Postgraduate Student Handbook 2026-27

(Pink Book)

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Key Dates 2026-27

6th October 2026 University Michaelmas Full Term Begins
10th October 2026 Induction Event (Compulsory) and Postgraduate Matriculation Dinner. Students will receive invitations to the dinner.
11th October 2026 Trip to Chartwell (Optional)

During the year emails will be sent about lectures and other special events taking place in College, including common tables (joint dinners) with the Fellows and students, and formal halls. Information about College news and events can be found on the College's website and social media channels:

www.facebook.com/ChurchillCollegeCambridge

www.instagram.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, who were all postgraduates, 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 percent of students study Science, Mathematics or Technology, and that at least one-third of students are Postgraduates.

Churchill was the first of the colleges to decide to become co–educational, and the first female students entered in October 1972. There are now approximately 210 Fellows and By–Fellows, 370 Postgraduate students and 480 Undergraduates. The Mastership of the College is a Crown appointment, and the current Master is Professor Sharon Peacock. The list of Fellows can be found in our Fellowship Directory.

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 postgraduates, resident Fellows and teaching rooms, the main building and the Sheppard Flats were all built between 1960 and 1965 and were among the first 1960s buildings in the UK to be listed as being of architectural importance.

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

More information about the college and its history can be found on our website.

All students living in College accommodation should also have access to the Accommodation Handbook 2026-27.

College Organisation and Governance

The College prides itself on its friendly, inclusive nature. Staff, Fellows, and students enjoy being part of one community. 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. These are abbreviated respectively to JCR, MCR and SCR. Undergraduates are usually 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 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 is advised about this in advance. The MCR is largely funded through an annual grant from the CCRFC (Combined Common Rooms Finance Committee).

For more information about the MCR committee, MCR events, Freshers' guides and activities, visit their page on the Churchill Student Hub.

The Governing Body

The Governing Body consists of the Master and the Fellows, except for Emeritus/Emerita, Overseas and Honorary Fellows. In addition, there are four student members, two representing the postgraduates 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 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.

The College Council

The College is a registered charity and Council is effectively the 'board' of the charity. The Fellow members are charitable trustees of the College, with the legal responsibility that entails.

The Master and the Vice-Master are members of Council ex officio, and there are ten other Fellows elected to serve for two years each. The Senior Tutor, the Senior Postgraduate Tutor and the Bursar also attend Council for all business, and two JCR, two MCR and two staff members also attend, leaving only for Fellowship Matters. The student representatives are the JCR and MCR Presidents and one other elected representative from each Student Common Room, usually the Secretary or Vice-President.

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 undergraduate and postgraduate students, educational, tutorial, and disciplinary matters, and over College finances and administration. Whilst student attendees do not vote at Council the meetings are an important forum for discussion of issues that affect students and the College community.

There are many subcommittees of the Council dealing with the detail of specific areas of the College's operation. These include:

- The Student Services and Facilities Committee , concerned with such matters as the facilities in the College, health, safety and security, catering, rents, and the allocation of rooms.

- The Finance Committee, which considers matters such as the budget and student rents and charges.
- Other College Committees where there is student representation include those concerned with ICT, education, library, estates (buildings and environment), sustainability, hanging of works of art, and special committees called to hear disciplinary and academic student appeals.

More information can be found on our Governance webpage.

Postgraduate Tutors
You will be assigned a College Tutor before you arrive at Churchill. Your Tutor supports your welfare and academic progress throughout your time at Cambridge.

You are welcome to contact your Tutor at any time by email. They are your first point of contact for advice and support on personal, welfare, financial or practical matters that may affect your studies or experience at Cambridge.

Your Tutor can also act as an intermediary in official matters involving the University, including certification of residence, examination arrangements and certain Student Registry processes. While academic matters are primarily the responsibility of your supervisor or Director of Studies, many students find it helpful to discuss these issues with their Tutor as well.

Postgraduate Office
The Postgraduate Office at Churchill deals with administration related to:
- Postgraduate admissions
- Pastoral support for postgraduates
- Postgraduate accommodation, including assigning accommodation and room bookings
- Immigration compliance
- Organising various postgraduate events
- Creating letters and documents for postgraduates
- Supporting the College's postgraduate tutors
- Signposting students to the appropriate teams within the College

The Postgraduate Office is located on the ground-floor corridor, close to the Porters' Lodge.
If you are unsure about anything during your time at Churchill, we encourage you to contact us. No question is too small. Rebecca Sawalmeh, Postgraduate Office Manager, and Lily Hunter, Postgraduate Assistant, are here to help with all aspects of postgraduate administration.

You are always welcome to drop in, email us at postgrad@chu.cam.ac.uk, or call 01223 336157. The office is usually open Monday to Friday, from 8:30am to 4:30pm.

Mentors
You will be assigned a College Mentor.
The mentor scheme encourages informal intellectual and social connections between members of the MCR and SCR. Your Mentor does not have any formal academic responsibilities; instead, they provide opportunities for conversation, discussion and intellectual exchange outside your course of study.
During the year, you may receive up to two invitations to join your mentor for a Common Table dinner. These special joint Formal Halls take place periodically throughout the term.

Induction
We formally welcome all postgraduate students who are starting a new course at Churchill at our

Induction Event which, for the 2026/27 academic year, will take place on the 10th October 2026.
If you are a new full-time student, you must attend this event. If you are studying part-time, we warmly encourage you to attend if possible.
The programme includes a welcome from the Master, signing the postgraduate student book, the official cohort photograph, a buffet lunch and a matriculation dinner in the evening.

Matriculation
If you are new to the University of Cambridge, you will become a member of the University through a formal process known as matriculation.
You will complete University registration online before matriculating. We will send information about the registration process to your University (@cam) email address, including instructions and key deadlines.

Residence

Requirement to live in Cambridge
If you are studying full-time as a postgraduate student at the University of Cambridge, you are normally expected to live in Cambridge for the duration of your course unless you:

- have been withdrawn from the Register by the Board of Graduate Studies;
- have been granted permission to work away from Cambridge; or
- have been granted a period of intermission.

For these purposes, residence normally means living within 10 miles of the centre of Cambridge. If you need to live further away or spend an extended period away from Cambridge, please contact the Postgraduate Office to discuss the appropriate arrangements.

The University's residence requirements also include specific rules about the number of nights you must spend in Cambridge during each official Term. Information regarding residence requirements can be found on the University's website, where you can also find official Term dates.

Informing College if away during Term
If you plan to spend a night or more away from Cambridge during Term, please sign out in the Temporary Exeat Book at the Porters' Lodge before you leave.

We are required to confirm that students have met the University's residence requirements, which form part of the regulations governing degree eligibility. It is also important that we know how to contact you in an emergency and where you can be reached if necessary.

If you hold a Student visa and plan to leave the UK for over a week, you must inform the Postgraduate Office by emailing postgrad@chu.cam.ac.uk.

Guests staying in College
If you have a guest staying overnight, please inform the Porters' Lodge and let them know the date your guest is due to leave.

Guests may stay in a College room for a maximum of three nights. We do not require guests' names, but we do ask for the contact number of any additional occupant for emergency purposes. For further information about guest accommodation, please refer to the Accommodation Handbook.

Animals and pets are not permitted on College premises. If you require an assistance animal or need to bring an animal to College as part of a disability-related adjustment, please contact the Postgraduate Office to discuss appropriate arrangements.

Student Visas (overseas students and dependants)
If you require a visa to study in the UK, immigration regulations require you to register with both the University and the College when you arrive. At Churchill, you will complete this process through the Postgraduate Office.

When you register, you must provide your passport and visa details so that we can record them.

Throughout your studies, you must:

- keep your term-time address on CamSIS up to date;
- provide details of any new passport or visa you obtain; and
- attend the Postgraduate Office each term to confirm your personal details.

The University has a legal duty to monitor visa compliance. If you do not meet your visa responsibilities, the University may be required to report this to the relevant authorities.

You can find further information about immigration and visa requirements 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 you need to spend more than two weeks away from Cambridge, beyond any routine leave agreed with your supervisor, you must apply for Leave to Work Away through CamSIS. In some circumstances, it may be more appropriate to apply for intermission.
The University will normally approve Leave to Work Away only where there is a clear academic reason, such as:

- conducting fieldwork;
- undertaking research directly related to your approved topic; or
- writing up your dissertation or thesis before submission.

If you plan to leave a bicycle on College property while you are away, please inform the Porters' Lodge so that it is not mistaken for an abandoned bicycle.

If you hold a Student visa, working away from Cambridge may affect your immigration status and reporting requirements. Before making an application, please review the University's guidance on working away from Cambridge.

Mail

Outgoing Mail
An inter-College postal service free to 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 9am to 9pm daily.

Pigeonholes (Mailboxes)
If you are living in College-owned accommodation, your correct postal address is:

[Name]
[Room Number]
Churchill College
Storey's Way
Cambridge
CB3 0DS

If you live in College family or couples accommodation and your partner or family member uses a different surname, please arrange for their mail to be addressed c/o ("care of") the Churchill-registered student.

Please do not have mail delivered directly to your accommodation address (for example, 70 Storey's Way). The Porters are unable to sort mail sent in this way, which increases the risk of it being lost or stolen. Instead, use the College postal address provided above. As storage space is limited, please avoid arranging delivery of large parcels significantly before your arrival at College.

