility that entails.

Ex-officio Senior Members are the Master, the Vice-Master, the Senior Tutor, the Senior Postgraduate Tutor and the Bursar; eight other Fellows are elected to serve for two years each. There are also two JCR, two MCR and two staff members with voting rights: they attend most of each meeting, leaving only for Fellowship Matters. Student members are the JCR and MCR Presidents and one other elected representative from each Student Common Room.

Meeting usually every two weeks during Full Term, the Council takes decisions on a wide range of matters and receives minutes from all its subcommittees. 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.

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

Tutors

Postgraduate Students each have their own Tutor. Tutors are concerned with your welfare and progress throughout your time at Churchill. You will be told who your Tutor will be before you arrive in College.

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

<https://www.chu.cam.ac.uk/study-us/postgraduates/virtual-freshers-pack-postgraduate-students/postgraduate-tutorial-team/> and [Health, Welfare & Support - Churchill College \(cam.ac.uk\)](#)

Postgraduate Student Officer

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

Mentors

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

Matriculation

All new students in the University of Cambridge are formally admitted as members of the University through a process called matriculation. Students must sign a matriculation form at the start of their first term. Registering with the University will be done online and information about how to do so will be sent to you via email to your @cam email address.

Residence

Requirement to live in Cambridge

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

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

Informing College if you are away during Term

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

Guests staying in College

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

Student Visas (overseas students and dependents)

To study in the UK as an Overseas Student you must apply for a Student Visa.

Under the terms of the UK's current points-based immigration (PBI) legislation, overseas students who need a visa to study in the UK are required formally to register with the University and College when they arrive at the start of their course. At Churchill, this registration takes place in the Postgraduate Office. Students must present their passport and visa for recording.

Those students who have elected to collect their BRPs from College will be contacted with details regarding collection.

Students must always keep their term time address on CamSIS up to date and any new visas or passports acquired during the period of study must be recorded by the relevant tutorial office. If a student fails to carry out any of his/her responsibilities, the College is required to notify the authorities. Students who fail to satisfy the requirements of the PBI legislation are at risk of deportation.

Detailed information about immigration is available at:

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

Leave to Work Away from Cambridge

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

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

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

Mail

Outgoing Mail

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

Incoming Mail

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

Name
Churchill College
Storey's Way
Cambridge
CB3 0DS

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

Pigeon-holes (mailboxes)

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

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

Students who do not have a pigeon-hole

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

Redirecting Mail for Students Temporarily Absent from the College

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

Redirecting Mail for Students Finally Departing the College

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

Computing

The College and University provide three wireless networks 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 for student and academic use and can be accessed using your university credentials (CRSid). The UniOfCam-IoT wireless network is available for use by devices that cannot support certificate/profile based wireless networks, such as games consoles (Nintendo Switch, Xbox One, etc.) or IoT

devices (such as certain models of Raspberry Pi).

Students can also use the PCs in the Lloyds Room (upstairs next to the library) to access software and resources provided by the University directly. Instructions will be displayed within the room on how to gain access.

There is a fourth wireless network for guests, but due to its nature it is not as recommended for use by students or academics because it requires repeated reauthentication over time. This network (UniOfCam-Guest), requires a social media or email 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, you will need to submit an online form to the Computing office using the below link, and once processed you will be contacted with your own dedicated IP address and connection details.

[Wired Internet Access - Churchill College \(cam.ac.uk\)](#)

Please be aware that the College has a policy on monitoring and managing excessive network traffic, in the same way that many home ISP services have a 'fair use' policy, whereby offenders are disconnected from the wired networks for excessive 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.

The College also recommends that students protect their computing devices using the free Trellix antivirus software (formerly known as McAfee) provided by the University Information Services, and that they also complete the MyCompliance Cloud cybersecurity training provided by the University.

[Antivirus software can be downloaded from here](#)

[Cybersecurity training, provided by MyCompliance Cloud, can be accessed here](#)

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.

