

GIRTON COLLEGE

CAMBRIDGE

**RESEARCH AND GRADUATE STUDENTS
GUIDE**

2011-2012

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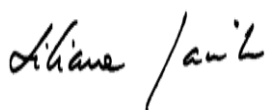
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1. INTRODUCTION

This booklet has been put together to help you find your way around some of the intricacies of life in Girton and in Cambridge. The Guide has been drafted by Fellows, Staff and Students and those responsible tried to draw on the experience of all three groups in drawing up the contents. But besides providing the sort of information you may need for everyday life in College and Wolfson Court, both in work and in recreation, it also aims to set out some of the "do"s and "don't"s for life within a residential community whose primary purpose is education, learning and research. This is what life in Girton is concerned with, and to be a student of Girton involves commitment to these aims.

Living within such a community necessarily makes certain demands on its members. Of these, awareness for others within that community is the most significant. And with this goes the need for concern and respect towards all who live and work within the College and Wolfson Court. A large residential community such as Girton (we are the third largest college in Cambridge) needs some rules and a certain minimum standard of behaviour from those within it. Rules are not made simply for the sake of making rules but in full discussion with all those involved, because the community needs a framework in which to function. As a Girtonian you are expected and required to observe this framework.



Dr Liliana Janik
Graduate Tutor for Arts



Ms Frances Gandy
Graduate Tutor for Sciences

Contact details

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Huntingdon Road
Cambridge
CB3 0JG

Telephone: Porter's lodge/Switchboard: 01223 338999
+44 1223 338999 (International)
Facsimile: 01223 338896(UK), 1223 338896(International)

Wolfson Court address: Wolfson Court
Clarkson Road
Cambridge
CB3 0HD

Telephone: Porter's lodge/Switchboard: 01223 338892
+44 1223 338892 (International)
Facsimile: 01223 311566(UK), +44 1223 311566(International)

Website: <http://www.girton@cam.ac.uk>

College Contacts	Name	Phone No:	e-mail
Senior Tutor	Mr Andrew Jefferies	337607	arj10@cam.ac.uk
Graduate Tutor (Arts)	Dr Liliana Janik	38940 (College) (3)39295 (Dept of Arch)	lj102@cam.ac.uk
Graduate Tutor (Sciences)	Ms Frances Gandy	38970(Library) 38968(College)	fl10@cam.ac.uk
Bursar	Ms Debbie Lowther	38981	dl207@cam.ac.uk
Bursary Office (fees & bills)	Mr Martin Shadbolt	38974	ms342@cam.ac.uk
College Chaplain	Rev.Dr Malcolm Guite	38956	mg320@cam.ac.uk
Head Porter	Mr Ciarian O'Loughlin	38988	cdo23@cam.ac.uk
Housekeeper (W.Ct)	Mrs Sue Kelly		Sk329@cam.ac.uk
Maintenance (W.Ct)	Dr Keith Hall	38892	kgh21@cam.ac.uk
MCR President	Shane Heffernan		mcr-president@girton.cam.ac.uk
MCR Vice-President	Barbara Cooke		mcr-vicepresident@girton.cam.ac.uk
MCR Secretary			mcr-secretary@girton.cam.ac.uk
Health & Safety Officer and Warden of Graduate Housing	Ms Maureen Hackett	38891	safety@girton.cam.ac.uk warden@girton.cam.ac.uk

2. Administration and College Officers

2.1 Administration

The Colleges of the University of Cambridge are all autonomous, self-governing institutions with their own Statutes and Ordinances. Girton College has a Governing Body comprising all its Fellows and an executive Council of eighteen members which is responsible for the day-to-day business of the College. The Mistress, Vice-Mistress, Bursar, Senior Tutor are *ex-officio* members of Council, as is one Graduate Tutor (non voting); other members are elected - nine fellows, three undergraduate members and two graduate members. Most College committees are set up by this Council.

The graduate student body, the MCR, is governed by its own constitution with annually elected officers. The MCR is represented at Council by two of its officers, normally its President and Vice-President, and on many College Committees. The MCR members on the Council may bring business directly to Council, but as representatives they are not mandated.

2.2 MCR

The MCR (Middle Combination Room) is the representative body for all Graduates, Affiliated members and 4th year undergraduates within Girton.. A President and full Committee are elected annually with the President and Vice-President elected in the Easter term and the remaining posts being filled in the Michaelmas term. The MCR is the main focus of graduate life in Girton. Many social events are organised by the Committee throughout the year, the MCR dinners being the main opportunity to meet with each other. The MCR room is situated in Wolfson Court and is accessible via student card. Starting in 2011/12, there will also be an MCR room provided at Girton College which will be accessible by signing out a key from the Porter's Lodge at college. Most information, especially about entertainments is dispersed through email. It is therefore very important that you ensure you are on the MCR mailing list as soon as possible after you have arrived so that you know what is going on.

2.3 College Officers, Senior Staff and Administrators

The main officers of the College and the areas of College life for which they are responsible are as follows; their telephone and room numbers are listed in Appendix C.

The Visitor of the College is The Rt.Hon. The Baroness Hale of Richmond, D.B.E. The Visitor used to have an inherent jurisdiction over the internal affairs of the College, but this has been removed by legislation and the functions are now almost entirely ceremonial.

The Mistress of the College is Professor Susan Smith. Her role is as President and Head of the College, The Mistress is the main representative of the College to the outside world. She is Chair of the College Council, which meets fortnightly in term time. Her work is a mixture of administration and policy interests in the running of the College.

The Vice-Mistress is Dr Julia Riley. The prime responsibilities of the Vice-Mistress are to deputise for the Mistress when necessary; to act in an advisory capacity when required by the Mistress or Fellowship, and to chair the Personnel Committee.

The Bursar, Ms Debbie Lowther, manages the College finances, administration, staff etc in accordance with the relevant Committees.

The Senior Tutor is Mr Andrew Jefferies. He is responsible for all student disciplinary matters. He also deals with certain routine matters, such as the licensing of motor vehicles and the booking of public rooms.

The College Librarian and Curator is Frances Gandy. She is Head of Department for the College collections, which include both the Library and the Archive, and she is responsible for the College pictures .

The Secretary to the Council is Judith Drinkwater. She prepares the agendas for Council and Governing Body meetings, takes the minutes and deals with resulting correspondence.

The Directors of Studies, Official Fellows, Teaching Fellows and Bye-Fellows, with their subjects, are listed in Appendix D.

The Praelectors are Dr Louise Braddock and Dr Josh Slater. You will need to inform the Praelector's Secretary (Internal telephone - 38983) when you wish to attend to have your degree conferred on you at the Senate House. (see Section 9 - Congregation)

The College Chaplain is Revd Dr Malcolm Guite, who is in charge of all matters connected with the services and use of the Chapel. He is also available to help any member of the College with any personal problem or difficulty.

The Head of the Tutorial & Admissions Office is Mrs Angela Stratford. Her offices are located on the first floor at College.

The Computer Officer is Mr Andrew Leader and he is responsible for the computing needs of both the College and Wolfson Court administration and the students. His office is located in College on the first floor.

The College Nurses are Mrs Jacqui Isbister and Mrs Alexandra Green. The Health & Welfare Centre is in A corridor in College. The Nurses attend at Wolfson Court in an emergency.

2.4 Graduate Tutors

The senior member of College with whom you will probably have the most contact will be your **Graduate Tutor**. The Tutor's role is to maintain a general interest in the well-being and academic progress of his or her students - to advise, encourage and to warn. Tutors normally work in a completely different academic field from their pupils, and do not teach them; nonetheless they take a close interest in their pupils academic welfare and progress, where necessary intervening to advise and help. If you have any problems concerning your general welfare, academic work, finances, health, or other concerns you should not hesitate to contact your Tutor.

By the end of your time here you should know at least this person quite well and this is the obvious person to ask for references when you come to apply for jobs. The names and room numbers of both **Graduate Tutors** are listed below:

Ms Frances Gandy (Tutor for Sciences) dines in Hall most Thursday evenings and is available to see graduates in her College room, D24, every Thursday evening in term time between 5.45 and 6.45. She will often be in Wolfson Court and can arrange to see graduates there by appointment. Other appointment times can be arranged if necessary. The best means of contact is by email f110@cam.ac.uk but she can also be reached in College via (3)38970 (Girton

College Library), or (3)38968, or, in an emergency, on her mobile 07710 541778. Please leave a message and contact details if the answering service is on.

Dr Liliana Janik (Tutor for Arts) dines in Hall on Thursday evenings and is available for consultation in her room in College (T1A) on Thursday evenings between 5.30 pm and 6.45 pm. The best way to contact her is via email: lj102@cam.ac.uk but she can also be reached in College (3)38940, or in Dept of Archaeology (3)39295, or, in an emergency, on her mobile 07717401767. Please leave a message and contact details if the answering service is on.

Postgraduate students (Vets; Medics & PGCE) who are Girtonians continuing from undergraduate studies, will remain with their undergraduate Tutors. They may see their Tutors in their Tutorial Office Hours. Please see College website and Notice Boards in Wolfson Court lobby and College for these times. The Undergraduate and Graduate Tutors operate an emergency rota during Term, ensuring that there is a Tutor on call each night during Term.

2.4.1. Graduate Secretary

The Graduate Secretary is Mrs Jenny Griffiths, Telephone ((7)66673) or email: jg461@cam.ac.uk. She works alternately at the Wolfson Court office and the Tutorial & Admissions Office in the College building, from 9am – 5pm each day. Her location and times will times be advertised in advance and you will be notified of any changes. The Graduate Secretary is the first point of call for queries you may have concerning funding, matriculation, visa letters, departmental queries etc. Students are requested to keep her informed of any changes of address, email address and telephone number (both at home and in their Department).

2.5 Warden

The College officer for graduate housing is the Warden of Wolfson Court, Ms Maureen Hackett, who is also Junior Bursar and a Tutor for undergraduates. Her office is next to the Lodge. She can be reached on mh208@cam.ac.uk or 01223 338891. As well as being responsible for all aspects of Wolfson Court, (accommodation, staff, catering, gardens, maintenance and conferences), she is also responsible for the overall management of graduate hostel accommodation.