Postgraduate students paying full College and University Fees, including part-time students are allocated an open pigeonhole (mailbox) in the post room opposite the Porters' Lodge or in the Lodge itself. We place your mail in this pigeonhole and do not forward it to an external address if you live outside College accommodation. Please check and clear your pigeonhole at least once a week. If mail begins to accumulate, we will place a notice in your pigeonhole and hold your mail in the Porters' Lodge. If you do not collect the mail within one month, we will close the pigeonhole and either return the mail to the sender or dispose of it, as appropriate.

Redirecting Mail for Students Departing the College
After you leave Churchill, we will redirect any mail that arrives at the College to your forwarding address for up to one month.
If you would like us to continue redirecting your mail after this period, you will need to pay the relevant charge, which varies according to the destination. We cannot redirect internal University mail, and the Porters cannot redirect mail to another member of the College.

Before you leave, we strongly recommend updating your address with organisations and individuals who regularly contact you, including banks, healthcare providers, employers, supervisors, family and friends. Doing so will help ensure that you continue to receive important correspondence without delay.

Computing

The College and University provide two wireless networks for students and academic staff: eduroam and UniOfCam-IoT. You can access both networks using your University credentials (CRSid).

UniOfCam-IoT is designed for devices that do not support certificate- or profile-based wireless networks, such as games consoles (for example, Nintendo Switch and Xbox) and certain IoT devices.

You can also use the PCs in the Lloyds Room, opposite Wolfson Hall, to access University software and services. Instructions for accessing these resources are displayed in the room.

A third wireless network, **UniOfCam-Guest**, is available for visitors. As this network requires periodic re-authentication and uses a social media or email login rather than a CRSid, we recommend that students and staff use eduroam or UniOfCam-IoT wherever possible.

If you require a wired internet connection in your room, please submit an online request to the Computing Office using the link below. Once we have processed your request, we will provide your connection details and IP address.

Churchill Computing FAQ's

Please use the College network responsibly. To maintain a reliable service for everyone, we monitor and manage excessive network usage in line with a fair use policy. Excessive use may result in disconnection from the wired network.

The College prohibits peer-to-peer (P2P) file-sharing software and the downloading or distribution of copyrighted material without permission. If you breach copyright law while using the College or University networks, you may receive a fine of at least £50 and we may refer repeated or serious breaches to the Senior Tutor and the Dean.

To help protect your data and devices, we strongly recommend that you:

- install the free Trellix antivirus software provided by University Information Services
- back up important files using the University's OneDrive service;
- complete the University's MyCompliance Cloud cybersecurity training; and
- read the University's OneDrive guidance.

For further information, please visit the Computing Support page on the College Student Hub or contact the Computing Office at computing@chu.cam.ac.uk.

Television

If you watch or record live television broadcasts, or use services that require a TV licence, you are responsible for ensuring that you have the appropriate licence. This requirement applies whether you live in College accommodation, a hostel, or private rented accommodation. Please visit www.tvlicensing.co.uk for guidance on TV licensing and online streaming services.

Please note that most College rooms do not have TV aerial sockets, and you must not install external aerials. As a result, televisions can only be used where an indoor aerial provides an adequate signal. If you would like to have a communal television in a College house, please contact the MCR Equipment Officer to check whether a TV licence is already in place for that property.

The MCR and JCR currently fund a Sky TV subscription, including sports channels, for the two television rooms in the main College buildings.

Maintenance and Housekeeping

Please report building repairs, maintenance requests and housekeeping issues through Jira, the College's online reporting system.

When submitting a maintenance or housekeeping request, you must complete the Permission to Enter field and select either Yes or No. If you select No, please arrange a suitable time for access by contacting either maintenance@chu.cam.ac.uk or housekeeping@chu.cam.ac.uk.

Wolfson Storage Room

A storage room is available in the Wolfson Flats for use with permission from the Postgraduate Office. This facility is intended for residents of the Wolfson Flats and students who are on Leave to Work Away or Intermission. Only suitcases and boxes may be stored. Please do not use the space for furniture,

clothing, household items or other miscellaneous belongings.

Before storing any item, please ensure that it is:

- securely packed;
- clearly labelled with your full name;
- labelled with your University email address;
- and marked with the date you intend to collect it.

We inspect and clear the storage room annually. We may recycle or donate any items that are unlabelled, incorrectly labelled or left beyond their collection date.

Please note that you store items in the Wolfson Storage Room at your own risk. The College cannot accept responsibility for loss or damage.

Families

Churchill offers accommodation for up to 20 students with children in the Wolfson Flats maisonettes. The accommodation includes a communal playground and social room.

If you have children living with you, you are responsible for supervising them at all times.

You are welcome to bring your children to informal lunch and dinner in the Dining Hall, and highchairs are available. To ensure that everyone can enjoy the dining environment, we may ask you to take your child out of the hall if they are causing significant disruption.

Please note the following:

- Children under 12 may use the tennis courts only when supervised by an adult.
- For health and safety reasons, the gym is not available to anyone under the age of 18.
- Children under eight should not normally be brought into the libraries or Common Rooms.
- Children should not enter other areas of the College unless accompanied by an adult.

Expecting a Child

If you or your partner are expecting a child during your time at Churchill, please let your Tutor and the Postgraduate Office know as early as possible. We can help you access relevant information and support.

Childcare in the UK can be expensive, and financial assistance is limited. Local childcare options include registered childminders, who provide care in their own homes, and a range of nearby nurseries.

Nursery Provision

Churchill College is a partner with the Wolfson Court Nursery, located opposite the College next to the Department of Mathematics. Churchill students and staff receive priority consideration for places. To arrange a visit or discuss an application, please contact Bright Horizons: parent-enquiry@brighthorizons.com.

The University also operates nurseries in West Cambridge and Eddington. The University Childcare Service manages waiting lists and provides information and advice on:

- nursery places;
- pre-school and after-school childcare;
- school applications; and
- family support services.

Childcare Support
Childcare support is generally means-tested.

- UK students may be eligible to apply for childcare support through the University.
- EU and international students may be able to apply to the Childcare Bursary Scheme for pre-school and after-school childcare support. The Colleges fund this scheme and the University Childcare Service administers it.

Application forms are available through the University Childcare Service and must be signed by your Tutor. Please note that any childcare provider you use must be appropriately registered and inspected. The University Childcare Service also runs holiday play schemes for school-age children.

For further information, please visit the Partners and Families page on the College website.

Food and Drink

Eating together is an important part of College life. It's an ideal chance to meet friends - old and new. Payments for all meals are made by way of University/College card at the tills situated at the exit from the Servery and in the Buttery. The timing of meals and menus in Hall will be displayed on the digital screen in the Buttery. More information is available on the Dining at College page on the College website. The Dining Hall menu is updated daily.

Breakfast **Dining Hall**	Monday to Friday 07:30am – 09:30am Saturday 07:30am - 9:30am - Brunch from 11:30am Sunday 07:30am - 09:30am
Lunch **Dining Hall**	12pm – 2pm every day during Full term
Supper **Dining Hall**	5:45pm – 7:10pm every day during Full term (Diners must leave the Hall by 7:25pm at the very latest when a Formal Dinner is being held)
Formal Hall **Dining Hall**	7:30pm Students can sign up to formal hall on the Churchill Student Hub. Formal halls are normally held on Sunday, Thursday and Friday during term.
Buttery	Up to 10pm - A hot snack option is available from the Buttery Bar most evenings.

Kitchen Closures
The main Kitchen closes at Christmas for about ten days. You 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.

Please see the MCR page on the Student Hub for more details.

If you are invited to a Feast or Formal Hall, please reply promptly. Do not fail to turn up as there is a formal seating plan and it ruins the evening for those who must sit next to an empty chair. You will be charged if they do not turn up and have not cancelled at least 24 hours before the dinner.

Behaviour whilst dining in Hall
Please see the Code of Conduct (Appendix B) and Appendices D and E. If you are attending Formal Halls, you may only bring one bottle of wine between two diners. This limit is strictly enforced, and you may be asked to leave the Hall if you break the rule.

Meal Prices
Details of Meal Charges are published in the Hall and on the booking system at the beginning of each term.
Self-service meals range in price from £4-7 and there is a wide choice available. As of July 2026, Formal Halls cost £15.70 for College members and £16.70 for guests.

Guests and Children
You may bring a guest 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 are also welcome and can pay in cash at the tills—there is a higher charge because of VAT.

Private Catering
All College members are encouraged to use the catering facilities where possible. The Conference Office (churchill.conferences@chu.cam.ac.uk) will be pleased to offer quotations for special dinners for birthdays, society and club events and other celebrations in private dining rooms.

Food Allergies
If you have a food allergy, you must inform the College Nurse (college.nurse@chu.cam.ac.uk) and the Catering Team (churchill.catering@chu.cam.ac.uk). The College kitchens are more than happy to do their best to provide people with allergies with appropriate food if they are asked to do so. It is important to send in details of food allergies to the Catering Manager before attending a formal dinner.

If you bring guests with a food allergy to dine, you must inform the Catering Manager at least 48 hours before the dinner. Please note that College catering is not nut-free.

The Buttery
The Buttery is the College café/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 the Dining Hall. Alcoholic drinks can only be purchased using bank cards and not University/College cards.