Television

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

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

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

Maintenance and Housekeeping

Building works, repairs and maintenance and housekeeping issues are reported and requested via the on-line reporting system: [Maintenance Issue Logging - Churchill College \(cam.ac.uk\)](#)<https://www.chu.cam.ac.uk/student-hub/resources/maintenance-issue-logging/>

Families

The College has accommodation for up to 20 students with children in the Wolfson Flats, which includes a communal playground and social room. Parents are responsible for their children at all times. Children are welcome at self-service meals in Hall and highchairs are available. However, parents may be asked to remove children who cause disturbance to others. Children under 12 may only use the tennis courts under

supervision (booking on website). The gym is not available for under 18's because of health and safety. Members are welcome to bring their own children into informal hall at lunchtime or in the evening. It is not customary to bring children under the age of eight into the libraries or any of the Combination Rooms, and they should not come into any other part of the College unless accompanied by an adult.

If you or your partner discovers that you are expecting a child during your time as a student, you should inform the Postgraduate Office and your tutor. Childcare is very expensive in the UK (approximately £14,000 + a year for a full-time nursery place) and there is only limited financial assistance available. There are registered childminders, who look after children in their own home, as well as nurseries to choose from.

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

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

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

More information can be found online at:

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

Food and Drink

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

Breakfast Dining Hall	Monday to Friday 07:30 – 09:30 Saturday 07:30-9.30 Brunch from 11.30am Sunday 07:30-09:30
Lunch Dining Hall	12.00 – 14:00 every day during Full term
Supper Dining Hall	17:45 – 19.15 every day during Full term (Diners must leave the Hall by 19.25 at the very latest, when a Formal Dinner is being held)
Formal Hall Dining Hall	19.30 Please see the published list of Formal Halls on the college website. These are normally held on Sunday, Thursday and Friday in term.
Buttery	Up to 22:00 A hot snack option is available from the Buttery Bar most evenings.

Kitchen Closures

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

Formal Halls & Other Special Dinners

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

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

Behaviour while dining in Hall

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

Meal Prices

Details of meal charges are published in the Hall and on the booking system at the beginning of each term. Normal meals range in price from £3.50-£6.00 and there is a wide choice available, particularly in term time. Formal Halls cost £14.20 for College members and £15.30 for guests.

Guests and Children

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

Private Catering

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

Food Allergies

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

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

The Buttery

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

Opening Times during term are normally:

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

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

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

Consumption of Alcohol

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

MCR Bar (Sandy Ashmore Room)

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

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

Parties in College

There are rules governing all parties (including BBQs) in College and in College Grounds because of the impact on other residents and neighbours. Forms requesting permission for a party for more than 10 people can be downloaded from the website: [Booking College Rooms & Grounds - Churchill College \(cam.ac.uk\)](http://BookingCollegeRooms&Grounds-ChurchillCollege.cam.ac.uk). For a club or society event this form must be counter-signed by the Dean and by the Senior Treasurer of the club or society concerned.

Smoking including e-cigarettes

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

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.

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

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

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

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

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

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

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

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

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

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

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

- Lecture courses in many subjects are so arranged that there may be twenty or so people in the College all of whom would like to use a particular book in the Library at a particular time of the term. Please return books promptly when you no longer need them, remember to make use of the online request system, and if someone requests a book which you have borrowed, please return it within 3 working days.
- Books, papers, etc. should be removed from the tables when not in use, as space is limited. Tables will be cleared regularly of unattended material.
- Food may not be taken into the reading rooms. Water is permitted in sealable containers, which must be kept sealed when not in use and taken away with you when you leave the Library. Please be considerate to Housekeeping staff and to other Library users and do not leave rubbish behind.
- Mobile phones should be turned off or switched to mute before being taken into either of the reading rooms. Laptops and other devices may be used as long as they are not disturbing to other Library users.
- Please do all that you can to ensure that books are kept in good condition. Marking, damage, or the non-return of a book, can cause great inconvenience to other users.
- The Library Office is open on weekdays from 9.00 am to 12.30 pm and from 1.00 p.m. to 5.00 pm. Please come in to see us if you have any questions, or email librarian@chu.cam.ac.uk
- There are JCR & MCR reps on the Library Committee – do pass on any views to them also.