2.6 Porters' Lodge

The roles of the Porters are many and diverse. They oversee safety and security, they are the College's first point of reception for emergencies, visitors and they deal with incoming mail, issue keys, keep records of room bookings and events, are responsible for fire safety and generally help to keep an eye on what is going on. The Lodges at College and Wolfson Court are staffed 24 hours during Term.

3. Academic Studies

All graduates, either Research or Postgraduate, are admitted by the University through the Board of Graduate Studies (BoGS), and then by a college. All are admitted on the basis on previous academic excellence and on the assumption that they will give their studies top priority.

3.1 Graduate Courses

Those students admitted onto a PhD course rather than an M.Phil leading to a PhD will usually be required to undertake the Certificate of Postgraduate study if they do not already hold a Master's degree. The CPGS is intended to give students the opportunity to demonstrate that they

have mastered the research techniques and have the necessary aptitude and motivation to proceed to their doctoral work.

Examinations, whether written or oral, are the responsibility of the University rather than the colleges, the latter's role is to provide help, advice and support for students who need them. The CPGS and the M.Phil are the stepping stones to the PhD for those who intend to stay on for that degree. Exact requirements vary from Faculty to Faculty. From the College point of view, the necessary paperwork is generated by your application, via your Supervisor, for leave to continue which is then processed by BoGS. We will always welcome such applications.

3.2 Supervisors

Your main academic mentor will be your research supervisor. He or she will be the main point of contact between you and your department and will oversee your academic progress. There are BoGS guidelines about the supervisor's duties and responsibilities, for example, covering availability to students, return of written work, and advice. If you should experience problems with your supervisor and/or your department, it is a part of your Tutor's duties to help resolve them. Sometimes this will be through listening and perhaps advising. At other times it will be through more direct intervention on your behalf. This also applies to any language difficulties.

3.3 Language requirements

Admission of non-native English speakers is dependent on language requirements that are the stiffest in the UK. The University has recently introduced a course, English for Academic Purposes, held one month prior to the Michaelmas term, designed to enhance the language usage of candidates for graduate studentships who have failed to meet the University's minimum English language requirement by only a small margin. Neither the University nor the Colleges, make formal provision to teach students English as a foreign language once they have undertaken their course. If you experience problems over language, you should discuss it with your Tutor and/or with your supervisor.

Useful contacts:

University Language Centre – English for Academic Purposes: <http://www.langcen.cam.ac.uk/>

3.4 Safety Nets

All the previous material should not be interpreted to mean that all fun is to be excluded from life, and the College supports a wide range of extra-curricular activities in which graduates are encouraged to participate. Your Tutor and other Fellows may well, however, be in a position to give useful advice based on past experiences. So although much of the structure of your working life is a matter for you and your Faculty, the College can still play a major role in both your academic and general wellbeing.

One way in which this role for the College can manifest itself is when things go wrong. If preparations for examinations are disrupted by illness, bereavement, or other circumstances, your Tutor is the person to whom you should turn to intercede with your Faculty. The result can be an extension on coursework deadlines, or some other appropriate solution. Sometimes, all that is needed is for a formal note to be taken by the Faculty of the special circumstances. In more extreme cases, the tutor can assist a student in applying to intermit for a year (for PhD students sometimes for shorter periods). Different Departments have different policies, so there is no hard and fast rule in these cases, but negotiations are often somewhat less stressful when undertaken in conjunction with the College. Tutors are, of course, bound to keep information confidential where that is in the student's interests.

On occasion a medical condition may make it necessary for a student to be allowed to take examinations in College and, in extreme circumstances, to have the timetable varied or to be

allowed extra time. This is not a decision for the College, and applications for such allowances should be made through your Tutor. Please contact your Tutor as early as possible to discuss any such application. It will be necessary to provide medical evidence. Where the injury or illness is unforeseen and severe enough to warrant special treatment, it is possible for arrangements to be made in the short-term immediately before examinations take place. This also applies to problems that arise during the preparation of a dissertation. More time can be sought and other allowances made in acute cases.

Your Tutor will also be in a position to advise you on how to go about obtaining an extension on the deadline for submission of your PhD should that become necessary.

It is also possible for the Tutor to advise a student on how to proceed when a change of supervisor or even a change of department is sought. The Tutor also has a role to play in those rare cases when a student feels that the result of examinations have been unfair or when supervision is felt to be inappropriate or inadequate. In the latter case it is possible that the Tutor may be able to say things to a Head of Department that a student might feel awkward about.

In the few rare cases where students wish to appeal against decisions of the University (usually the Board of Graduate Studies or a Faculty and concerning examination results), your Tutor is the person to see about this. If you feel that you have a legitimate grievance under the Board's memorandum to Graduate students you should contact your Graduate Tutor, who will be involved with you in formulating and presenting your appeal.

4. Money Matters

The Board of Graduate Studies (BoGS) makes admission to the University conditional upon satisfying certain financial, as well as academic conditions. In addition, Girton College also requires a financial guarantee to be satisfied before admission to the College. Once these conditions have been satisfied, it is assumed by the College and the University that you will have enough money to cover fees and maintenance at the appropriate rate for the duration of your course. The Board of Graduate Studies also enforces regulations strictly limiting to no more than 6 hours a week, the amount of paid work that any student is allowed to undertake during the course of full-time study in Cambridge.

There are, however, unforeseen causes of financial hardship that can afflict students. If you find yourself in financial difficulties, you should discuss the matter immediately with your Graduate Tutor. A variety of courses of action can be taken, including hardship grants and loans from the College's own funds; support for applications to outside bodies inside the University or out, and advice on how to proceed. The College is keen to assist in these cases and treats each case individually, rather than laying down guidelines about how they are dealt with.

4.1 College Awards

4.1.1 Graduate Research Scholarship

Each year Girton offers at least one Graduate Research Scholarship to a qualified candidate from the United Kingdom or overseas. The Scholarship is held for one year, and may be renewed. The Scholarship normally has the value of a publicly funded award for research plus approved University and College Fees, but the final amount is determined in light of the

successful candidate's income from other sources. Applicants from overseas are expected to apply to the University of Cambridge for a Bursary to meet the differences between the University Composition Fees for home and overseas students. The Scholarship is open to students who have graduated before 1 October 2012 and a first-class degree (or its equivalent) is normally required for such Scholars.

4.1.2 Other Awards

The Irene Hallinan Scholarship is worth between £3,000 and £6,000. It is awarded for one year and is open to any subject.

The Ida and Isidore Cohen Research Scholarship is open to students working in Modern Hebrew Studies, and is worth between £3,000 and £5,000. It is awarded for one year but may be renewed.

The Sidney and Marguerite Cody Studentship is for a period of travel and study in continental Europe of up to twelve months and normally of not less than six months. This Studentship has a value of up to £3,000 and is open to graduate members of any faculty except English who have completed less than nine terms in residence.

Doris Woodall Studentships of between £750 and £5,000 are normally awarded for one year only for research in economics or an allied subject.

The Ruth Whaley Scholarship aims to assist students of merit of non-EU citizenship to undertake studies in an Arts subject at Girton as graduate students. It is intended to contribute towards maintenance costs.

The Maria Luisa de Sanchez Scholarship is available to students of Venezuelan nationality. It normally, has a value of a state studentship in covering University and College fees, and some proportion of maintenance costs.

The Diane Worzala Memorial Fund is open to students researching British women's history within the Archive of Girton College. It is for research and general expenses up to the value of £480 and is available to **students who are members of the College or to students enrolled elsewhere** who have arranged to use the Girton archives in person as part of their research.

A number of Overseas Bursaries, worth from £200 to £1,000 a year, are also available for applicants from non-EU countries.

Undergraduates continuing as Graduate Students at Girton, or Girton MPhils continuing to a PhD may apply for the Stribling Award. This is a post-graduate research support scholarship. Applications should be made at same time as those for Graduate Research Awards. This award is for undergraduates coming into MPhil status and for MPhil students moving to PhD.

Girton has two travel awards. The Sidney and Marguerite Cody Studentship is an annual award for travel and study in Continental Europe for up to twelve months and normally of not less than six months. The Studentship has a value of up to £3000 and is open to graduate members of any faculty except English, who have completed less than nine terms in residence.

The Kythé Waldram Memorial Award is a bi-annual award (alternating with Undergraduates) and is for travel anywhere in the world but for a shorter time, usually between 2 – 6 weeks. The value of the award is £400.

Application forms for these awards are available (when appropriate) from 1st January each year, from the Graduate Secretary and the College website. The closing date is 31st March.

Girton Undergraduates who achieve a First are awarded a Final Year Scholarship of £150 and a prize of £100. If they continue onto graduate studies they will receive an additional Graduate Scholarship of £250 .

Graduates who are awarded a College Scholarship are invited to an Admission ceremony in the first week of the Michaelmas Term. Afterwards they are entertained to dinner by the Mistress, Fellows and past scholars .

4.1.3. Pillman Fund

The Pillman Fund is available to provide limited financial assistance in ‘necessitous cases, including travel, amongst graduate students’. Graduates who need help in attending conferences related to their research may use it. In such a case the fund is to help defray the cost of travel, subsistence and registration at such meetings; it will rarely be able to cover the complete costs. Graduates should apply to their Tutor by email, including details of why the meeting is important for the applicant’s research, whether or not they are presenting a poster or a paper at the meeting and details of the cost of second-class travel, together with some indication of the cost of subsistence and the registration fees. If any financial support from other sources is available, the student should indicate this, stating how much is likely to be forthcoming. Vets wishing for financial assistance for seeing practice should apply through their Tutor to the Student Access Research Fund. **IN CASES OF HARDSHIP, GRADUATES SHOULD CONSULT THEIR TUTOR DIRECTLY AND BEFORE THEIR SITUATION BECOMES CRITICAL.**

4.2 Notices of University Grants/Awards/Scholarships

There is a useful funding research tool available at:

<http://www.admin.cam.ac.uk/offices/gradstud/fees/funding/>

Graduates should also watch the Graduate noticeboard in the Lobby at Wolfson Court, for details of international, national or government grants and awards

4.3 Graduate Fees

The Fees that all Graduate students pay each term are: **University Fees** (collected by the College), **College Fees** and the **College residence charge** (which covers rent, heating and facilities). Please see the College website for current Fees and Charges. Graduates will also need extra money for their maintenance, food, fares, books, clothing etc.