Buttery opening times during term:

Monday to Friday	7:30am - 10pm
Saturday	2pm – 10pm
Sunday	2pm – 10pm

Out of term, the Buttery is open in the morning and during 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. Users must not put their 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 (The Vicious Penguin)
A student-run bar is operated in the Sandy Ashmore Room by the MCR under the College's licence and College rules. Opening hours are published by the MCR. JCR members may not use the MCR bar. Guests are welcome buy must be accompanied by a Churchill College MCR member. The bar is subject to the constraints of the premises licence held by the College and operates at the discretion of the designated premises supervisor. The MCR are responsible for keeping it clean and tidy. During the Summer Vacation, the Sandy Ashmore Room may be used occasionally during the day for conferences. If this is the case, the College will try and warn all postgraduates in advance.

Parties in College
There are rules governing all parties (including barbecues) in College and in College Grounds because of the impact on other residents and neighbours. If you wish to have a party for more than 10 people, you will need to fill out a contact form requesting permission. 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 and e-cigarettes
Smoking or vaping is not permitted anywhere on the College site, either inside or outside of the buildings, except for designated smoking area by the Buttery West Door. Please dispose of cigarette ends in the trays provided.

The Library
The College Library is in the Wolfson Hall Building.

The main function of the College Library is to provide books needed for undergraduate and postgraduate
students. In using it, you should remember that it is providing not only for your needs, but also for all other members of the College. You can use your University Card to access the Library 24 hours a day, and to borrow books. You can browse the library catalogue online.

The library office on the first floor of the Wolfson Hall building is open Monday-Friday, 9am-12.30pm and 1-5pm.

Introductory Library Tours
When you visit the library for the first time, any member of the library team will be glad to give you a quick tour to help you become familiar with the layout of the library, where to find books in your areas of interest, and how to use the library catalogue and self-service borrowing system. Either drop in to the library office on the first floor of the Wolfson Hall building, or email librarian@chu.cam.ac.uk to arrange a time.

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.

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.

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 using your University account, search for the book, and click 'Request'. When your requested book is available, Library staff will deliver it to your pigeonhole and email you to let you know it is there.

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 email your suggestions to librarian@chu.cam.ac.uk or fill in one of the paper forms provided in the entrance lobbies of the Library.

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

- There may be many people in the College that would all like to use a particular book in the Library at a particular time. 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 re ading rooms. Laptops and other
  devices may be used if they are not disturbing other Library users.

- Please 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 9am-12:30pm and from 1pm-
  5pm. Please come in to see us if you have any questions, or email librarian@chu.cam.ac.uk.

- There is an MCR representative 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 available to browse via the iDiscover Churchill College Academic Skills Collection and can be borrowed from the library or read online.

Wellbeing Collection
The Wellbeing Collection has 150+ books on topics including adjusting to University life, gender and sexuality, body image, depression, and self-esteem. This collection has been curated by the library team with assistance from the College Nurse and the College Wellbeing Co-ordinator. These books are available to browse via the iDiscover Churchill College Wellbeing Collection and can be borrowed from the library or read online.

The Roskill Library
The Roskill Library is housed in the Churchill Archives Centre and holds over 5000 books. It contains collections on political, naval, military and scientific history and biographies of the late nineteenth and twentieth centuries. The collection has been amassed partly to assist researchers at the Archives Centre.
These books are available to browse via the iDiscover Roskill Library and may be borrowed from the Roskill Library at the discretion of the Archivist.

The Roskill Library is open weekdays 9am-5pm. Those wishing to use this Library should contact the Archives Centre archives@chu.cam.ac.uk or the Librarian librarian@chu.cam.ac.uk.

Other Libraries in the University
As a member of the University, you also have access to the main University Library (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 1.75 million e-books, 180,000+ e-journal titles and 1,600+ 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.

Ergonomic aids and borrowable equipment
The Library offers a range of resources in addition to books and journals. At the entrance to both the

Bracken and Bevin reading rooms you will find a selection of ergonomic aids for use within the library. Charging cables, adaptors, VR headsets, plug & play DVD drives and other peripherals can be borrowed from the library office. A list of borrowable equipment is available on the library catalogue iDiscover.

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 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

You are welcome to use the College playing fields for recreation. To protect College property and ensure the safety of others, please do not play games close to buildings or the Library. Ball games must not take place within 50 metres of the Chapel, as it has stained-glass windows that are both fragile and historically significant.
If you would like to use a sports pitch, please book it through the Grounds and Gardens Team.

You must obtain approval in advance for organised team activities or events involving large numbers of guests. To make arrangements, please contact the Grounds and Gardens Team on 01223 746860 or visit their Office beyond the Sheppard Flats. The Porters' Lodge cannot authorise sporting events.

The College grounds, pavilion gym, squash courts, dance studios and other sports facilities are available for use by College members and their families. Participants attending conferences or continuing education programmes at Churchill may also use these facilities. If you are not a member of one of these groups, you must obtain permission from the Head of Grounds and Gardens before using College facilities.

If you book a sports facility on behalf of a group, you must remain present throughout the booking period. Bookings can be made through the Appointedd app.

Barbecues may only take place on College grounds including postgraduate housing with prior permission from the Conference Office. During long periods of dry weather, permission is unlikely to be given due to the additional fire risk.

As the private road is often busy with vehicles and pedestrians, please do not use it for recreational activities such as skateboarding, roller skating or similar activities.
If you bring children or guests to use the grounds, you are responsible for ensuring that they are properly supervised at all times.

Tennis Courts
You can book the tennis courts online. The hard courts include markings for: tennis, basketball and netball.
Three grass tennis courts are also available during the summer months.

To help us maintain the courts:

- Please do not play football on the tennis courts.
- Please do not strike balls against the perimeter netting.
- Always wear flat-soled shoes on the court surfaces.

Non-Churchill teams may only use the courts with the Bursar's approval.

Squash Courts
You can also book the squash courts online.
One court may be used for table tennis. If you use the table tennis table, please return it to the corridor outside the court when you have finished.

To protect the playing surfaces:

- Do not wear outdoor shoes on the squash courts.
- Please leave the courts clean and ready for the next user.

Showers and changing facilities are available nearby.

During vacation periods, the College may occasionally use the squash courts for storage, which may affect availability.

Pavilion Gym
You may use the pavilion gym once you have completed an induction and received authorisation.
To arrange an induction, please contact the Gym Supervisor at gym@chu.cam.ac.uk.

When using the gym:

- Use all equipment at your own risk.
- Report any faults or damage immediately to both the Gym Supervisor and the Porters' Lodge.
- Follow all safety guidance provided during your induction.

Please note that the rowing machines belong to the Boat Club and are available only to authorised Boat Club members.

College Grounds
To protect the playing fields and landscaped areas, please do not ride bicycles or use any other vehicles or wheeled equipment on the sports fields or grassed areas.
When the ground is wet, we also ask that you avoid walking on grass close to College buildings to help prevent damage.

Boating
Churchill shares an award-winning boathouse at Logan's Way, approximately two miles from the College, with three other rowing clubs (Selwyn College, King's College and The Leys School). Please see the Churchill Boat Club website for more information about rowing at Churchill.

Booking Rooms

MCR and Club Events
You can request room bookings using the room booking form.

This includes:

- MCR and JCR meetings
- Supervisions
- Society meetings and events
- Recurring bookings

Before submitting a request, please check room availability and ensure that you submit your booking at least one week before your event.
If your event requires compliance with specific College procedures or regulations, please read and retain the relevant guidance and appendices. The Events Office will be happy to advise if you need assistance.

Charges
We do not require a deposit for college meeting room bookings. However, we will charge for any damage, additional cleaning or other costs arising from an event, including JCR and MCR events.

The following charges apply:

- Private room bookings: £50 non-refundable fee e.g. birthday party
- Garden parties: £50 non-refundable fee
- Barbecues: £15 fee

Please note that charcoal is not provided.

If your request is for a CU Society, please complete this form.

If your request is on behalf of a CU Department or a separate company, please contact the Events Office direct on churchill.conferences@chu.cam.ac.uk.

Supervision (teaching) Rooms
During Easter Term, you may book seminar rooms and other available spaces for:

- Quiet study
- Academic discussion
- Collaborative working

The Conference Office will provide a daily list of available rooms. The Porters' Lodge will hold this list and can assist with bookings.

Unless otherwise reserved, Seminar Room 2, next to the Buttery, will operate as a drop-in quiet study space from 9.00am to 5.00pm each day. You may eat in this room, but it is not available for advance booking.

When allocating rooms, we will give priority to supervisions for Churchill undergraduate students.

Music Practice and Audio Technology

The Music Centre, located next to North Court, provide facilities for music practice, performance and recording. These include:

- Recital Room – featuring a harpsichord and Steinway grand piano
- Practice Room – equipped with an upright piano
- Music Studio – including a drum kit, piano, PA system, and guitar and bass amplifiers
- Control Room – for recording and music production

Churchill members can apply to become Music Centre users and then will be able to book these rooms using the using the online booking system.

Access to the Music Rooms is managed by the student Music Sizar (music.sizar@chu.cam.ac.uk) and the Director of Music, Dr Ewan Campbell (eahc2@cam.ac.uk). All rooms (apart from the Practise Room) require an induction.

Please register via this form to gain access to the music facilities and for details in how to complete an induction. Inductions mainly occur at the start of the year and then again at the start of each term, but email directly if wishing to be granted access outside of these times. Guests from Churchill or other Colleges are welcome to join you in using the facilities, however, you must remain present throughout the booking and are responsible for your guests and their use of the facilities.