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

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

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

The Roskill Library: The Roskill Library in the Churchill Archives Centre contains collections on political, naval, military and scientific history and biography of the late nineteenth and twentieth centuries, amassed partly to assist researchers at the Archives Centre. Books may not be borrowed from the Roskill Library except by permission of the Archivist. The Roskill Library is open weekdays between 9.00am and 5.00pm. Those wishing to use this Library should contact either the Library office librarian@chu.cam.ac.uk or the Archives Centre archives@chu.cam.ac.uk

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

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

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

There is step-free access to the Bracken Library reading room. The Wolfson Hall toilets are also located on the ground floor. The nearest wheelchair accessible toilet is on the main concourse. We regret that there is no lift access to the Bracken Library Gallery or the Bevin Library, which are on the upper floor. If you have any difficulty accessing any areas of the library, please let us know. We can deliver books to your pigeonhole via our Click & Collect service.

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

Playing Fields and Sports Facilities

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

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

Booking Rooms

MCR & Club Events

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

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

Supervision (teaching) Rooms

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

All other supervision rooms can be booked through the Conference Office T: 01223 336233 or
E: conferences@chu.cam.ac.uk. You can see availability on the college web site in the student hub, under Quick Links: [Booking College Rooms & Grounds - Churchill College \(cam.ac.uk\)](#).

Music Practice and Audio Technology

Practice Rooms

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

Please:

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

For more information about music facilities at Churchill visit [Music at Churchill - Churchill College \(cam.ac.uk\)](#) and also see the Music Society website: [Churchill Music Society ChuMs - Churchill College \(cam.ac.uk\)](#)

Booking

Music rooms are available from 06.00 – 23.00 on most days. The Recital room is occasionally booked for Møller Centre or College events. To book for College members' use only visit: [Homepage - Churchill College \(cam.ac.uk\)](#)

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

The Audio Studio

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

The Chapel

Additional music practice facilities are available in the Chapel, where there is a Yamaha grand piano and pipe organ. It can be used up to 23.00 with permission of the Chapel Trustees. The key must be borrowed from the Porters' Lodge. Use of the Chapel for any other purpose and use of the organ is authorised by the Chair of the Chapel Trustees. The Chapel is booked via the Conference Office

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

Student rooms with pianos

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

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

Music Society

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

For more information visit the Music Society website: [Churchill Music Society ChuMs - Churchill College \(cam.ac.uk\)](#).

The College has a General choir and a Chapel Choir. There is Director of Music, Dr Ewan Campbell who

will be pleased to advise.

Instrumental Bursaries and Awards:

- **Instrumental Bursaries**

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

- **Instrumental Awards scheme**

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

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

Music Sizarships

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

Works of Art

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

Art Studio

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

The Chapel

The Chapel 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

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

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. **See information below in relation to registering with a GP (which you must do).** 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 on several 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 \(cam.ac.uk\)](#)
- [Wellbeing Coordinator - Churchill College \(cam.ac.uk\)](#)
- [College Counselling Service - 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 to the College is in Huntingdon Road: [Homepage - Huntingdon Road Surgery](#), but you can register with any GP surgery in Cambridge. You are required to record details of your GP registration in CamSIS self-service (i.e. the doctor's name, address and telephone number) and this has to be completed as soon as you have registered with the doctor. We must have this information! It could be life-saving in an emergency.