Students from the EU pay fees as for ‘home based’ students. Overseas students pay higher fees and care should be taken to include the costs of travel to and from their home country as well as the extra cost of living in Cambridge during the vacations.

Every Graduate is required to give evidence of their financial means to the College before their application is confirmed by the College. The College requires either a certified copy of a letter confirming that you have, or will receive full funding, including maintenance, from a recognised grant awarding body (i.e. Cambridge Commonwealth Trust, Arts & Humanities Research Board, EPSRC etc.) or, a pre-payment. The pre-payment is made up of one term’s University Tuition Fees, College Fees and Residence Charges. The pre-payment will be held by College and refunded against your final bill from College at the end of your course. It is not payment for your first term in College.

The **College Charges Bill** is presented to the Graduate within a few days of the start of each term and has to be paid by the tenth day of Full Term. In 2011/20012 the final payment dates are:

Michaelmas Term:	Friday 14th October (Residence charge, Fees are billed early November)
Lent Term:	Friday 29th January
Easter Term	Friday 6th May
Summer Vacation	Residence Charges Only (Middle of July)

After 10 days, if the bill remains unpaid, a fine of £20 is imposed and interest is charged at 10% above the Bank lending rate, compounded weekly. If your Bill remains unpaid by the end of Term, you will not be allowed back into residence at the start of the following term. If you are experiencing difficulties in payment, please contact your Graduate Tutor at once, before the problem escalates.

4.4 Facilities Charge (for students not living in College Accommodation)

Eating together is important to the College ethos and it is a tradition which goes back to the days when an academic community was similar in many ways to a religious one. Times have changed, but living together in small communities still makes a Collegiate University different from a non-Collegiate one.

An enjoyable part of this experience is cooking with friends and cooking for yourself, but it is important that we make sure you do not have to rely on doing this, especially at times when work is intense. We cannot afford to do this cheaply unless the cafeterias are open all year and you pay part of the fixed cost of their being there. By paying a fixed charge, each term you have the right to dine in College or Wolfson Court and attend Formal Hall. It pays for the kitchen overheads up-front so that the service can be provided for all, and the kitchens can cater for variations in numbers dining each day. Everyone makes a contribution for facilities – there are no exceptions to this, even when you have finished paying fees after your 9th term and continue to eat in College or Wolfson Court. For students living in College accommodation, the facilities charge is consolidated into the residence charge.

4.5 General Notes on finance

- You will be billed twice in the Michaelmas term. The first bill is for the residence charge to be paid within first 10 days of term. The second one is for College and University Tuition Fees (this usually comes later in the term, when all the information is available). Thereafter, fees and residence charges will normally be billed at the same time each term. Please note that Overseas students also have to pay the requested pre-payment on arrival. Home and EU students will have paid this prior to arrival.
- Bills must be paid on time. If not, fines will be applied.
- Interest is charged on overdue accounts.
- If you are having problems in paying, **notify your Tutor** as soon as you become aware of the difficulty.
- Non-payment of a College bill means you will be reported to Council.
- It is a University rule that you are not allowed to graduate if you owe the College money.
- All queries relating to your College bill should be directed to the Bursary.

Leaving Cambridge early: Your fees

If, without giving verbal or written notice to the Warden, Tutor or Bursar, a graduate, for any reason goes out of residence during the course of 13 week term, i.e. working away, the College shall be entitled to keep or claim any fees and charges paid, or payable by, or on behalf of, that student, in respect of that term.

No fees and charges shall be payable if:

- a) the College has sent the student down, or
- b) the graduate is prevented from returning by illness.

4.6 Student Contents Insurance

- The College's insurance broker, N W Brown Insurance Brokers Limited provides student contents insurance through the College's insurer, RSA. Under this scheme, the College arranges a basic level of cover for all students in residence.
- This is provided at a cost of 30p per week per student which is charged on College bills. The basic cover provided is as follows:

Premium - 30p per week

Contents - £5000

Unspecified Personal Possessions (UPP) - Items outside home - £200

Laptops outside home - £500

Freezer Contents - £100

Money in home - £75

Desktop computer - Included in contents

College library books - Up to sum insured in home, up to UPP outside

College property on loan in room - Up to contents sum insured, up to UPP outside

Pedal Cycle - £200

Accidental damage to own contents - No

Accidental damage to landlord property - Yes to £5000

Excess - £30

- To make a claim, students deal directly with N W Brown; they will be asked to provide evidence that they were in residence at the time of the loss. N W Brown have authority to settle claims up to £2,500 without reference back to RSA, and will aim to settle all claims within 48 hours.
- If students require top-up cover because the basic policy does not cover all their possessions, then they may log onto N W Brown's website and arrange additional cover at their own expense.

See <https://www.studentinsurance.nwbrown.co.uk/GetAQuote/>

- The total cost per student for the basic level of cover will be £11.70 *per annum* for a 39 week tenancy and £14.40 *per annum* for a 48 week tenancy. In order to obtain these low rates, all students in College accommodation must be covered, so this cover is organised by College and provided automatically.

5 University Regulations

Full details about fees and regulations are set out in the Statutes and Ordinances of the University of Cambridge (<http://www.cam.ac.uk>) Graduate Students should also receive from the Board of Graduate Studies a copy of the Student Handbook.

The University rules require all full-time graduate students to live within ten miles of the centre of Cambridge for the duration of their course. Historically, this is measured from the parish church, Great St Mary's, in the centre of the city. If you have a particular reason for needing to live outside this area, you may request permission. The reasons could be that your family home is near Cambridge (but further than 10 miles away) or that you need to spend some time working at another institution or in the field as part of a PhD ('working away'). They will want to see evidence that you have considered the difficulties

There are no residence requirements for part-time students, but again your Department or Faculty will need to be satisfied that you can manage to attend supervisions and courses as required in Cambridge.

All students have to carry out work in Cambridge for at least three terms to be eligible for a degree. For a term to be 'kept' a student has to reside in Cambridge for a minimum number of nights (59 each for the Michaelmas & Lent Terms and 56 for Easter Term). Research students, however, are expected also to attend between Terms, except during periods of holiday agreed with their supervisor. Graduate Students who have been undergraduates in Cambridge for at least a year have already met the residence requirement. All graduate students who find it necessary to be away from Cambridge for any length of time should consult their Tutor and inform the Warden and the Graduate Secretary, as otherwise they may find that they are in difficulties over the University's requirements.

5.1 Term Dates

	<i>Michaelmas</i>	<i>Lent</i>	<i>Easter</i>
2011-12 Term	1 Oct - 11 Dec	14 Jan - 24 Mar	14 Apr -23 Jun
Full Term	4 Oct – 2 Dec	17 Jan - 16 Mar	24 Apr -15 Jun

Term is prior to and after 'Full Term' which is the period of University teaching. Graduate students operate on the basis of the academic year which extends beyond the end of the Easter Term. The Academic year commences on 1st October and finishes on 30th September each year.

Students whose research requires them to work elsewhere than Cambridge for any length of time must apply for **leave to study away from Cambridge**. There is a standard form that can be downloaded from the University website, that is submitted to the Board of Graduate Studies by your Department. The procedure is simple as long as your supervisor supports and explains the necessity of residence outside the city. Terms for which leave is received count towards your residence requirement.

Fees are remitted for those students whose Ph.D research necessitates a fourth year of study. After nine terms, fees are usually remitted. In some cases, but not all, an M.Phil year may count towards the nine terms.

6. General Information

6.1 Post and Telephones

Letters should be clearly addressed to you using your full name to avoid confusion. Addresses for College and Wolfson Court (see 1.1)

Letters are put into pigeon-holes as soon as they are delivered; parcels and registered mail are kept at the Lodge by the Porter until claimed. A list of parcels to be collected is posted daily on the notice-board outside the Lodge. Graduate pigeon holes are in the MCR.

Royal Mail collections are as follows:

College:	Monday - Friday	5.00 p.m.
	Saturday	12 noon
	Sunday	No collection
Wolfson Court:	Monday - Friday	5.00 p.m.
	Saturday	No collection
	Sunday	No collection

There is a Royal Mail box for outgoing mail outside the Porters' Lodge. Messages can be left for students at the Porters' Lodge, but porters are instructed not to deliver messages to students' rooms, except in dire emergency.

During Full Term there is a student mail service to other Colleges. This is free to students and two black boxes, one labelled CUMS (Cambridge University mail service) and the other one 'GIRTON', sit in the Lobby in Wolfson Court. They are emptied daily.

Public Telephones

Girton College (enquiries): Cambridge (01223) 338999
Wolfson Court Lodge: Cambridge (01223) 338892

It is not possible for graduates to be fetched to the telephone, but short, urgent messages will be taken. All College owned graduate houses have either a pay-phone or an incoming calls only telephone. There is a network telephone in the MCR room. If you wish to take an incoming call it should be by pre-arrangement with your caller to avoid disturbance to students whose rooms are next to the telephone.

College

There are card and coin operated telephones at College. Cards may be purchased at the Porter's Lodge.

Wolfson Court

There is a public telephone operated by credit/debit card and a metered telephone in the lodge for overseas calls.

Private Telephones at Wolfson Court

If you wish to install a private telephone line in your room, you will need permission. Please fill in a notification form, available from the Wolfson Court lodge.

You must arrange to have your line disconnected when you vacate your room.

College takes no responsibility whatsoever for telephone bills incurred on your phone line.

Multiple use of a phone by means of extension wires is not permitted. Please note that no installation work may be carried out either by BT or Virgin without the prior permission of the Warden.

6.2 Notice-Boards

Many notices affecting your life in a variety of ways are simply posted on notice-boards. You are expected to check these regularly so as not to miss vital information. The Graduate notice-board is in the front lobby of Wolfson Court. You must also check your email regularly.