The Music Centre is normally available between 6am and midnight.

Additional practice facilities are available in the Chapel, which houses a Yamaha grand piano. Please see the Chapel section of this handbook for further information.
Whenever you use the Music Rooms or Chapel, please switch off the lights, return the space to the condition in which you found it, and ensure that it is securely locked when you leave.

Churchill Music Society
The Churchill College Music Society organises a varied programme of student and professional concerts throughout the year. These events are mostly free to attend and open to both College members and the wider community.
To keep up to date with musical activities, performances and opportunities, please join the mailing list: https://lists.cam.ac.uk/sympa/info/chu-music-members.

Inter Alios Choir
Inter Alios is the joint choir of Churchill and Murray Edwards Colleges and is directed by Dr Ewan Campbell, Director of Music.

The choir rehearses twice a week during term and performs every Sunday, alternating between Churchill Chapel and the Dome at Murray Edwards College. Sunday events include both traditional choral Evensong and the popular Music & Words series, which combines music with talks and reflections and welcomes people of all faiths and none.

In addition to its weekly programme, the choir performs at concerts, College feasts, cathedral visits and other special events throughout the year. Members benefit from a range of social and musical opportunities, including termly High Tables, special Formal Halls and occasional subsidised trips.
The name *Inter Alios* means "among others" and reflects the choir's inclusive and collaborative ethos: inter-faith, inter-collegiate and international. Its repertoire ranges from large-scale, well-known choral works to contemporary compositions, with a particular commitment to showcasing music by women composers.

The choir welcomes singers with a wide range of experience. While the ability to read music is essential, most new members join following a short informal trial rather than a formal audition.

Formal auditions are held for:

- Choral Scholarships
- The Inter Alios Chamber Choir
- Other scholarship opportunities offered by Churchill and Murray Edwards

If you would like to sing with the choir or audition for a scholarship or chamber choir place, please contact Dr Ewan Campbell at eahc2@cam.ac.uk.

Churchill Jazz Band
Churchill Jazz Band is a 20-piece big band that brings together musicians from across the University. The band performs a wide range of repertoire, from classic swing and Latin jazz to funk and contemporary arrangements.

Throughout the year, the band performs both in College and across Cambridge, including regular appearances in the Buttery, local venues and University events such as May Balls and Winter Balls. Auditions normally take place in October.

To find out more, please contact: chujazzband@gmail.com or follow the band on Instagram.

Instrumental and Vocal Bursaries
In partnership with the Chapel Trust, the College offers Instrumental and Vocal Bursaries. Successful applicants can receive up to £250 per academic year towards eligible musical expenses, including:

- Music lessons
- Sheet music and scores
- Travel related to musical activities
- Other approved musical costs

Applicants for Instrumental and Vocal Bursaries are normally expected to perform at approximately Grade VIII standard on their chosen instrument. Selection takes place through a short audition during Michaelmas Term.
If you receive a bursary, you will be expected to contribute to the musical life of the College and contribute to the Churchill Music Society concert series.

Music Sizarship
Each year, the College appoints student Sizars in a number of creative disciplines, including Music, Theatre, Visual Arts and the Bill Brown Creative Workshops.
The primary role of a Sizar is to encourage, support and lead artistic activity within the College community.
Further details, including how to apply, are released during Michaelmas Term. As a postgraduate student, you are welcome to apply through the Tutorial Office.

The Chapel

The Chapel is a distinctive and beautiful building located at the far end of the College playing fields. Although it operates as an independent charity, its trustees include Churchill Fellows, staff and alumni. The Chaplain, the Revd Canon Nigel Cooper, can be contacted at nsc47@cam.ac.uk.

Everyone is welcome in the Chapel, regardless of faith, belief or background. Music plays an important role in Chapel life, particularly through the Inter Alios Choir, a joint choir with Murray Edwards College and other members of the University community.

During term, regular Sunday events usually take place at 5.45pm. These typically alternate between:

- Music & Words – a non-religious event featuring music and a reflection from a guest speaker; and
- Evensong – a traditional Anglican choral service.

As an ecumenical chapel, services and events draw on a range of Christian traditions and are often led by students. Because the programme varies throughout the year, please consult the Chapel Term Card on the Chapel website for the latest information.

When the Chapel is not in use, you are welcome to visit for quiet reflection, prayer or contemplation. Your College card should provide access. The Chapel offers a peaceful environment, comfortable seating and views across the surrounding gardens.

If you would like to use the Chapel for an event, please first check the online calendar of events to confirm availability. You can then submit a request using the online booking enquiry form or by emailing chapel.bookings@chu.cam.ac.uk. Please provide at least three working days' notice when making a booking request.

If you would like to enquire about a wedding, baptism, service of welcome, funeral or memorial service, please contact the Chaplain directly. Please note that weddings conducted in the Chapel must comply with the relevant legal requirements and be conducted as Christian services.

Further information is available on the Chapel website. If you are interested in music-making in the Chapel or across the wider College community, please contact the Director of Music, Dr Ewan Campbell, at eahc2@cam.ac.uk.

Works of Art

Churchill is home to an extensive collection of artworks displayed throughout the College. Some works belong to the College, while others are generously loaned by artists and collectors.
We ask all members of the College community to treat these works with care. Damage to artworks can be costly to repair and may result in significant expense for both the College and the individual responsible.

Art Studio

The College Art Studio is located behind 76 Storey's Way and provides a dedicated space for visual arts practice.
To use the studio, you must obtain permission from the Curator of Works of Art, Mr Barry Phipps. If you would like to enquire about access, please contact him at bjp31@chu.cam.ac.uk.

We encourage all users to respect the studio, its equipment and the work of fellow artists, and to leave the space clean and tidy after use.

The Bill Brown Creative Workshops

Churchill College offers a dedicated space where you can make, create, and bring your ideas to life.

Anyone in the College community can use the Bill Brown Creative Workshops to create, craft, develop, experiment, and get hands-on with new projects. Whether you're interested in casual crafting or prototyping research, the workshops support a wide range of activities. The BBCW Blog displays the kind of activities and projects you can undertake in the Creative Workshops.

The workshops provide a variety of tools and equipment, including 3D printers, laser cutters, digital tools, sewing machines, paints, and more. The facility includes three workshops and a project space that hosts activities and exhibitions.

We hold workshop inductions every Wednesday at 3pm. Each induction lasts approximately 25 minutes, and all Churchill College members must complete one before using the workshops. During the induction, you will learn how to use the workshops, understand safe working practices, and

follow the Cultural Guidelines. We welcome all experience levels, from complete beginners to experienced makers.

You can find the workshops between the bike sheds and the squash courts. They are open daily from 7am to 10pm.

Please contact Jonathan Woolf jonathan.woolf@chu.cam.ac.uk or creative.workshops@chu.cam.ac.uk if you have any queries about the Bill Brown Creative Workshops.

Health and Welfare

The University's guide to healthcare services for students is available on the Student Support website and includes information on topics such as vaccinations, common health concerns and accessing healthcare while studying.
You can also obtain free medical advice at any time by calling NHS 111, the NHS's 24-hour telephone helpline.

Further information about health and wellbeing support at Churchill is available on the Student Hub:

- Get Help
- Student Support
- College Nurse
- Wellbeing Co-ordinator
- College Counsellors

You must register with a General Practitioner (GP) as soon as possible after arriving in Cambridge. GP services are free of charge, although some services, such as travel vaccinations, medical certificates and health assessments for employment or further study, may incur a fee.

Guidance on registering with a GP is available on the NHS How to register with a GP Surgery webpage.

You can use NHS Find a GP to locate a practice near you.

Once you have registered, please update your GP details in CamSIS Self-Service, including the practice name, address and telephone number. This information may be essential in the event of an emergency.

If you receive ongoing treatment for a pre-existing medical condition in the UK, we recommend that you ask your current GP or specialist to liaise with the Cambridgeshire and Peterborough NHS Foundation Trust before you arrive in Cambridge.

Healthcare Costs for Students Arriving from Outside the UK
If you require a Student visa and will be studying in the UK for six months or longer, you will normally need to pay the Immigration Health Surcharge (IHS) as part of your visa application. Dependants applying under a Student visa route are also required to pay the surcharge.
The IHS is separate from the visa application fee.
If your visa application is successful, the surcharge allows you to access NHS healthcare in broadly the same way as a UK resident. This includes treatment through:

- GP surgeries
- NHS health centres
- NHS hospitals

You may still need to pay for certain services, including:

- Dental treatment
- Eye care and optical services
- Prescription medicines

Where charges apply, ask whether NHS rates are available.

If your visa application is unsuccessful, you will automatically receive a refund of the Immigration Health Surcharge, although your visa application fee is not refunded. The surcharge is also not refunded if you leave the UK before your visa expires or choose not to use NHS services during your stay.

Because NHS funding does not cover all costs, including medical repatriation following a serious accident or illness, we strongly recommend that you take out appropriate travel and medical insurance before travelling to the UK.

If you would like advice about healthcare charges for overseas visitors, please contact the Overseas Patients Team:

- Telephone: 01223 216999
- Email: add-tr.overseaspatients@nhs.net

Further information is available on the following webpages:

- CUH Overseas and Paying Patients
- University Healthcare Information for International Students

Illness and Injury

If you become unwell or sustain an injury, please contact the Porters' Lodge in the first instance. The Porters are trained in first aid and mental health first aid and can help you access the most appropriate support or medical service.
Please also let your Tutor and the College Nurse know as soon as possible if illness or injury is affecting you.