Further information on registering with a GP can be found at: <https://www.nhs.uk/nhs-services/gps/how-to-register-with-a-gp-surgery/>

Those in need of continuing treatment for a pre-existing condition should ask their home GP to liaise with the Cambridgeshire and Peterborough NHS Foundation Trust [Home | CPFT NHS Trust](#)

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 Overseas Patients Team by phone on 01223 216999 or email add-tr.overseaspatients@nhs.net. Please see the website for location and more information: [Overseas patients | CUH](#)

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

Illness and Injury

If you become unwell you should ensure that your Tutor and the College Nurse is informed as soon as possible. You can ring the NHS helpline 24 hours a day for advice on the freephone number, 111. For non-urgent treatment out of hours the 111 service may make an appointment for you with the urgent treatment centre at Hills Road: [Urgent treatment centre | CUH](#). If this is the case and you are too unwell to make your own way to the centre, please ask the Porters' to arrange a welfare taxi.

You should not present yourself at hospital unless it is an emergency: your GP or 111 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 \(cam.ac.uk\)](#) and also on the Porter's pin board at the front entrance of the College. The College Nurse is available in the College Surgery (31C) at the times posted, or you can email for an appointment on nurse@chu.cam.ac.uk, or phone 01223 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 your Tutor and the College Nurse.

Ambulances should be called out only in dire emergencies. The Porters can easily arrange a welfare taxi to take someone to the Accident and Emergency Department at Addenbrookes Hospital if this is deemed necessary.

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 advice in case of need. If

you are unsure who the best person is to speak to, please contact Louise Ranger the Wellbeing Coordinator on wellbeing@chu.cam.ac.uk

Chronic medical conditions or disabilities

Any member of College with a chronic medical condition or disability, or who is undergoing long-term treatment for any reason, should inform the College Nurse and the University Accessibility and Disability Resource Centre (ADRC). This could be of great assistance in the event of illness or accident during residence.

We ask all students with a physical or mental health condition to register with the Accessibility and Disability Resource Centre (ADRC) for general advice and to put a Student Support Document in place: [Current students | Accessibility and Disability Resource Centre \(cam.ac.uk\)](#). To do this complete the following information form and a Disability Advisor will contact you directly to arrange an appointment: [Student Information Form | Accessibility and Disability Resource Centre \(cam.ac.uk\)](#) For any questions email disability@admin.cam.ac.uk

If you suspect you may have an undiagnosed mental health condition, a neurodiversity such as autism or a specific learning difficulty (SpLD) such as dyslexia, please contact Louise Ranger the Wellbeing Coordinator on wellbeing@chu.cam.ac.uk who will be able to help with referral routes.

Impact of ill-health on your work: Anyone with any kind of illness, disability or other difficulty likely to affect examination performance should consult the Tutorial Office during the Michaelmas Term. This is so that all possible help (such as special exam adjustments i.e. extra time) can be organised before the start of the exams. It is also advisable to consult or inform your Tutor. If you need help with documentary evidence needed to apply for exam adjustments then please contact Louise Ranger on wellbeing@chu.cam.ac.uk

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 Wellbeing Coordinator the College Nurse or the student welfare officers.

If you are unsure about rules and regulations or have financial problems or a personal issue which you want to discuss confidentially, then contact your Tutor or the Wellbeing Coordinator. The staff in the Tutorial Office are also able to offer advice.

Counselling

College Counselling Service

The College provides a free and/or reduced rate 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 academic 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 this can be arranged with the Wellbeing Coordinator.

To request counselling please email counsellor@chu.cam.ac.uk. You will then be offered an appointment with Louise Ranger, the College's Wellbeing Coordinator. 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, ethnicity, religion or belief, LGBTQ+ etc.