6.3 **Matriculation**

All students who have not previously been members of the University are required to sign the College Register and Matriculation Form during their first week of residence. When you visit the Wolfson Court Office on your arrival, you will be asked to sign the Matriculation form and College register. In doing this, students promise to abide by the Statutes and Ordinances of the University, and to pay due respect and obedience to the Officers of the University. Matriculation forms part of a series of induction events that take place in College at the beginning of the Michaelmas Term. The College holds a dinner to welcome new students and mark this event (See 6.9).

6.4 **Immigration**

Students who require a visa to study in the UK must abide by the visa conditions. These include reporting to the Graduate Office within seven days of arrival. You will be asked to sign against your name, provide passport and immigration documents and also provide contact details.

If instructed to register with the Police, it is your responsibility to do so on arrival. If your passport is stamped “the holder is required to register at once with the police” then you must do so within 7 days of arriving in Britain. Please note that registration is strictly by appointment only. To make an appointment at the Police station you have to ring the following phone number – 0345 456 4564 and ask for extension 3220 . The Overseas Registration Department is at Parkside Police Station, near Parkers Piece. Take your passport, two passport sized photographs and a fee of approximately £34. You will be given a police registration certificate. You only have to pay the fee once unless you lose your certificate. Inform the police if you change your address or leave the UK for a period of more than two months. You must tell them at the start of each academic year.

6.5 **Computing Facilities at Girton**

Computing facilities

There are currently 5 computer areas within the two College sites that are available for student use. These are listed below.

Where	Number of Machines	Printer	Access	CCTV
B2a (College)	5	Colour Laser Printer	24hrs	Yes
F Corridor (Coll)	5	B&W Laser	24hrs	Yes
Law Library	1		24hrs	Yes
Library ITRC	16	Laser Printer	Opening Times	Manned
Wolfson Court	9	Colour Laser Printer	24hrs	Yes

Computer Rooms

The use of computer rooms is primarily for academic work and will take priority over personal email checking or web browsing. All the computers in the College's computer room are equipped with course specific software as determined by particular University departments, however in exceptional circumstances this can also be installed on individual students' computers if licenses permit. Please ask the Computer Office for further details. All computers in the computer rooms are attached to the Desktop Services Managed Cluster Service, more details about Printing, File Storage, Remote Access, Software & Security can be found on the DS Website:

<http://www.cam.ac.uk/cs/desktop-services/>.

Library

The Library PCs are intended primarily as a source of information, retrieval and access. The Librarians are professional information specialists, who are happy to advise on all aspects of information searching and the critical evaluation of sources. Students are encouraged to make use of their expertise.

Ethernet Cabled Rooms

The main College site has all rooms cabled for network/internet access including some of the houses.

Wolfson Court has every student room wired for Ethernet Access

Authorised Computer Use

All students will be issued with a copy of the rules for authorised use of the College's computer facilities, which will also contain the College's Email and Internet Policies. You are advised to read these, as misuse of the system will not be tolerated and may result in criminal charges. Copies of these and the University Computing Service regulations are posted on the notice boards in the Computer Rooms. Further information on the use of computing facilities, including user id's and passwords, will be given to each student when they arrive.

Computing Courses

The University Computing Service runs various computer courses for students. Information is regularly posted on the notice boards, and the courses are free for all students and can be booked via the University website <http://www.cam.ac.uk/cs/courses/>

Computer Office Information

College has 3 full-time members of Computer Office staff:

Girton College Computer Office: <i>computer.office@girton.cam.ac.uk</i>			
Name	Job	Email	Telephone
Andrew Leader	Computer Officer	a.leader@girton.cam.ac.uk	(3)38929
Kim Pearson	Asst Comp. Officer	k.pearson@girton.cam.ac.uk	(3)38987
Steven Coe	Asst Comp. Officer	s.coe@girton.cam.ac.uk	

The Computer Office is located in Room O1 on the Admin Corridor, which is on the same corridor as the Tutorial and Admissions Office.

The Office opening hours are Monday to Friday 9am-5pm with a closure on Thursday mornings from 9am-2pm. We also have a pigeonhole in the Main College Lodge and you can also leave messages at Wolfson Court Lodge.

Printing

Printing is provided via Desktop Services (DS) using the Common Balance Scheme :

<http://www.cam.ac.uk/cs/desktop-services/ds-print/>

Details on how to charge up your account using a Credit or Debit card and by Cash can be found on the same site:

<http://www.cam.ac.uk/cs/desktop-services/ds-print/payment.html>

The networked printers in College and Wolfson Court are currently charged at the following rates.

	Per side
B&W	5p
Colour	15p

Printing to DS Printers is also possible from non-DS machines (personal laptops etc), instructions can also be found on the same website.

The University allows a reasonable amount of personal use of the Networks and email. Please do not abuse this system as, in the past, Criminal and Financial charges have been imposed against an individual and not the College.

Please be aware that computer-related complaints by both internal and external parties will **always** be passed to the Senior Tutor and your Graduate Tutor.

6.5.1 Internet access for students not living in College accommodation.

When living in non-College accommodation access to the Internet will usually be via an external Internet Service Provider (ISP):

6.5.2 Other ISPs

You can apply for a broadband connection to your non-college accommodation. There are a lot of suppliers of this service ranging from the well known (BT, Tiscalli etc) to the less well known like Zen, most of which supply broadband across ADSL telephone lines (BT). Virgin Media (previously NTL) can also supply broadband via Cable. You may also be able to access restricted sites by using the Computing Service VPDN Service.

6.5.3 Help

The University Computing Service runs many courses. Information about these is regularly posted on the notice boards and may be booked for free via the University Web site. The Girton website gives, among other things, information about the College, names of those alumnae who have email addresses and have asked us to include them, details of facilities, departments and student organisations as well as help with computing problems.

Communication between Fellows, staff and students is increasingly by email. So it is vital you get a user ID as soon as possible and thereafter check your email regularly.

Useful websites: See Appendix 2

6.6 Meals

The times of meals in **College and Wolfson Court** during Full Term are:

<i>Breakfast</i>	Monday - Friday	8.00 - 9.00 am
<i>Lunch</i>	Monday – Friday	12.00 – 1.30 p.m.
<i>Dinner</i>	Monday – Friday	6.00 – 7.30 p.m.
	Saturday	12.30 – 1.30pm (no evening meal)
	Sunday	11.30 - 1.00 pm
		6.00 – 7.00 pm

Formal Hall and MCR evenings:

Wolfson Court	6.00 – 7.00 pm
College Cafeteria:	5.45 - 6.30 pm
Formal Hall:	7.15 pm every Thursday evening in Full Term, except for the weeks of the major College feasts (see College calendar)

Theme Nights:

Wolfson Court	- Tuesday (during full term)
College	- Friday (during full term)

This may be subject to change. Out of term-time we try to serve at least one meal per day for graduates in residence except during the Christmas closure period. Please see the notice-boards for details.

6.7 Special Dietary Requirements

Vegetarian dishes are provided in the canteen at every meal but if any students have special dietary requirements not currently catered for, they should consult the Catering Manager. Gluten-free and other special diets are regularly catered for. No vegetarian meal contains any meat or animal fat, and cross-contamination is avoided. Vegetarian meals are therefore suitable for those on a halal or most kosher diets.

Any student with a serious or unusual allergy (e.g. nuts) should contact the Catering Manager when they arrive (or before if that is helpful) to discuss how the College can help them.

Kosher or halal food can be provided; students requiring kosher or halal food on a regular or occasional basis should likewise discuss their individual requirements with the Catering Manager. Kosher lunches are also available five days a week at the University Jewish Society.

The College kitchens provide menus that permit vegans to enjoy a balanced diet.

When you attend any social events in the College i.e. Matriculation Dinner, Graduation etc. when replying to the invitation, make a point of stating your allergy or dietary needs in your letter.

6.8 Payment for Meals

Meals are paid by using your University card. Please collect yours from the Graduate Office when you arrive. The card is for use throughout the College giving you access to Wolfson Court and College after 10 pm; also the Libraries.

Reciprocal dining rights exist at Clare, Pembroke and Downing College:

<i>Clare</i>	Lunch in the Buttery, Monday to Friday, and light refreshments in the Bar.
<i>Pembroke</i>	Lunch in Hall. You will need to apply for a dining card.
<i>Downing</i>	Lunch in Hall. A charge card will be issued to Girtonians on application. (photo required). Meals will be charged on your College bill.

6.9 Formal Hall

MCR Graduate Student Guide to Formal Halls

The college is very keen to foster a lively and integrated college community and Formal Hall is a major part of this support. It is held every Thursday during term time. Formal Hall is charged at £7.75 for Graduates and £10.25 for guests. Graduates are invited to join any Fellows that are dining on high table. The Fellows are also genuinely delighted to invite the graduates to join them for a glass of sherry before dinner and for port, whisky, coffee or tea after dinner.

The graduates at Girton undertake a huge amount of world class cutting edge research and, aside from being a time to relax and enjoy each others company, formal hall is a chance for the fellows and Mistress at Girton to find out more about the graduates on a personal level - and vice versa! This is characteristic of the open and relaxed nature of Girton College, an atmosphere built on the foundation of mutual respect between the MCR and the Fellows of the College.

The MCR has agreed to the following guidelines, which you are asked to observe to keep Formal Hall as the *formal*, festive and community based occasion that it is famous for.

1. Everyone gathers for sherry in the fellows' room at 6.45pm for 7.15pm and signs for their tickets from the waitress.
2. After dinner is announced everyone follows the Mistress into the dining hall where, after handing in your ticket, you may choose to sit on either high table or on the graduate table parallel to high table. Please fill up High table first. Undergraduate tables may be used if there isn't enough space.
3. Once you have found your seat, please *remain standing* for the Mistress to say grace.
4. On high table wine is provided – please sign for it each time you have a glass.
5. You may bring *one* bottle of wine to either high table or the graduate table, which will be opened by the waiting staff. Wine that has not been purchased at the College bar must be stamped by the bar staff for a fee of £1. Please do not play drinking games.
6. Please wait for the mistress to begin each course before starting your own food.
7. Vegetarians should display their vegetarian ticket throughout dinner.
8. Please stay seated throughout dinner, unless there is an emergency.
9. Please ensure that you and your guests wear their gowns throughout dinner.
10. After dinner the gong will sound. Everyone stands up for the Mistress to say grace.
11. You may then choose to leave with the Fellows or remain to finish dessert.
12. Port, tea and coffee is then served in the Fellows' Drawing room.