For medical advice at any time, you can call NHS 111 free of charge.

If you require non-urgent treatment outside normal surgery hours, NHS 111 may arrange an appointment for you at the Urgent Treatment Centre (Clinic 9) at Addenbrooke's Hospital.

If you are too unwell to travel independently, the Porters may be able to arrange a welfare taxi.
In the UK, hospital Accident and Emergency departments are intended primarily for emergencies. Unless your situation is urgent, you should normally contact your GP or NHS 111 first, and they will advise you if hospital treatment is required.

Most GP surgeries in Cambridge are open Monday to Friday, approximately 8:30am–6:00pm, and some also offer limited Saturday appointments. Outside these hours, an out-of-hours service supports local practices. If you call your GP when the surgery is closed, you will usually be redirected automatically to the appropriate service.

For more information, please see the NHS guidance on out-of-hours care.

College Nurse

The College Nurse provides support for minor illnesses and injuries through the Nurse Surgery in Room 48A.

Current opening hours are published online and displayed on the noticeboard near the main entrance. Please book an appointment before attending.
You can find further information and book an appointment using the links below:

- College Nurse Information
- Online Appointment Booking

Sports Injuries
If you sustain a sports injury, please visit the Porters' Lodge for first aid assistance. For minor sprains, applying ice as soon as possible may help reduce swelling and discomfort.
If your injury requires ongoing treatment or rehabilitation, please contact your GP, who can advise whether physiotherapy or other specialist support would be beneficial.

Dentistry
If you would like to register with an NHS dentist in Cambridge, you can use NHS Find a Dentist to identify practices that are currently accepting NHS patients.

Emergencies
In a serious medical emergency, such as:

- severe breathing difficulties (including a serious asthma attack);
- anaphylaxis or a severe allergic reaction; or
- severe chest pain,

call 999 or 112 immediately and request an ambulance.

As soon as it is safe to do so, please inform the Porters' Lodge so that they can direct emergency services to the correct location and provide access through College gates if required.
When you are able, please also let your Tutor and the College Nurse know what has happened.

Ambulances should only be called in genuine emergencies. If urgent hospital treatment is needed but the situation is not life-threatening, the Porters may be able to arrange a welfare taxi to the Accident and Emergency Department at Addenbrooke's Hospital. Welfare taxis are intended primarily to support students attending urgent, unplanned medical treatment arising from illness or injury, or where a clinical assessment has identified a temporary inability to travel independently.

Student Support

College Counselling Service
We offer a professional counselling service that is available throughout most of the year, including outside term time. Sessions may take place in person or online, depending on your circumstances and preferences. The service is widely used by both undergraduate and postgraduate students.

You are welcome to discuss any personal issue that may be affecting your wellbeing, studies or day-to-day life. Each academic year, you are entitled to:

- Six free counselling sessions
- A further six sessions at a subsidised cost of £20 per session

Your annual allocation resets at the start of each Michaelmas Term.

If financial hardship would prevent you from accessing further counselling, please speak to the Wellbeing Coordinator, who may be able to arrange additional support.
To request counselling, please email wellbeing@chu.cam.ac.uk. Louise Ranger, the Wellbeing Coordinator will contact you to arrange a meeting. Louise will then discuss your circumstances with

you and help identify the most appropriate support. This may include referral to a College Counsellor or another specialist service.

We recognise that students have different needs and preferences. We can arrange referrals to male or female members of staff and, where possible, take account of specific requirements relating to disability, ethnicity, religion or belief, sexual orientation, gender identity or other relevant factors. Please let Louise know about any preferences or requirements during your initial meeting.

If you would like to explore self-help resources, the College Library's Wellbeing Collection contains more than 150 books covering topics such as:

- Adjusting to University life
- Anxiety and stress
- Depression and low mood
- Self-esteem and confidence
- Body image
- Gender and sexuality

University Student Support Service
The University offers a wide range of free wellbeing and mental health services, from counselling to more specialist support.
The University Counselling Service (UCS) supports students experiencing personal, relationship-related or academic difficulties. The service is available free of charge throughout the year to all currently registered students and offers both online and in-person appointments.
UCS uses a model called One at a Time Therapy, which allows you to book individual sessions as and when you need them, rather than committing to a regular programme of appointments. This approach aims to provide timely support at the point of need.

In addition to one-to-one counselling, UCS offers a programme of support groups and workshops throughout the year on a range of wellbeing and mental health topics.

The University Counselling Service is located on the third floor of the Student Services Centre on the New Museums Site.

You can contact the service by:

- Telephone: 01223 332865
- Student Support Request Form
- Email: reception@studentsupport.cam.ac.uk

Postgraduate Wellbeing Service
The Postgraduate Wellbeing Service works alongside postgraduate students to support their mental health and wellbeing throughout their studies.

You can access support with:

- Exploring available support options and resources through an initial consultation
- Managing challenges that may be affecting your personal life, studies or research
- Developing evidence-based strategies to improve wellbeing and manage low mood, stress or anxiety
- Addressing difficulties such as perfectionism, procrastination or maintaining motivation

Mental Health Advisors (MHAs)
Mental Health Advisors provide specialist support for students experiencing moderate to severe mental health difficulties.

Please note that you cannot refer yourself directly to this service. If you think you would benefit from support from a Mental Health Advisor, please speak to:

- Your Tutor
- The Wellbeing Coordinator
- The College Nurse

They can discuss your circumstances with you and, where appropriate, make a referral on your behalf. Further information is available from the Mental Health Advice Service.

The Harassment and Violence Support Service (HVSS)
The Harassment and Violence Support Service (HVSS) provides trauma-informed emotional and practical support to students who have experienced:

- Sexual harassment
- Sexual violence
- Intimate partner abuse
- Racial discrimination
- Religious discrimination

You can access support regardless of whether the incident took place within the University or elsewhere, and regardless of when it occurred.
The service includes a dedicated Racial and Religious Discrimination Adviser and can help you understand your options, access appropriate support services and navigate University procedures where relevant.

HVSS is not a counselling or therapy service. Instead, it provides focused, short-term emotional and practical support to help you manage the impact of your experience and access further assistance if needed.

The University also provides a range of wellbeing resources, self-help materials and guided support tools.

Finance

The Student Finance Office is located on the first floor, above Housekeeping and near the JCR. If you are unsure how to find it, please ask the Porters for directions.

UK Bank Accounts
We strongly recommend opening a UK bank account before you arrive in Cambridge, or as soon as possible after you arrive. Having a UK bank account will make it much easier to pay College bills and receive any funds due to you during your time at Churchill.
If your bank requires confirmation of your student status, the Postgraduate Office can provide a supporting letter on request.

Your College Accounts
We maintain two separate accounts for you during your time at Churchill:

- A Tuition Account for tuition fees
- A College Account for accommodation and other living expenses

Tuition Account
The College collects all tuition fees on behalf of the University.

Self-Funded Students (Including Part-Funded Students)
If you are self-funded or part-funded, you must pay your tuition fees in full for the 2026–27 academic

year at least five working days before your arrival at College. Please ensure that cleared funds reach the College bank account by this deadline.
You should pay your fees by bank transfer. If you are making a payment from an overseas bank account, you may wish to use TransferMate.

Please note that we cannot complete your registration until we have received your tuition fees.
If you receive funding directly from a government body, external organisation or other sponsor, please contact the Student Finance Office as soon as possible at students.accounts@chu.cam.ac.uk to let us know.

Students Fully Funded by a Sponsor or Funding Body
Many postgraduate students receive funding from a sponsor or funding body that covers some or all of their tuition fees and living costs.

Before you arrive, we will send you a bill showing:

- The tuition fees due for your course; and
- The funding body or sponsor that will be responsible for paying those fees.

Where appropriate, we will collect the University and College fees directly from your sponsor or funding body on your behalf.

You should normally receive your funding in time to pay your Membership Bond, rent deposit and any advance rent due before arrival. If there is likely to be a delay in receiving your funding and you are concerned about meeting these payments, please contact the Student Finance Office at students.accounts@chu.cam.ac.uk as soon as possible. We will be happy to discuss your circumstances and advise on the options available.

College Account
Membership Bond
All students are required to pay a Membership Bond of £250. We hold this bond throughout your membership of the College and apply it to your final College Account when you leave Churchill.

Rent and Rent Deposit (for Students Living in College Accommodation)
Room licence agreements for the 2026–27 academic year will normally run from 1 October 2026 to 31 August 2027.

If you would like to arrive before 1 October, please contact the Postgraduate Office at postgrad.admissions@chu.cam.ac.uk to discuss the available options.
We will send your licence agreement to you by email before the start of your tenancy. Please sign and return it by the deadline stated in the accompanying instructions.

During Easter Term 2027, you will have the opportunity to amend the end date of your licence agreement to either 30 June 2027 or 31 July 2027, should you prefer a shorter tenancy.
Before you arrive, we will invoice you for:

- Your four-week rent deposit
- Your first month's rent
- Your Membership Bond
- Any applicable tuition fees

A four-week rent deposit is standard practice among UK landlords and helps protect against unpaid charges or damage.
If you have already paid a room reservation fee, we will deduct £250 from your initial invoice.
Please pay these charges by bank transfer. If you are paying from an overseas bank account, you may

wish to use TransferMate.