If you are looking for self-help resources then the College Library has an excellent Wellbeing Collection with 150+ books on topics including adjusting to university life, gender and sexuality, body image, anxiety, depression, and self-esteem. All these books can all be borrowed from the library: [Churchill College Wellbeing Collection - Cambridge University](#)

University Counselling Service (UCS)

The University Counselling Service (UCS) supports students who are experiencing personal, relational or academic concerns. This service is available online or in-person, free of charge, all year round to all students currently registered at the University. The model of counselling used is called '**One at a Time Therapy**', which is where you book one session at a time (rather than regular weekly sessions for example). The aim of this model is to therapeutically support at the point of need: [Student Counselling FAQs | University Counselling Service \(cam.ac.uk\)](#)

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 \(cam.ac.uk\)](#)

In addition to counsellors and therapists, UCS have other specialist staff including **Mental Health Advisors** who help students experiencing moderate to severe mental health difficulties. Please note that you cannot self-refer to the MHA service, this can only be done via the Wellbeing Coordinator, the College Nurse or your Tutor: [Mental Health Advisors | University Counselling Service \(cam.ac.uk\)](#)

The Harassment and Violence Support Service (HVSS) provides trauma-informed emotional and practical support for registered students who have been subjected to any form of sexual harassment or violence and/or intimate partner abuse, recently or in the past. They will support you whether this happened at University or not, and can help you to access other available support services. The HVSS service is not counselling or therapy. HVSS can offer you focused, short term, emotional support to look at managing the impact of what has happened: [Harassment and violence support | Student Support \(cam.ac.uk\)](#)

There are also UCS **self-help leaflets** and resources available: [Self Help Overview | 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

Finances

The main Finance offices are situated above Housekeeping, near the Club Room.

UK Bank Accounts

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

Payments to College

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. 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

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

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

University Cards

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

Grants & Funding Payments received by College

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

Please complete the funding information section on CamSIS promptly.

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

Payments to Churchill College

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

Tuition Fee Account

All fees are collected through the College. Self-funded students are required to pay their academic fees for the year before arriving in College. If you are funded by a public body, or other organisation and wish to vary these arrangements please see Theresa Brooks, based in the Students Accounts Office.

Approved fees for all other students are charged termly in advance and should be paid to the College at the start of term or at the latest within 14 days of the first day of Full Term.

If you have not paid your fees by the 4th week of term, you will be required to meet with the Senior Postgrad Tutor.

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

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

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

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

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

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

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

College Account

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

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

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

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

Overdue Accounts

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

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

Bringing Dependants

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

Over-running' Ph.D. students

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

A Postgraduate Student is liable to pay full fees for the minimum required number of terms of research required for their degree, even if they receive leave to work away from Cambridge. Students wishing to continue to make use of College facilities need to renew their Membership Bond of £250 with the

College. In exchange for the maintenance of this Bond the following facilities will be granted:

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

The following obligations shall also be incurred:

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

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.

Council Tax (local property tax)

Full-time students have no liability for Council Tax provided that they are only living with other students.

All students are expected to apply themselves to their studies for an average of 21 hours a week while in residence. Students living outside College accommodation may be asked to provide proof of student status for Council Tax purposes. For exemption, please visit <https://www.cambridge.gov.uk/discounts-for-students-and-school-leavers>

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

Council Tax Liability for Dependents

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

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

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

Financial Help

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

Student Funding Database

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

University Hardship Funds

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

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

University Sports and Arts Representation Grants

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

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

Conference Grants

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

In the past, some people have submitted requests for financial help for activities that are *requirements* of

their University courses; it has been agreed with the University that it is normally inappropriate for Colleges to fund such activities, and that it is the responsibility of Departments or Faculties to make appropriate arrangements.

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

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

The funds available are limited, and students are expected to seek additional assistance from their Departments or grant-giving bodies. The current maximum grant is £350 in any one academic year. Clinical Medical students may also apply to this fund when going on elective, though medics and vets should also consider speaking to their DoS as there is a Medics and Vets fund which may also provide some funding.

College Named Funds

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

College Hardship Funds

Any student who finds themselves in unforeseeable financial difficulties may apply for assistance from the College, through their Tutor. All students will be expected to have sought assistance from any other relevant source. Tutors should be able to advise on this. Hardship loans or grants may be awarded by the Financial Adversity Support Committee, which meets to consider applications termly. Financial assistance is not normally provided in the period between thesis submission and viva, where students are allowed to work (<https://www.internationalstudents.cam.ac.uk/studying/working-and-studying>)

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

Funding for PhD Overruns

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

1. Your PhD funder. Many funders will extend funding if it is available.
2. Your department/supervisor, as they may have other funds available to them.
3. The University Hardship fund will often give grants for overruns.
4. The College Financial Adversity Support Committee will consider applications for overrun funding, as well as part funding with the above options.