Note that Formal Hall is at Main College and that dress is jackets and ties for men and the equivalent for women. For a translation of the latin grace see 6.12.

Enjoy formal but please keep it respectful as a mark of gratitude for the respect you are being afforded as graduate member of Girton College.

MCR President

6.10 Booking for Thursday Formal Halls

A seat for Formal Hall can be booked by using the web booking service by 2pm on the Wednesday prior to Hall. Please specify whether you would like the vegetarian option at this point. Also please specify how many guests you would like to bring. Charges are debited directly from your University card account. To bring more than two guests you must first ask the permission of the Senior Tutor.

There are three special formal halls per year for Graduates and Fellows only. These dinners are paid for by College. The dates of these will be notified on the College calendar. Booking is via the web booking service.

In addition, there are three free formal halls celebrating significant stages in your Graduate career. The “First, or Freshers’ Formal, for Graduates new to Cambridge, the “Halfway Formal” for those half way through their courses and the “Finalists Formal” for those leaving Cambridge. The first formal is booked on your behalf by the Graduate Secretary and the others are booked via the web in the usual way.

6.11 MCR Dinners

In addition to the eight Formal Halls held per term, each graduate is also entitled to attend, free of charge, any of the three MCR dinners held during the year at Wolfson Court¹. The dates of these meals are posted on the graduate website:

<https://sites.google.com/site/girtoncollegemcr/>

The dinner is paid for by college but the wine is provided by the MCR itself and at each dinner there is usually a guest speaker from the London Girton Association – which gives a chance to network with previous alumni from the college. The MCR tries to foster links with alumni for networking opportunities and so it’s worth coming along to see about your relationship with the college after you leave – if not to have a drink and a free three course meal! Maybe one day it is you that will be coming back to talk to the graduates of the future!

These dinners commence with drinks organised by the MCR Meals Officer at 6.45pm in the airport lounge at Wolfson Court and they are always on a Wednesday. The meals officer is also responsible for setting the dates of the meals and organising after dinner speakers.

Booking for the MCR dinner is via the web booking service. You must have signed up by Tuesday at mid-day on the day before the dinner.

Guest allowance for Formal Hall and MCR dinners.

You are entitled to bring more than two guests to Formal Hall at a time but you must ask for permission from the Senior Tutor. You may not bring more than one guest to an MCR dinner due to the limited capacity of the Wolfson Court dining area. For the sake of allowing as many MCR members as possible to attend these dinners, you are politely asked to avoid bringing guests other than long-term partners. For each guest that you invite *the charge is £10.25*.

College Grace

The college grace (with translation) is:

they may also be registered at their home address. In local government elections they may vote both at home and in Cambridge (providing their home address is in a different council area). At a General Election or European Election students may only vote in one place. EU students and Commonwealth students may vote in certain elections and the voting register will show this. Other overseas students are not permitted to vote.

6.18 The College Library

There are library facilities at both sites and these are open to current members of the College. Primary provision is for undergraduates, and Graduates should expect to use the University Library and faculty / departmental libraries for research material. However, the Library does possess extensive collections of use to graduates and research students. The computerised **catalogue** can be searched via the Library's website or by using designated computer terminals in the library, but our holdings are only partially on the University's Union Catalogue. There is a photocopier available at each site.

Main Library and Duke Building:

The principal library ("McMorran Library") is alongside the Duke Building on the main College site and holds books, journals and even DVDs on all subjects covered by the Cambridge Tripos. Up to 10 items may be borrowed for 14 days during Full Term and for the entire vacation. Current fines for overdue items are 50 pence per item per day. Restricted loan books and bound periodicals may be borrowed overnight only. The first time you come in, please make yourself known to the Librarian who will be pleased to show you around and to arrange for your borrowing rights to be set up. Please bring your University card with you.

There is an **IT Resources Area** in the award-winning Duke Building. The librarians offer professional advice and training in the best use of electronic sources, including bibliographical and full-text databases and electronic journals.

The Library's **Archive** and **Special Collections** are also housed in the Duke Building. Our holdings are particularly strong on the history of women's higher education, and attract international scholars and researchers, but there are collections on other subjects as well. More information is given on the library's website www-lib.girton.cam.ac.uk/

Opening hours for the **Main Library** are as follows:

<i>Full Term</i>	Monday – Friday	9am – 11pm
	Saturday	10am – 6pm (11pm during the exam period)
	Sunday	10am – 11pm
<i>Outside Full Term</i>	Monday – Friday	9am – 5pm

Wolfson Court library complex:

This comprises the **Fletcher-Moulton Reading Room** and the **Poppy Jolowicz Law Library**, together with first-floor study galleries and a computer room. These libraries are not permanently staffed and borrowing is not permitted; students are asked to use the facilities in a responsible and considerate way. Entry is by University card and the facilities are available 24 hours a day during Term. Access to the Law Library is restricted to law and land economy students.

Full information about the College libraries is given on the Library's website at: www-lib.girton.cam.ac.uk/ Also, telephone or email queries are welcome at any time; telephone (3)38970 or email: library@girton.cam.ac.uk

6.19 University Library

The University Library is one of the UK's libraries of legal deposit, alongside the Bodleian in Oxford, the British Library, and the National Libraries of Wales, Scotland and Northern Ireland. This means that it may claim a copy of every book published in the UK and Ireland. All current students of the University have right of access to the U.L. Access to the University Library is by the Cambridge University Card. Further information can be found at: <http://www.lib.cam.ac.uk/>

6.20 The College Chapel

The Chapel stands at the heart of College and is a place of peace in the midst of hectic term life. It is a place where you can just come and be still when you need some silence. The Chapel is also the place where services happen, and all members of College, their friends and family are welcome at all services. It is not a place, nor a chaplaincy, just for the "religious" people. We are all on a journey, at different stages, and with different questions about life, Faith, God, Truth, suffering... The Chapel in College is always open during full term. For the regular services in Chapel and details of other activities, please see the termly Chapel card. The College Chaplain, Malcolm Guite, is regularly available in College at times posted on the board next to his room (D4a). He is also happy to be emailed at any time (mg320@cam.ac.uk)

7 Health & Welfare

7.1 Access and disabilities

Information can be found on the following pages of the University website
www.cam.ac.uk/cambuniv/disability/support/drc
www.cam.ac.uk/cambuniv/disability/accguides/colleges/girtonwc

7.2 Registering with a GP

All Graduates have to be registered with a local GP (General Practitioner in Medicine). Registering is a straightforward process of going to the practice and filling in a form. A list of local doctors is given below. You are required to register with a doctor within a fortnight of arriving in Cambridge, and you must inform the College Nurses of the doctor's name. When registering, you should note the surgery hours and arrangements for your general practitioner.

ASSOCIATION OF STUDENT PRACTICES IN CAMBRIDGE

Bridge Street Surgery

2 All Saints Passage, Cambridge CB2 3LS

0844 4773939

<http://www.bridgestreetmedicalcentre.com>

Huntingdon Road Surgery

1 Huntingdon rd, Cambridge CB3 0DB

01223 364127

www.huntingdonroadsurgery.co.uk

Lensfield Road Medical Practice

48 Lensfield Rd, Cambridge

01223 352779

<http://www.lensfieldpractice.org/index.php>

Newnham Walk Surgery

Wordsworth Grove, Cambridge, CB3 9HS
01223 366811
www.newnhamwalksurgery.nhs.uk

Red house Surgery
96 Chesterton Rd, Cambridge, CB4 1ER
0844 4773124
www.redhousesurgery.nhs.uk

Trumpington Street Medical Practice
56 Trumpington St, Cambridge, CB2 1RG
01223 361611
www.trumpingtonstreetmedicalpractice.co.uk

Woodlands Surgery
32-34 Station Rd, Cambridge CB12JH
01223 697600
www.woodlandssurgery.co.uk

York Street Surgery
146-148 York St, Cambridge CB1 2PY
01223 364116
<http://www.yorkstreetmedicalpractice.nhs.uk/>

If you choose not to register with a GP, and you subsequently have an accident, you will be ineligible to claim on any insurance.

7.3 Medical treatment

All students in full-time education (including overseas students and their dependants permitted to join them) usually receive medical treatment free under the National Health Service's provision. Emergency treatment is available at the Emergency Department at Addenbrooke's Hospital or via Urgent Care Cambridge – **03301 239131**. The Porter's Lodge is the First Aid post at each site.

If you fall ill, or have an accident, someone should inform either your Tutor, the Graduate Secretary, the Warden or a Porter as soon as possible. The College may be able to help contact your Department, your family, or others whom you need to inform of your situation. In cases of accidents, Accident Report Forms are kept at the Porters' Lodge and any accident on College property should be reported, and a form filled in giving details.

7.3.1. The University Dental Service at 3 Trumpington Street (332860) offers dental treatment to students under regulations for the National Health Service. The Service is open daily from 9.00 until 1.00 and 2.00 to 5.00 Monday to Friday. Please make appointments for routine treatment as early in the term as possible. The College recommends that all students register with this service. Treatment will not be given by the service if you are not registered.

7.3.2. The College Nurses

The College has two nurses (Mrs Jacqui Isbister and Mrs Alexandra Green). All students whether resident or non-resident, may consult the College Nurses who hold regular surgery hours in College Health & Welfare Centre (38937). They will treat minor ailments, do dressings and give general advice on medical problems. The Health & Welfare Centre is located in College in the Old

Labs area along A corridor (ask at the Lodge). Surgery hours are posted there and in the College Lodge. You should try to consult the Nurses during these hours. In an emergency however, the Nurses may be contacted through the Lodge. In Wolfson Court there are no set surgery hours but the College Nurse will always visit if required. Please ask at the Lodge or ring through to them directly. You are advised to call on their services if you are ill, however trivial the problem may seem. There is no charge. The College Nurse may be able to help in getting an urgent appointment with your GP, it is always worth asking.