Please note that we cannot issue your room keys until we have received your rent deposit.
When you leave Churchill, we will credit both your rent deposit and Membership Bond to your final College Account. If your final account shows a credit balance after all charges have been settled, we will refund the remaining amount to you by bank transfer shortly after the end of the term in which you leave the College.

Payments to Churchill College

Tuition Account
If you are self-funded or part-funded, you must pay your tuition fees by bank transfer or through TransferMate.
If you are fully funded, we will normally collect your tuition fees directly from your funding body or sponsor, where appropriate.
If paying your fees in advance would cause financial hardship, please speak to your Tutor as soon as possible.

You can check tuition fees and funding information on the following University webpages:

- Postgraduate finance
- Postgraduate fees and fee status
- UK Government student finance information

College Account
Your College Account records accommodation charges and other costs you incur during your time at Churchill.

You will receive a University/College Card, which you can use in the Dining Hall and Buttery to charge meals and refreshments to your College Account.

For most students, rent and catering are the largest charges on their account. Your monthly bill may also include:

- Electricity charges
- Printing charges
- Conference or event charges
- Other ad hoc costs incurred during the month

If your room requires electricity meter readings, we will ask you to provide readings when you move in, when you move out and at the end of each month. We appreciate your help in providing these promptly.

From your second month in residence, we will charge rent monthly in advance. If you arrive before the start date shown in your room licence agreement, we will add any additional accommodation charges to your College Account.

We bill all other charges monthly in arrears. You will receive your bill no later than the 15th of each month, and payment will normally be collected on the 1st of the following month. Your bill will include any known charges incurred during the previous month, together with rent for the coming month.

Paying Your Monthly Bill
We ask you to pay your monthly College bills by direct debit from a UK bank account.
Student Accounts will email you a direct debit mandate shortly after your arrival. Please complete and

return this as soon as possible.
Direct debit collections take place on or after the 1st of each month. We will always give you at least 10 days' notice of the amount due. Unless you have a query about your bill, you do not need to take any further action beyond ensuring that sufficient funds are available in your account on the collection date.

Monthly bills are due on the 1st of the month following the date of issue. For example, a bill dated 15 October must be paid by 1 November.
You do not have to charge meals and refreshments to your College Account. If you prefer, you can pay at the tills using a UK debit card.
Please note that the College does not accept cash or credit card payments.

College Bank Details
If you need to make a bank transfer, please use the following details:

Account Name: Churchill College Bursar's Account
Account Number: 03114294
Sort Code: 30-91-56
Swift Code: LOYDGB2L
BIC: LOYDGB21018
IBAN: GB72LOYD30915603114294

University Cards
Most students will receive a University/College Card. If your Department issues your card instead, please bring it to the Student Finance Office so that we can programme it for College use.

Your card provides access to a range of College and University facilities, including:

- Residential and communal areas of College
- The post room
- The MCR Bar
- The Dining Hall and Buttery
- The College Library

You can also use your card to borrow books from the College Library and to access various student discounts, including discounts at Cambridge University Press Bookshop and selected local retailers. The card also provides discounted travel on the U bus service connecting West Cambridge, Sidgwick Site, Trumpington Street, Cambridge Railway Station and Addenbrooke's Hospital.

Your University Card must be returned to the Churchill Postgraduate Office when you finish your studies.

Grants and Funding Payments Received by the College
If a grant or living-cost award is paid directly to the College rather than to you, we will credit the payment to your College Account.

Overdue Accounts
Tuition fees are due five working days before your arrival at College.
We monitor all overdue balances carefully. Persistent overdue accounts are reported to the Finance Director and the Bursar, and failure to settle outstanding charges may result in further action. In serious cases, this may affect your access to University facilities, activities and premises.
If you anticipate difficulty meeting a payment deadline, please contact the Student Finance Office as soon as possible at students.accounts@chu.cam.ac.uk.

We are often able to help if you contact us before a payment becomes overdue.
Please note that University regulations prevent students with outstanding debts from collecting their degree certificates in person.

Bringing Dependants
Before bringing a dependant or additional dependant to Cambridge, you must demonstrate that you have sufficient financial support available and obtain the necessary approvals from both the appropriate University authority and the College.
If you are funded by an organisation such as the Cambridge Trust or another sponsor, you may also need their permission before bringing a dependant into residence. Please check the conditions of your funding and seek advice if you are unsure.

PhD Students Continuing Beyond Their Funded Period
While many doctoral students now receive funding for up to 12 terms, others are funded for a shorter period. If your studies extend beyond your funding period, additional financial support may be available, but it cannot be guaranteed.

We encourage you to plan your finances carefully and discuss any anticipated delays with both your Supervisor and your Tutor, particularly if circumstances beyond your control have affected your progress. Your Department may also have funding available to assist.

Please note that you remain liable for University and College fees for the minimum number of research terms required for your degree, even if you have permission to work away from Cambridge.
If you wish to continue using College facilities after your funded period has ended, you must renew your £250 Membership Bond.

In return, you may continue to access:
- A College pigeonhole
- Eligibility to apply for College accommodation, subject to availability
- Conference travel grants (although applications from non-fee-paying students may receive lower priority)
- Hardship funding, where appropriate
- A University/College Card
- Library facilities and book borrowing
- College computing and printing services
- Squash courts and other student facilities
- Meals in College
- Administrative support from the Postgraduate Office
- Membership of the MCR

Please note that accommodation allocations for non-fee-paying students are limited and will normally be considered only in exceptional circumstances.
If you occupy College accommodation for more than four weeks during this period, we may require a larger deposit and a minimum occupation period unless otherwise agreed.

Your Responsibilities
If you remain associated with the College after your funded period ends, you must also:
- Sign the Redit Book at the start of each quarter
- Record periods away from Cambridge in the Exeat Book
- Pay all accommodation and catering charges by the due date
- Keep your CamSIS personal details and forwarding address up to date

Churchill College LDC Studentship
The College funds a Least Developed Countries (LDC) Studentship, previously known as the South African Bursary.

This studentship covers the cost of a Cambridge education for a student who:

- Holds a degree from a recognised university in a country listed by the United Nations as a Least Developed Country; and
- Is a national of a country on that list.

To support this studentship, we charge a contribution of £18 per year, collected in three termly instalments of £6.
You will have the opportunity to opt out of the scheme during Michaelmas Term if you do not wish to contribute.

Council Tax (Local Property Tax)
If you are studying full-time and live only with other full-time students, you are normally exempt from Council Tax.
If you live outside College accommodation, you may need to apply for a Council Tax exemption or discount directly with Cambridge City Council.

You may be asked to provide evidence of your student status. The Postgraduate Office can provide a student status letter for this purpose, but we cannot submit an application on your behalf.
If you receive correspondence from Cambridge City Council about Council Tax, please do not ignore it. Contact the Council promptly if you believe you qualify for an exemption or discount.

Financial Help

If you experience unexpected financial difficulties during your studies, whether because of a change in circumstances or unforeseen costs, a range of financial support may be available.
We encourage you to speak to your Tutor or the Student Finance Team as early as possible to discuss your situation and explore the support options available. We also recommend that you and your Supervisor are clear about the duration of your funding, as additional funding beyond your original award cannot be guaranteed.

Student Funding Database
The University maintains a searchable Postgraduate Funding Search that shows bursaries and other funding opportunities available to incoming and current students.

University Hardship Funds
The University administers a number of Hardship Funds to support full-time students experiencing unexpected financial difficulties.

If you are a research student outside the Arts disciplines, you should also consider joining the Cambridge Philosophical Society, which offers small grants that may help with dissertation and research-related costs.

University Sports and Arts Representation Grants
The College offers grants to students who incur exceptional costs while representing the University or participating at a high level in sport, music, drama or other activities that contribute positively to College life.

Examples might include:

- Sporting representation
- Musical or theatrical performances
- Certain expeditions and similar activities

The maximum grant available is £350 per student per academic year.

Before applying, you should first explore other funding opportunities available through the University, such as the Hawks Fund, Edwin Evans Fund or Ospreys, as applicable.

The Committee considers applications once each term. Please submit your application in writing to the Finance Tutor at finance.tutor@chu.cam.ac.uk by the middle of term, together with a letter from the Senior Treasurer of the relevant University club or society confirming your participation and associated costs.

Postgraduate Academic Travel Fund

The Postgraduate Tutors administer the Postgraduate Academic Travel Fund, which helps postgraduate students attend conferences where they are presenting their research.
If you are a clinical medical or veterinary student undertaking an elective, you may also be eligible to apply. However, we recommend speaking to your Director of Studies first, as specialist funding may be available through separate medical or veterinary funds.

The Fund is intended to support research-related academic travel. As agreed across the University, Colleges do not normally provide funding for activities that form a compulsory part of a course. Responsibility for funding such activities rests with the relevant Department or Faculty.
Before committing to any travel or research expenses, please ensure that you have confirmed the level of funding available to you. If you incur costs without prior confirmation of support, you do so at your own risk.

Funding is limited, and we expect applicants to seek support from Departments, Faculties and external funding bodies wherever possible.

College Named Funds

The College administers a number of named funds that have been generously established through donations from alumni, former Masters and Fellows.
These funds support opportunities and activities that are often separate from academic study and include:

- The Tizard New Opportunities Fund
- The Master and Fellows' Opportunities Fund

To apply, please submit the appropriate application form to the Finance Tutor: finance.tutor@chu.cam.ac.uk.