Supplementing your income with paid work while studying

Postgraduate research students undertaking a course of more than 12 months may undertake paid work. The University recommends limiting work to 6-10hrs/wk. In exceptional circumstances, and to accommodate one-off events, students may be able to combine effective study with longer working hours, but this must only be undertaken after explicit discussion with their supervisor and their college tutor. Even in such exceptional

circumstances, students must never in any case exceed a maximum of 20hrs work each week, which includes both paid and unpaid work. Students who have submitted their thesis for examination are no longer subject to the University's restriction on working hours.

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

College Development Office

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

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

CCRFC

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

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

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

Security and Personal Safety

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

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

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

Bike Theft

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

Closed Circuit TV Cameras

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

24-hour basis from the Porters' Lodge.

There is a code of practice for the use of the cameras, which deals with the circumstances under which the cameras can be used to investigate sensitive areas. Copies of the Code of Practice are available in the Porters' Lodge.

Attacks on students

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

Late Night Taxi Service

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

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

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

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

Concerns about behaviour of other students

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

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

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 Maddingley 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 at the bottom of 72 Storey's Way. This service is open every weekday between 8.30 and 15:00 (8:30 - 13:30 out of term). 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 Maddingley Road and of Maddingley 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>.

Electric Scooters

Electric Scooters are not permitted on College grounds. Scooters must not be kept or charged in College accommodation.

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.

Discipline

University Regulations

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

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

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

College Regulations

The formal rules under which the College operates are set out in the 'Statutes, Ordinances and Regulations,' which can be found on the College website: www.chu.cam.ac.uk/about/official-documents.

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

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

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

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

Complaints Procedure

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

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

Data Protection Policy

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

The College Officers

Master	Prof Dame Athene Donald
Vice-Master	Dr Adrian Barbrook
Senior Tutor	Dr Rita Monson
Senior Postgraduate Tutor	TBC
Bursar	Mrs Tamsin James

Other Postholders:

Estates and Operations	TBC
Director of Archives Centre	Allen Packwood MA
Dean	TBC
Finance Tutor	Dr Chris Braithwaite Matthew Ireland
Praelector	Matthew Ireland
Librarian	Ms Liz Pearton (maternity cover)
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 \(cam.ac.uk\)](http://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, churchill.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 (TBC) 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, car parking, issuing of keys to rooms, lockers and certain special areas, sorting and distribution of mail, Redit books, valuable lost property, telephones, etc.

Senior Computer Officer (David Spaxman) Responsible for the provision of a computer service throughout the College. Offices: first floor corridor

Librarian (Liz Pearton - Maternity Cover) 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.

Appendices

A. Statement on Harassment and Bullying

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

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

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

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

The College urges any student who is subject to bullying or harassment to seek assistance in the first instance from the Senior Tutor, the Senior Postgraduate Tutor, their Tutor or another Tutor, the Dean, the College Nurse, the College Counsellor, the Porters, or the welfare officers of the JCR or MCR, according to the student's preference. This may be done through informal contact in the first instance, by email, telephone or face-to-face meeting. Complaints will always be treated confidentially and on a need-to-know basis within the College's welfare, investigatory or disciplinary teams, except in cases where it is believed that an active threat to a person or persons exists or persists.

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

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

B. Code of Conduct

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

Council.

A person is guilty of offensive behaviour if he or she

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

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

C. Statement on Plagiarism

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

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

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

Plagiarism might also arise from **colluding** with another person, including another candidate, other than as

permitted for joint project work (i.e. where collaboration is concealed or has been forbidden). A candidate should include a general acknowledgement where he or she has received substantial help, for example with the language and style of a piece of written work.