During term time the College nurses are available daily. Surgery hours are:
Monday to Friday 8.30am – 11.00am
Monday and Thursday 4.30pm – 6.30pm

Anyone needing to consult the Nurses on an urgent matter outside surgery hours may contact the nurses via the Lodge, consult their GP, or go to the hospital accident and emergency department. Urgent Care Cambridge provide an emergency ‘out of hours’ GP service and can be contacted on 0330 1239131 if your own GP is unavailable.

7.4 Nut Allergies

Reactions to peanuts or nuts can be life threatening. A student died in a College on her first night at Cambridge in 1998 after eating a dessert containing nuts. She died of anaphylaxis, a severe allergic reaction to very small quantities of nuts in the dessert. She knew she was allergic to nuts, but had never been properly informed as to how to protect herself. Even a slight allergic reaction, i.e. a rash; breathlessness, should be seen to immediately as it may well prove progressive.

If a graduate has a nut allergy, he or she is responsible for it. Knowledge of the allergy enables them to make an informed decision about what constitutes a reasonable level of risk when eating anywhere, either in College or outside. If they have been provided with an Epipen, they must always carry it. If a reaction occurs the Epipen must be used and then hospital treatment sought for observation.

It is a wise precaution to let the Porters, who are trained first aiders, the nurses and the kitchens, know of any allergy. This is your responsibility.

7.5 No Smoking Policy

It is against the law to smoke in any public areas of College or Wolfson Court. There are designated external smoking areas. Please see the website for details. Students may smoke in their own rooms but only when there are no members of staff (e.g. cleaners) present.

7.6 Personal problems

There are two Counsellors, with special responsibility for Girton College, who offer a confidential counselling service normally at 1 Huntingdon Road, the GP partnership where most Girtonians are registered. Appointments may be made at the surgery (Tel: 364127) by any member of the College. There is also a University Counselling Service at 14 Trumpington Street, Cambridge (Tel: 32865 on the network) and, as at 1 Huntingdon Road, any student who wishes may make an appointment directly. You may however prefer to talk with your Tutor or one of the Nurses before approaching a counsellor; your own doctor may also provide counselling help. The College Library has a special collection of counselling books on a wide range of subjects. These are kept on the signing-out desk in the Library, together with a list of local and national advice agencies.

7.7 The Chaplain

The College chaplain is Rev. Dr Malcolm Guite. He has room D4a in College and is available to help any member of College with any personal problem or difficulty. Do not assume that you have to be a Chapel-goer to seek his advice. His work brings him to the College a great deal and he sometimes dines in Wolfson Court. Although he lives out of College with his family, if you need to contact him, the Porters will endeavour to contact him on your behalf. The Chaplain works in close collaboration with the Tutors and the College Nurses, but, needless to say, anything you say to him in confidence will not be divulged to anyone else without your permission.

7.8 Other Sources of Help

The Samaritans Sympathetic people are available to listen to those in despair or tempted to suicide. You can telephone at **any time of the day or night** on 364455. You can visit the Samaritans Office in person at 1 Parker Street from 9 am to midnight every day including weekends.

Linkline This is a Samaritan-type service, but staffed by students. You can call them on 367575 from 7 pm to 8 am every night of full term. It is based at 17 St Edward's Passage and has students on the premises. Website address: www.cam.ac.uk/CambUniv/linkline/

University Health Service The UHS offers advice based on considerable experience to those going abroad during the Long Vacation on expeditions etc. It is advisable to book an appointment early in the year.

8. Life in Wolfson Court and College

8.1 Quiet Time

From the beginning of Easter Term until after the exams (mid-June), graduates are asked to keep a quiet time. There will not be any parties or social gatherings; any indoor or outdoor events. No loud or amplified music is to be played and MCR formal dinners may be restricted in numbers.

The Senior Tutor or the Warden must be consulted about any proposal for social events in College or Wolfson Court.

8.2 Music in College and Wolfson Court

Live Music. Subject always to working arrangements with neighbours, practice hours for musical instruments are as follows:

Monday to Friday	8.30 a.m. - 9.30 a.m. 2 00p.m. - 3.00 p.m. 6.30 p.m. - 9.00 p.m.
Weekends	9.00 a.m. - 10.30 p.m.

Students disturbed by live music should first try the personal approach; if this fails, tell your Lodge, then your Tutor. Practice rooms are also available in College and Wolfson Court. These may be booked, if necessary, by signing a timetable on the door. Please note that D36, the College Practice Room, may not be used while services, rehearsals or concerts are taking place in Chapel. The following rooms are, when not otherwise in use, also available for practice:

College

Old Hall (one piano).

Monday to Friday	8.30 a.m. - 1.30 p.m. 6.00 p.m. - 10.30 p.m.
Saturday	8.30 a.m. - 10.30 p.m.

The key for Old Hall is kept in the College Lodge.

- Stanley Library (one grand piano). Hours are the same as for Old Hall, but permission of the Director of College Music (Tel: 38946) is needed for this piano, which should in any case be used only when the Old Hall piano is unavailable. Permission to use this piano after 8.00 p.m. will be granted only in exceptional circumstances.
- Fellows' Drawing Room (one grand piano). This piano may be only used on special application to Director of Music.
- Main Hall (instrumentalists)
Monday to Friday 2.30 p.m. - 5.00 p.m.
- Chapel (instrumentalists)
Monday to Friday 10.00 a.m. - 12.30 p.m.

Please note that Organ Scholars have precedence at all times.

Wolfson Court

Sheila Gillies Room (one grand piano)

Seminar Room (one upright piano)

Room available during music hours (key and booking in Wolfson Court Lodge)

All these rooms, when not being used for other purposes, will be available on a "first come, first served" basis.

Pianos The few College rooms which have pianos are normally allocated to Music students. If you wish to bring your own piano into College, please see the Graduate Tutor or the Warden of Wolfson Court before making any arrangements.

Harpsichord Students who wish to use the harpsichord should speak to the Director of Music.

Organ Students who wish to use the harpsichord should speak to the Director of Music in the first instance.

Recorded Music No music may be played in students' rooms between 10.30 p.m. and 8.00 a.m. During the day and early evening music may be played in rooms only on condition that it does not disturb neighbours or others in the vicinity. Since rooms are not sound-proof and noise travels up and down through the building as well as along, the use of head-phones is recommended. It may be that you can work only to a background of music; remember that this may not be the case for your next-door neighbour. What to you is relaxing music, may to others be intolerable noise; and noise disturbance is probably the most difficult problem of communal living. Music which disturbs any other member of College at any time of day is too noisy and should be turned either down or off. Any students who find their study or sleep disturbed by noise should first attempt to solve the problem by a personal approach. If the problem persists, see your Tutor. Tutors reserve the right to ban the use of music equipment which, in extreme cases, may be impounded for the duration of the term. No music system should be played in the bathrooms and there should be no music in the area close to Chapel on Sundays between 5.45 am and 7.15 pm. For practical reasons, these rules are relaxed

somewhat in the case of corridor parties on Saturday nights. Otherwise, and especially in the Easter Term when all are studying for exams, please observe the rules and be considerate of others.

Chamber Music Scheme : <http://www.girton.cam.ac.uk/about/music-girton/chamber-music-scheme/> This project aims to give everyone in college the opportunity to meet other musicians, explore new repertoire under the guidance of Music Fellows, receive expert coaching, and to perform. The scheme brings together undergraduates, graduates and staff, and culminates in a performance at the end of each term. For more details of the scheme, contact Dr Kate Kennedy (kma23@cam.ac.uk)

8.3 Academic Dress

All undergraduates and graduates in statu pupillari are subject to the University Ordinance regarding the wearing of academical dress, which is as follows:

“Members of the University in statu pupillari shall be required to wear their proper academical dress when attending University ceremonies in the University Church or in the Senate House, and at all other times at which the Vice-Chancellor may by public notice direct that academical dress be worn.”

Academical dress here means the gown appropriate for an undergraduate or graduate. When academical dress is required by Ordinance, it is not sufficient merely to carry a gown, as opposed to wearing one.

As well as on the occasions mentioned, gowns must be worn in College Chapel and for Formal Hall, for official College lectures and other public occasions, of which notice is given.

You will need to wear a gown for the Matriculation Photograph, which takes place in the first week of the first term.

Gowns (new and second-hand) can be obtained from the robemakers in the town. These include:

Ede & Ravenscroft Ltd.	71-72 Trumpington Street
Moss Bros.	14 St John's Street
Ryder & Amies	22 Kings Parade

The prices charged by individual robemakers now vary a great deal in respect of a single gown, which makes it difficult to quote definite prices. Second-hand gowns can sometimes be obtained from the various robemakers in Cambridge, but they must be of the correct pattern for Cambridge. They are also sold by the Graduate Union (www.gradunion.cam.ac.uk) and occasionally people advertise a second hand gown for sale on the notice boards in Wolfson Court.

Affiliated students have undergraduate status in Cambridge, although they may be graduates of other Universities. They are therefore required to wear the gown appropriate for an undergraduate. These gowns must be of the Girton College pattern.

Research students who are graduates of other Universities who have not attained the age of 24, have the status of B.A. and wear the Cambridge B.A. gown, but without “strings”.

Research students who are graduates of other Universities and who have attained the age of 24, have the status of M.A. so long as they are not eligible to proceed to a Cambridge degree. They wear the Cambridge M.A. gown, but without strings. (The ‘strings’ are black ribbons attached to the front of the gown.)

Students are expected to wear suitable smart clothes with the gown on any occasion when academical dress is required. No head-dress except the square cap is permissible with the gown. It is not compulsory to purchase, or at any time, to wear a square cap. (Indeed, it is unusual to see one, save when they are worn by the Praelectors of colleges and Proctors in the Senate House.) However, there are special regulations concerning the dress to be worn in the Senate House when being presented for a degree. This dress code is notified at the time when you are proceeding to the degree.