College Hardship Funds

If you experience unforeseen financial difficulties, you may apply for support from the College through your Tutor.
Before applying, we will normally expect you to have explored other available sources of funding and support.

The Financial Adversity Support Committee considers applications each term and may award hardship grants or loans where appropriate.
Please note that financial assistance is not normally available during the period between thesis

submission and viva examination, as students are generally able to undertake employment during this time.

To apply, please complete:

- The Hardship Funding Application Form
- A Statement of Income and Expenditure
- A spreadsheet showing projected income and expenditure

These documents are available on the Emergency and Hardship Funds page on the Churchill Student Hub.
In urgent situations, your Tutor may be able to arrange a small emergency loan. Unless a subsequent hardship application is approved, you will be expected to repay this promptly.

Funding for PhD Overruns
Our aim is always to help students complete their doctorate within the period covered by their funding. However, there are occasions when this is not possible.
If you anticipate that your studies may extend beyond your funded period, we encourage you to consider potential sources of additional support as early as possible.

Possible sources of funding include:

1. **Your funding body** – some funders may be able to extend support where funding remains available.
2. **Your Department or Supervisor** – departments and research groups sometimes have access to discretionary funds.
3. **University Hardship Funds** – these may provide support in some cases.
4. **The College Financial Adversity Support Committee** – the Committee may consider applications for overrun funding or part-funding alongside other sources of support.

Supplementing Your Income with Paid Work
If you are undertaking a postgraduate research course lasting more than 12 months, you may undertake paid work during your studies.
The University recommends limiting employment to approximately 6–10 hours per week so that work does not adversely affect your academic progress.

In exceptional circumstances, you may occasionally work longer hours, particularly for one-off commitments. However, you should discuss this with both your Supervisor and your Tutor before doing so. Under no circumstances should you undertake more than 20 hours of work per week, including both paid and unpaid work.

Once you have submitted your thesis for examination, University restrictions on working hours no longer apply.

Many postgraduate students supplement their income through undergraduate supervision. The amount of preparation and marking time involved can vary significantly, so it is important to consider your overall workload carefully.

To help ensure compliance with University guidance and Student visa requirements, we recommend that postgraduate students undertake no more than five supervisions in a single week, assuming no other paid employment.

If you hold a Student visa, you must also comply with the University's visa-related procedures and working restrictions.

College Development Office
The Development Office works to secure philanthropic support for the future of the College. This support helps fund a wide range of initiatives, including:

- Student accommodation projects
- Academic and teaching posts
- Student opportunity funds
- Other strategic priorities across the College

From time to time, the Development Office also offers paid vacation work, including alumni engagement and fundraising projects. Many students find these opportunities both rewarding and valuable in developing communication and professional skills.

If you would like to volunteer your time to support College activities, please contact the Development Director:

- Telephone: 01223 36197
- Email: development@chu.cam.ac.uk

CCRFC
College clubs and societies may apply for funding through the Combined Common Rooms Finance Committee (CCRFC).

The CCRFC meets twice each term and provides funding for the JCR, MCR and a variety of student activities and societies.
The Committee also funds basic membership of the University Sports Centre on the West Cambridge site for all Churchill students. Additional charges may apply depending on which facilities you choose to use.
University-wide clubs and societies receive funding through the University's Sports Syndicate and Societies Syndicate.

Security and Personal Safety

The Porters are responsible for the day-to-day security of the College, but we all play a part in keeping our community safe. Please remain vigilant and report anything unusual or suspicious to the Porters' Lodge as soon as possible.

Whenever you leave your room, make sure that you lock your door and close any accessible windows. Please do not allow anyone you do not know into a locked College building or into restricted areas such as the Library or laundry rooms. You should also avoid leaving laptops, phones or other valuables unattended or visible through windows.

If you notice suspicious behaviour, unfamiliar individuals in restricted areas, or anything else that causes concern, please contact the Porters immediately:

- University Extension: 36000
- Telephone: 01223 336000

Under UK law, if you become aware of activity that you believe may be related to terrorism, you must report it directly to the police. You should also inform the College if you have any contact with the police during your time as a Churchill student.

Bicycle Security
Bicycle theft is the most common security issue reported at Churchill.

To reduce the risk of theft, we strongly recommend that you:

- Use a high-quality lock;
- Secure your bicycle to an approved cycle rack whenever possible; and
- Store your bicycle in one of the College cycle sheds where available.

Please register your bicycle with the Porters' Lodge when you arrive. We will provide a unique identification code that you can mark on your bicycle, which may help the police recover it if it is stolen.

CCTV

The College operates a network of CCTV cameras across the site to help protect students, staff and visitors and to assist with the security of College buildings and grounds.
Many of these cameras were installed following requests from students and operate 24 hours a day under the supervision of the Porters' Lodge.
The College follows a formal Code of Practice governing the operation and use of CCTV, including the circumstances in which footage may be viewed or used. Copies of the Code are available from the Porters' Lodge.

If You Are the Victim of an Attack or Crime

If you experience an assault, theft or any other criminal incident, please contact the police as soon as possible. Prompt reporting gives the police the best opportunity to investigate the incident and help protect others.

If you require medical attention, please seek it immediately rather than waiting until the following day.
Once you are safe, please inform the Porters' Lodge and, where appropriate, your Tutor.
Any incident that takes place on College premises should be reported immediately.
If you believe someone is following you, or if you feel in immediate danger, call 999 without delay.
If you are elsewhere in Cambridge and need assistance, you may seek refuge at the Porters' Lodge of any Cambridge college. They can contact Churchill's Porters and help arrange support.

Late-Night Taxi Scheme

If you find yourself unexpectedly alone in Cambridge after dark and do not feel comfortable walking back to College, you may use the College's late-night taxi scheme.
To arrange this:

1. Call CamCab on 01223 704704.
2. Ask for a taxi using the College Late Night Account.
3. Quote your College Account number when booking.
4. Show your University Card to the driver when requested.

When you return to College, ask the Porter for a taxi chit and give it to the driver. If the Porters' Lodge is temporarily locked, please let the driver know and the taxi company will contact the Lodge directly.
The College covers the cost of journeys made under this scheme.
Because the scheme is funded for the benefit of all students, we monitor its use carefully. Misuse may lead to disciplinary action and could ultimately affect the future availability of the service.
Please note that the scheme does not cover journeys to or from bus or railway stations.

Concerns About the Behaviour of Other Students

If you are concerned that a member of the Churchill community may be at risk of radicalisation or being drawn into terrorism, please contact the Senior Tutor.

If you believe there is an immediate risk to the individual, to members of the University community or to the wider public, you should:

1. Call 999 immediately.
2. Inform the Porters' Lodge.
3. Notify the Senior Tutor.

There is no single pattern of behaviour that indicates a concern of this kind. However, circumstances that may warrant discussion include:

- Sudden and significant changes in friendship groups or religious practices;
- Accessing, possessing or distributing extremist material;
- Persistent "us and them" language or narratives of grievance;
- Unusual withdrawal from family, friends or normal support networks;
- Marked emotional instability or heightened social anxiety; or
- Concern about unusual items, documents or materials that could indicate unlawful activity.

Some of these behaviours may also be associated with mental health difficulties or other forms of personal distress. In these cases, support from a Tutor, the Wellbeing Team or the University may be more appropriate.
The Senior Tutor will consider concerns carefully, seek advice where necessary and ensure that appropriate support is offered. In the rare cases where external intervention is required, the College will follow the relevant University and statutory procedures.

Getting Around Cambridge
Most students travel around Cambridge by bicycle. The College is approximately a 15-minute walk from the city centre, and several bus routes serve the area.

The U Bus runs along Madingley Road and connects West Cambridge, the Sidgwick Site, Trumpington Street, Cambridge Railway Station and Addenbrooke's Hospital.
The service operates seven days a week, although services are less frequent on Sundays. Weekend services terminate at Cambridge Railway Station and do not continue to Addenbrooke's Hospital or the Biomedical Campus.
By presenting your University Card, you can travel on the U Bus for the subsidised fare of £1.50 per journey.

The Citi 4 service also provides frequent connections between Churchill and the city centre via Jesus Green.

Cycle Storage
The College provides five secure cycle sheds near the squash courts.

- Sheds 1–3 are accessed using a security code available from the Porters' Lodge.
- Sheds 4–5 require a dedicated key.

The hire charge for a cycle-shed key is £10. Please return the key to the Porters' Lodge when you leave the College.

Bicycles may not be stored in student rooms or elsewhere inside College buildings.

Please do not leave bicycles against:

- The bridge
- The pond surrounds
- College walls
- Trees

- Other unsuitable locations

Where bicycles are left in prohibited areas, we may remove them or secure them with an additional lock. If this happens, you will need to contact the Porters' Lodge to arrange release.
Bicycle theft remains common throughout Cambridge, so please use a strong lock and secure your bicycle whenever it is unattended.

Bicycle Registration
University regulations require bicycles to be identifiable by registration details.
Please mark your bicycle with:

- CHU (for Churchill College); and
- Your College Account number.

You should then register the bicycle with the Porters' Lodge.
Marker pens are available to borrow from the Lodge.

Bicycle Repairs
The College hosts a cycle repair service at the rear of 72 Storey's Way.