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

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

Acceptable means of acknowledging the work of others (by referencing, in footnotes, or otherwise) is an essential component of any work submitted for assessment, whether written examination, dissertation, essay, registration exercise, or group coursework. The most appropriate method for attribution of others' work will vary according to the subject matter and mode of assessment.

Faculties or Departments should issue written guidance on the relevant scholarly conventions for submitted work, and also make it clear to candidates what level of acknowledgement might be expected in written examinations. Candidates are required to familiarize themselves with this guidance, to follow it in all work submitted for assessment, whether written paper or submitted essay, and may be required to sign a declaration to that effect. If a candidate has any outstanding queries, clarification should be sought from her or his Director of Studies, Course Director or Supervisor as appropriate.

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

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

D. Drugs

1. Members of the College are reminded that to take drugs otherwise than under medical direction is both dangerous to health and welfare and often illegal. Under legislation dealing with controlled drugs, the unauthorised possession or distribution of these drugs constitutes a criminal offence and the College's policy is to co-operate fully with the Police in the execution of their duties. If the College were knowingly to permit drug offences to take place on its premises, it would itself be liable under the *Misuse of Drugs Act 1971*.
2. In the interests of individual members of the College and as a responsible organisation, the College will not tolerate unauthorised possession, use or distribution of any controlled drug within the College or by members of the College. Evidence of any such activity will be met with disciplinary proceedings, with police involvement as appropriate. The College's procedures could result in sending down.
3. If any evidence comes to light which indicates that a student of the College might be committing a drugs-related offence, the first step would normally be for the Senior Tutor to be informed; and the Senior Tutor would then raise the matter informally with the student, either directly or through the student's Tutor who would, in any event, be kept fully informed. Any subsequent such evidence would be referred to the Senior Tutor, the Dean, and if appropriate, to the Police.

Careful records

of discussions between any College Authority and any student would be made in a manner consistent with the provisions of the Data Protection Act and would be maintained in the Senior Tutor's office. These records would be shown to the student concerned, on request.

4. The College, however, wishes to be as supportive as possible to all its members and will give full assistance to anyone seeking relevant medical or counselling help regarding drug taking or similar issues such as alcohol consumption. Confidential advice and assistance can be obtained from General Practitioners, the University Counselling Service and College Counsellor. The Tutors and College Nurse are always ready to give advice and support.

E. Alcohol Excess

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

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

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

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

KEY CONTACTS FOR POSTGRADUATE STUDENTS

Porter's Lodge	David Reece	(3)36000
Senior Postgraduate Tutor	TBC	(3)36199
Postgraduate Student Officer	Rebecca Sawalmeh Postgrad@chu.cam.ac.uk	(3)36157
Bursar*	Tamsin James bursar@chu.cam.ac.uk	(3)36212
Student Finance Office	students.accounts@chu.cam.ac.uk	(3)36185
Facilities Manager*	Paolo Paschalis facilities.manager@chu.cam.ac.uk	(3)31669
Housekeeping	Heidi Willers housekeeping@chu.cam.ac.uk	(3)36131
Catering Manager*	David Oakley catering@chu.cam.ac.uk	(3)36130
Computing	Kieran Osborne/ Alex Aldridge (Assistant Computer Officers) computing@chu.cam.ac.uk	(3)36043
Meeting Rooms/Events (Conference Coordinator)	Conference Office conferences@chu.cam.ac.uk	(3)36041
Accommodation Officer (Guest rooms)	Agnes Lajko accommodation@chu.cam.ac.uk	(3)36164
College Nurse	Karen MacGinley nurse@chu.cam.ac.uk	(3)36133
Dean	TBC Dean@chu.cam.ac.uk	
Grounds/sports/gardens*	John Moore john.moore@chu.cam.ac.uk	(7)46860
Alumni and Events Officer	Elizabeth McWilliams alumni@chu.cam.ac.uk	(3)36083

* Head of Department