8.4 Sports

A Sports funding bursary is available to those playing competitively at University level. The MCR organises sports such as football and rowing etc. These activities take place in a friendly, relaxed and informal atmosphere and everyone is welcome. In addition, graduates can and do join the undergraduate teams, and discuss sports issues together at Sports committee. If you are interested please contact the MCR sports representative. Watch the notice-boards outside the Lodge for details.

The Swimming Pool in Girton is open during Term from 7.00 a.m. to 8.00 p.m, but please note that during the Ash Court building works, January 2012 to July 2013, the pool will be closed for refurbishment. Pool safety rules are posted up outside the Pool and are available on the College website at <http://www.girton.cam.ac.uk/about/health-safety/pool/> You must read and observe these. The pool is monitored by CCTV. The Pool is only for use by good swimmers. College does not provide life-saving or other attendance at the Pool, and you use it at your own risk. The specific times set by for women's swimming time are 10.30am –12 noon every Wednesday and Saturday in term time. Check these times with the College Lodge (3)38999, where the key is held.

Squash. The squash court opens at 7.00 a.m. and the last booking is at 10.30 p.m., to finish at 11.00 p.m. For advance booking, sign the book in Post at the Lodge. Please note, however, that during the Ash Court building works, January 2012 to July 2013, the squash court will be closed for refurbishment.

Multi Gym There is a Gym at the main site. To access the gym, you must complete an application form, pay a small fee (£10) and undergo a training session with the Head Groundsman, who is a qualified instructor.

Tennis Keys for the College hard courts should be obtained from the College Porters' Lodge. The grass courts in the Emily Davies Court are open in the summer.

Rowing The Boat Club welcomes beginners and experienced rowers. The College shares a boathouse rowing along a 4-mile stretch of the river. The club owns a four, and has use of two sculls. Crews are selected at the start of each term and graduates trial for these alongside the other undergraduate members.

8.5 University Societies

All the University clubs and societies have representatives at the Freshers' Fair, held in the first two weeks of Michaelmas Term at the Kelsey Kerridge Sports Centre in Cambridge. The website address is: <http://www.societies.cam.ac.uk/>

8.5.1 University Administration and Services

Mention has already been made of the Statutes and Ordinances of the University. These govern all matters of central organisation and government of the University. There is a general assembly of officeholders and Fellows, the Regent House, which holds regular Congregations, or meetings.

The University Council submits motions to the Regent House and consists of the Chancellor, the Vice-Chancellor, sixteen elected members of the Regent House, and student representatives. The latter are present for some business. There is a representative of the Graduate Union.

Each Faculty has its own Faculty Board and Degree Committee structure, on which most include student representatives. There is then a University oversight of these bodies. Academic matters, including the approval of lists of successful candidates, appointment of PhD examiners and so forth are dealt with by Faculties in conjunction with the Board of Graduate Studies.

8.5.2 The Graduate Union

The Graduate Union (GU) is part of the CUSU (Cambridge University Student Union) and specialises in graduate issues within three different areas:

- Graduate Representation on University Committees
- Student Advice: legal, financial, welfare, academic etc.
- Providing cheap services such as stationery, binding and photocopying.

The organisation is independent of the University and run by a sabbatical officer, the President, and a voluntary Executive Committee. Decisions and politics are made at the Graduate Union Council which includes the Graduate presidents of the colleges, the President, the Executive and the Graduate Representative on the University Council. The GU can be found at <http://www.gradunion.cam.ac.uk>

8.5.3 The University Careers Service

The careers service exists to help all students with their decisions about their future and to find the right places once those decisions have been taken. In recent years, the service has greatly expanded its services to postgraduate students. The facilities, in Stuart House, Mill Lane, are available free of charge. There are extensive files giving details about a very wide range of jobs. <http://www.careers.cam.ac.uk>

8.6 Parties and Meetings

Party rules apply to all undergraduates **and graduates** living in College, Wolfson Court and College houses. Parties, dinners and society meetings are all governed by a code of practice to ensure good behaviour, consideration for others and freedom of speech. Your attention is drawn to the Code of Practice for Discipline in College in Appendix E, to the Code of Practice issued under section 43 of the Education (No. 2) Act 1986 in Appendix F, and the section above on Music Hours. Parties and events must comply with the terms of the Premises License.

Parties may only be held in the ground floor at Wolfson Court and in various public rooms in both College and Wolfson Court for which a refundable deposit is charged. In Wolfson Court parties **may not** be held above ground floor level. No BBQ parties may be held without the permission of the Catering Manager and Head Gardener. Procedures are as follows:

Graduate rooms – tutorial permission is required only for parties and meetings to which more than 10 are invited. For tutorial permission you should apply to the Senior Tutor for a pink permission slip **at least 72 hours** in advance. This slip should be taken or sent to the Warden of Wolfson Court or your Graduate Tutor who informs the porters. You are reminded of sections 1 and 2 of the Code of Practice for Discipline.

Public rooms – The Senior Tutor's permission (a pink slip) is required for all public rooms (including those at Wolfson) for either parties or dinners. You will also be required to undertake responsibility for parties and dinners in public rooms on a form supplied by the Senior Tutor or Warden. Again 72 hours' advance warning is needed and the slip and undertaking should be taken to the Senior Tutor or Warden of Wolfson Court. It is however essential to consult the Warden (and in the case of the MCR, the MCR Curator) before seeing the Senior Tutor, to check that the

room is available. A guest-list must be left at the Porters' Lodge by 6.00 p.m. on the day of the party and the person to whom the pink slip has been issued is responsible for clearing and cleaning the room(s) and adjoining corridors immediately after the party and for any damage which may occur. If extra porters are required you will be charged for this. Rooms are available as follows:

8.6.1 College:

Stanley Library and Old Hall – for use after 9.00 p.m. only on Friday (until 11.00 p.m.) and Saturday nights (until midnight). Music parties may only be held in Old Hall and not in the Stanley Library. Parties held in the Stanley Library require the presence of a Senior Member or a Porter.

The MCR is available for bookings (without charge) as follows: Fridays until 11.00 p.m., Saturdays until midnight, weekday evenings until 10.30 p.m. Music parties are permitted on Fridays and Saturdays but no amplified music may be played on other evenings. Booking is with the MCR Curator, with a tutorial pink slip to the Warden or the Senior Tutor .

On three Saturday nights a term (in Michaelmas and Lent Terms) either the JCR or the MCR is allowed to hold a party that finishes at 1.30 a.m. The Stanley Library, if used, must close at 11.30 p.m. and no alcoholic drink is to be served after this time. Dancing can continue until 1.30 a.m.

On one Saturday night a term a party/event finishing at 1.30 a.m. is permitted at Wolfson Court. Arrangements must be discussed with the Warden well in advance. **Approval for events finishing at 1.30 a.m. is from the Senior Tutor.**

8.6.2. Wolfson Court: Please consult with the Warden of Wolfson Court over rooms available for parties.

Maximum numbers attending parties, for Health & Safety reasons, are:

Stanley Library (College)	70)	There is no room hire charge but a deposit is payable, subject to deductions for cleaning and damage.
Old Hall (College)	80)	
MCR (Wolfson Court)	50)	
College Bar	70)	
Old Kitchens(College)	50)	

For hire charges see the table. No **self-catering is permitted at parties in public rooms. Catering may be arranged with the catering office or College and you must give at least one week's notice of your planned event.**

Parties may only be held by members of College or College-based societies and organisations.

Bonfire and firework parties are not permitted.

Outdoor parties (and College society meetings) in the College grounds and the gardens of College Houses also require a pink permission slip, with an inside venue normally booked in case of rain. Barbecues may not be lit without specific tutorial permission on the pink slip and agreement of the exact location with the Head Gardener.

Music must be played at acceptable levels (so as not to disturb neighbours), and must end at 11.00 p.m. on Fridays, 11.30 p.m. on Saturdays.

Room and house parties also require tutorial permission (with a pink slip to be taken to the Senior Tutor or Warden) and loud music is not allowed. Perhaps even more importantly, they need co-operation and agreement among local neighbours and the inhabitants of the rooms at the house. House parties are limited to between 30 – 50 guests, to Saturday nights in Full Term, and must end by 12.00 p.m. A guest-list must be given to the Lodge by 6.00 p.m. on the day of the party. Out of Full Term such parties may also take place on Friday evenings, until 11.00 p.m. Please note that holding a series of simultaneous parties with fewer than ten guests in each room (and therefore without tutorial permission) is against the spirit of the regulations and likely to lead to the abolition of room parties.

After 10.30 pm guests to room parties must always be escorted off the premises by a member of the College.

Parties in Graduate houses require Tutorial permission and the number of guests is restricted by fire regulations. All parties must finish by 12 p.m. Neighbours should be politely informed that a party is planned and a contact telephone number provided for complaints about excessive noise.

Numbers for parties in houses:

Wolfson Court Graduate Block	Max 30 (but no more than 6 people in each dining room at any time*)
110/112 Huntingdon Road	Max 50
114 Huntingdon Road	Max 30
107 Chesterton Road	Max 30
27 Park Parade	no parties

8.6.3 Societies

Society meetings for which a room is booked need permission from the Senior Tutor. See the table for availability of rooms, charges and procedures. Under the terms of the Premises Licence if alcohol is to be sold or served at Society parties, this must be arranged through the College; you should see the Warden or your Tutor. If tickets are to be sold, permission of the College Council may be required, at the discretion of the Senior Tutor whom you should consult well in advance. See above (under Summer parties) for meetings in the College grounds

No self-catering is permitted in any of the public rooms.

*NB. The kitchens in each house are provided for the use of the residents only and are not intended to be used for social entertaining. Occasional small dinner parties are acceptable, provided that all residents give consent, but these should take place no more than once or twice per term.