Opening hours are normally:

- Term time: 8:30am–3:00pm, Monday to Friday
- Vacation: 8:30am–1:30pm, Monday to Friday

The Porters' Lodge also stocks a small range of reasonably priced bicycle lights.

Cycling Safely
Cambridge is a cycle-friendly city, but accidents can and do occur. Please cycle carefully and always remain aware of other road users.
Particular care is needed at:

- The junction of Storey's Way and Madingley Road; and
- The junction of Madingley Road and Queen's Road.

Always ensure that your bicycle is roadworthy. Cycling without effective brakes or appropriate lights at night is illegal and puts both you and others at risk.

We strongly recommend that you:

- Wear a helmet;
- Use lights after dark;
- Wear visible clothing where appropriate; and
- Familiarise yourself with the Highway Code.

Electric Scooters
Electric scooters are not permitted anywhere on College grounds.
You must not store, charge or use electric scooters in College accommodation or elsewhere on the College site.

Motor Vehicles
Please do not bring a car to Cambridge without obtaining the necessary approvals first.
Under University regulations, students below MA status may not keep a motor vehicle within 25 miles of Cambridge unless they have received permission from the Motor Proctor. Breaching these regulations can result in significant fines.

If you believe you need a vehicle because of your course, a disability, caring responsibilities or another compelling reason, please consult the University's guidance on applying for a permit and speak to your Tutor before making any arrangements.

Permission is only granted in limited circumstances and usually requires evidence that suitable off-street parking is available.
Because parking is extremely limited across both the University and the city, it is unlikely that a car will be useful for travelling to your Department or Faculty.

Parking at Churchill
Parking spaces on College property are very limited. Priority is normally given to:

- Staff members;
- Students with disabilities; and
- Students with young children.

You must not keep a car, caravan or motorcycle on College premises without written permission.
If permission is granted, you must register the vehicle with the Porters' Lodge and provide details confirming that it is properly licensed, insured and authorised for use on public roads.
Any vehicle left on College property without permission may be removed without notice.
Please do not leave valuables visible inside your vehicle, as this may attract opportunistic theft.

Parking Rules
You must not park:

- On pavements or access routes;
- On grassed or landscaped areas; or
- In a way that obstructs another vehicle.

Designated Parking Area
The only approved student parking area is the main car park at the end of the Private Road beyond the Grounds and Gardens compound. This area is covered by CCTV.

If your guests bring a vehicle and will be staying overnight, they should register with the Porters' Lodge on arrival and obtain parking instructions.

If you believe exceptional circumstances justify parking elsewhere, please discuss the matter with your Tutor in the first instance.
The Head Porter may issue fines on behalf of College Council for inconsiderate parking. Failure to comply with College parking regulations may also result in permission to park being withdrawn.

Discipline

University Regulations
University Regulations for Postgraduate students can be found on the University website. 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.

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 Estates & Operations Director 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 students are uncomfortable with about the way the College deals with them, it is recommended that they 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 please do talk to them.

Data Protection Policy

Churchill's data protection policy can be found on our Governance webpage.

The College Officers

Master	Professor Sharon Peacock
Vice–Master	Dr Adrian Barbrook
Senior Tutor	Dr Rita Monson
Senior Postgraduate Tutor	Dr Alastair Lockhart
Bursar	Mrs Tamsin James

Other Postholders

Estates and Operations Director	Mr David Prinsep
Director of Archives Centre	Mr Allen Packwood, MA
Dean	Dr Samuel Lambert
Finance Tutor	Dr Chris Braithwaite
Praelector	Dr John Fawcett
Librarian	Ms Annie Gleeson
Development Director	Ms Fran Malarée
Director of Music	Dr Ewan Campbell
Curator of College Art	Mr Barry Phipps, MA

For a full list of the College Fellows, please see our Fellowship Directory.

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 where there are any concerns about service delivery or actions of any member of staff. If a complaint has not been dealt with to satisfactorily, please contact the Estates and Operations Director, or in their absence, the Bursar.

Head of Buildings and Capital Projects (Paul Lawrence) Building works, repairs and maintenance. Please use the online reporting system (Jira) to report maintenance issues.

Head of Catering & Conference (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 can be found next to Conferences and Finance.

Development Director (Fran Malarée) Responsible for the fund–raising and alumni activities of the College. Office can be found on the first-floor admin corridor.

Director of the Archives Centre (Allen Packwood, MA) 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 (David Prinsep) Management of the operational teams and development of the College estate including major building projects.

Head of Facilities (Giancarlo Picciullo) Management of the College's facilities and facilities teams: Housekeeping, Accommodation, College Porters, Gym, Creative Workshop.

Finance Manager (Tracey Sendall) All College finance and accounting. Offices above Facilities Manager/Housekeeping, near the JCR.

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 the top end of Churchill Road.

Head Porter (Wayne Maund) 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.

Head of IT (David Spaxman) Responsible for the provision of a computer service throughout the College. Offices on the first-floor admin corridor.

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

Human Resources Director (Katherine Shirley) Personnel administration. 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. Office on the first-floor admin corridor.

Key Contacts for postgraduate students

Porter's Lodge	Wayne Maund (Head Porter)	(3)36000
Senior Postgraduate Tutor	Dr Alastair Lockhart	(3)36199
Senior Tutor	Dr Rita Monson	(3)36249
Finance Tutor	Dr Chris Braithwaite finance.tutor@chu.cam.ac.uk	
Postgraduate Administrators	Rebecca Sawalmeh Lily Hunter 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
Head of Facilities*	Giancarlo Picciullo Facilities.manager@chu.cam.ac.uk	
Housekeeping Manager	Heidi Willers housekeeping@chu.cam.ac.uk	(3)36131
Head of Catering and Conference*	David Oakley catering@chu.cam.ac.uk	(3)36130
Computing	computing@chu.cam.ac.uk	(3)36043

Meeting Rooms/Events	Conference Office conferences@chu.cam.ac.uk	(3)36041
Accommodation Manager (Guest rooms)	Agnes Lajko accommodation@chu.cam.ac.uk	(3)36164
College Nurse	Karen MacGinley nurse@chu.cam.ac.uk	(3)36133
Wellbeing Coordinator	Louise Ranger wellbeing@chu.cam.ac.uk	(7)64598
Dean	Dr Samuel Lambert dean@chu.cam.ac.uk	
Grounds/Sports/Gardens*, Head of Safety & Compliance	John Moore john.moore@chu.cam.ac.uk	(7)46860
Graduation	graduation@chu.cam.ac.uk	(7)336208
Alumni and Events Officer	Elizabeth McWilliams alumni@chu.cam.ac.uk	(3)36083

** Head of Department*

Appendices

A. Statement on Harassment and Bullying

The College is committed to creating and maintaining a safe, welcoming and inclusive community. There is no place for any form of bullying, harassment, discrimination, sexual misconduct or victimisation in our community and each of us is responsible for the way we interact with and treat others. The College expects all members of the College community to treat each other with courtesy and consideration at all times.

Bullying is unwanted behaviour from a person or group that is offensive, intimidating, malicious or insulting to the recipient. It may involve an abuse or misuse of power that makes a person feel undermined or humiliated or causes physical or emotional harm. Harassment is unwanted conduct related to a protected characteristic (age, disability, gender reassignment, pregnancy or maternity, race, religion or belief, sex, or sexual orientation), that has either the purpose or the effect (where it is reasonable for it to have that effect) of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment can be physical, verbal or non-verbal. It can be a single incident or repeated behaviour and can include imagery, graffiti, gestures, mimicry, jokes, pranks, and physical behaviour that affects the recipient. Sexual harassment is a form of sexual misconduct, an umbrella term that describes all types of unwanted and unpermitted behaviour of a sexual nature including sexual abuse.

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

- Physical or sexual harassment – including unwanted sexual comments, sexual invitations, advances, innuendo or physical contact
- Predatory behaviour, especially in respect of vulnerable people, or students who are new to Cambridge
- Racist, sexist, homophobic, transphobic, disablist or ageist language or gestures which may demean or discriminate independently of our intentions
- The spreading of malicious rumours or false allegations about individuals or groups by social media or other means

As an academic community, the College must be a place in which we are able, within the law, to question and test received wisdom, express new ideas and explore controversial or unpopular topics and opinions. Maintaining a culture of courtesy and consideration at the College must not close off debate and topics that some may find disagreeable, distasteful or even offensive, and we are expected to be tolerant of the views and opinions of others in line with the principles of the College's Freedom of Speech Code of Practice.

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

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

B. Code of Conduct

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

A person is guilty of offensive behaviour if they:

- 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. Diners should not leave the table during the meal, and should ensure that they, and any 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, those who do not wish to drink alcohol should turn their wine glasses over while it is served. 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 their 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, Wellbeing Coordinator and College Nurse are always ready to give advice and support.

E. Alcohol Excess

Churchill College takes the problems that are associated with excessive consumption of alcohol very seriously. This is primarily a welfare concern. There are serious and immediate medical dangers associated with excessive drinking. If someone drinks to the point of unconsciousness, medical help should be sought without delay - alert a Porter or phone 999 and request an ambulance.

If students are worried that they might be dependent on alcohol, the College may be able to help. Any student who is concerned about their own consumption of alcohol, or that of another student, is encouraged to talk to their Tutor, the Wellbeing Coordinator 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 handbook, often a consequence of high levels of alcohol, 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 on College policies, please see our Governance webpage.