9. Taking your Degree

9.1 Congregation

Once you have been approved for your degree by the relevant Degree Committee and by the Board of Graduate Studies, it then remains for you to take the degree. Graduate degrees are conferred at seven ceremonies (known as ‘Congregations’) during the course of the year. These Congregations are held in the Senate House on a Saturday, usually around the middle of October, November, January, February, March, April, May and July (the Congregation in June is restricted to those taking the BA degree). The list of dates and further information can be found on the college website.

You may take your degree either in person or in absence. There is no time limit within which you need to take your degree. If you take your degree in absence, the certificate will be posted to you a few days after the relevant Congregation. (Please always ensure that your College has your correct home address).

In order to take your degree, either in person or in absence, you should complete the booking form on the website at least two weeks before the congregation at which you wish to receive the degree. If you have any queries please contact the Tutorial Office tutorial@girton.cam.ac.uk. If you take your degree in person, you will be invited to lunch at Wolfson Court, beforehand. You are welcome to bring your guests for lunch at your own expense, and you can also request up to three tickets for guests to attend the Congregation and watch you receive your degree.

9.2 After you have left

It is one of the most valued features of Cambridge Colleges that they work on the principle of ‘once a member, always a member’. Girton provides the basis for lifelong friendships and associations, and many former students continue to feel a strong attachment to the College.

All former students automatically become members of the Girton College Association, without any charge. The Association organises a variety of social events each year including the annual lunch in June and the annual dinner in September (arranged to coincide with the Alumni weekend). Members and their partners are very welcome at these events, and full details are sent to all those who request them. Further information about the Association and its activities can be obtained from the Development Office and the Mistress’s Secretary.

All members whose addresses are known to the College receive a copy of the Girton Review, published each year. This provides news of the College’s current activities and of old members. Old members are urged to keep in touch with the College, and to keep us posted about their activities, promotions, honours etc. and of any change of address.

There is a list of alumni e-mail addresses on the College website, where you can find instructions about adding your name to the list.

Appendices

Appendix 1. Cambridge jargon

BoGS	Board of Graduate Studies
Bursar	The College's senior financial and administrative Officer.
Congregation	Ceremonial occasions on which Senior Members of the University gather to conduct official business, including conferring degrees.
Division	The day that marks the mid-point of full term, at the end of the 4 th week.
DoS	Director of Studies. Fellow in charge of the academic welfare of (mainly) undergraduates. Assigned by subject, a few are based in other Colleges.
Easter Term	The term after Easter and before the undergraduates long vacation.
Fellow	Member of the College governing body.
Formal Hall	Formal dinner on Thursdays in College.
Fresher	First year undergraduate student.
Full Term	Shorter than term, 8 weeks long. All undergraduates must stay in residence during this time.
Gown	Black cape, to be worn on formal occasions (formal hall, chapel, matriculation).
Graduands	Students being presented to receive their degree.
Hostels	College-owned or run accommodation not on the main site.
Intermitting	Suspend studies for an agreed period.
JCR	Junior Combination Room. Undergraduates are members of this
Keeping term	Satisfying the residence requirements of the University.
Leave	Often used in Cambridge to mean permission, as in 'leave to continue to PhD/leave to intermit'
Lent Term	Term between Christmas and Easter.
Lodge	Where the Porters are to be found. The reception centre in Wolfson Court and in College.
Matriculation	Ceremony of entry to the College and the University. Having promised to obey the College and University rules, students become members of the College.
MCR	Middle Combination Room. Graduates/ postgraduates / affiliated and 4 th year undergraduates are members of this.
Michaelmas Term	term before Christmas.
Mistress	The Head of the College.
Oxbridge	Oxford/Cambridge
P'hole	Pigeon hole. Where your mail is left for you.
Porter	College employee who does not carry bags. Responsible for signing in and out, mail, spare keys, security and first port of call for help and information.
Postgrad	Graduate student
Praelector	College officer responsible for matriculation and graduation ceremony.

Proctor	University officer in charge of discipline and administration.
Punt	Wooden skiff used to go along the Backs or up the river to Grantchester.
Residence	Cambridge is a residential University, and students are required to spend a certain number of nights each term in order to be eligible to take their degrees (as well as pass exams!). Once you have come up, you are in residence.
SCR	Senior Combination Room. Fellows are members of this.
Senate House	Large white building opposite Great St Mary's Church. Graduation and some exams take place there.
Senior members	Fellows
Statutes & Ordinances	The University rule-book
Supervisions	What would be called tutorials in any other university.
Supervisor	The academic responsible for overseeing your research.
Term	Longer than full term, is 10 weeks long (See Michaelmas, Lent and Easter term)
Tutor	Fellow responsible for Graduate welfare and academic progress

APPENDIX 2 – TABLE OF USEFUL WEB LINKS

Web Resource	URL
University Home Page	http://www.cam.ac.uk
Girton Home Page	http://www.girton.cam.ac.uk
University Computing Service	http://www.cam.ac.uk/cs
VPDN Service	http://www.cam.ac.uk/cs/remote/vpdn.html
Desktop Services	http://www.cam.ac.uk/cs/desktop-services/
MCR Home Page	http://www-mcr.girton.cam.ac.uk
JCR Home Page	http://www-jcr.girton.cam.ac.uk
University Email Directory	http://www.cam.ac.uk/CambUniv/Finding
University Phone Directory	http://www.cam.ac.uk/global/search/
University Lookup Directory	http://www.lookup.cam.ac.uk/
University Library	www.lib.cam.ac.uk
University Counselling Service	http://www.counselling.cam.ac.uk
Linkline (Student Counselling Service)	http://www.cam.ac.uk/CambUniv/linkline/
Cambridge University Students Union	http://www.cusu.cam.ac.uk
Graduate Union	http://www.gradunion.cam.ac.uk
University Careers Service	http://www.careers.cam.ac.uk
University Accommodation Service	http://www.admin.cam.ac.uk/offices/accommodation
Information for Students with a Disability	http://www.cam.ac.uk/CambUniv/Disability
University Childcare	http://www.cam.ac.uk/CambUniv/childcare
University Fellowships and Funds	http://www.admin.cam.ac.uk/audience/funds.html
Varsity Online	http://www.varsity.cam.ac.uk
The Cambridge Student	http://www.thecambridgestudent.co.uk
Windows tips	http://www.annoyances.org
Antivirus information	http://www-tus.csx.cam.ac.uk/virus

APPENDIX 3 - GIRTON COLLEGE – PAST, PRESENT AND FUTURE

The Past

In 1869 Emily Davies and a group of enlightened supporters established the first residential College for women in Hitchin. Two years later enough funds had been raised to build the first of the College's buildings on its current site. From then on, Girton's students studied the same subjects and tripos as their male counterparts but were not admitted as full members of the University until 1948. The College flourished and in its centenary Wolfson Court was opened as an annexe half a mile from the centre of Cambridge. Male undergraduates were admitted in 1979, the first male Fellows having been admitted two years earlier.

The Present

Girton is currently one of the largest colleges in Cambridge and is a thriving academic community of nearly 1,000 people. It stands on 52 acres of land and has its own sports field on site, tennis courts and an indoor pool.

At the senior level the College consists of a Fellowship comprising both teaching and research Fellows and the Head of House, who is called the Mistress. The College is an integrated, self-governing community. The well-being of its students is a matter of general concern and the College prides itself on providing a progressive and supportive environment for study.

The College's mission is still to offer equal access to the best quality education to people of all social and economic backgrounds.

The Future

The College is no longer being seen as peripheral to Cambridge as the University has expanded towards the west and northwest of Cambridge. Great strides have been made with the College opening a state of the art extension to its library in 2005, thanks to gifts from alumni and friends of the College. This new extension has recently won a RIBA award for architectural innovation. The College has also recently improved its provision for students and staff who are parents, with its new nursery at Wolfson Court opening in 2005. Thanks also to fundraising the College has recently endowed two Fellowships in Classics and Law.

The Development Campaign

Philanthropy is becoming more central to the College, and currently fundraising is underway as part of the University's 800th anniversary campaign, which aims to raise £1 billion for the University and Colleges by 2012. As well as increasing the amount and number of our endowed bursaries for undergraduate and graduate students, the campaign focuses on endowing teaching and research posts, refurbishing the Tower Wing, refurbishing Wolfson Court, and building a new sports pavilion and gym adjacent to the College's playing fields. For more information visit the Development web pages at www.girton.cam.ac.uk/development. The College also runs an annual telethon and employs both undergraduate and graduate students as callers.

Alumni Relations

Alumni of Girton are automatically members of the Roll (the alumni association), and we also have regional alumni groups in London, the Northeast, Wales and the West and international groups, mainly in the USA and Australia. The College Development office also organises reunion dinners 10, 20 and 25 years after matriculation. We have also launched an alumni web site where you can view details of other Girtonians for careers mentoring and keeping in touch at <http://web.girton.cam.ac.uk/>

If you have any suggestions or questions about the Development campaign or alumni activities please contact development@girton.cam.ac.uk

APPENDIX 4: HEALTH, SAFETY, SECURITY, FIRE SAFETY, TRANSPORT.

For information on the Health and Safety Policy of the College look at the College website www.girton.cam.ac.uk/about/hands/index or ask Maureen Hackett, the Health and Safety Officer for Wolfson Court . (safety@girton.cam.ac.uk) Tel: (3)38891

HEALTH AND SAFETY POLICY STATEMENT

- It is the Policy of Girton College to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of all its employees, members and visitors. . Equally, the College accepts a similar responsibility for the Health and Safety of other persons who may be affected by its activities. **All students have a moral and legal responsibility to see that their actions, or lack of them, do not place other members or employees in jeopardy from an accident or health hazard.**
- The College regards the legal Health and Safety requirements as a **minimum standard** and expects managerial targets to be achieved without compromising Health and Safety criteria.
- The College acknowledges that the key to successful Health and Safety management requires an effective policy, organisation and arrangements that reflect the commitment of senior management to improving Health and Safety. To sustain that commitment the College will continually measure, monitor and improve its performance in Health and Safety matters and will prepare and revise where necessary an annual plan to ensure that Health and Safety standards are adequate.
- The College will provide and maintain safe and healthy working conditions, plant, equipment and systems of work for all its employees.
- The College will ensure that all Risk Assessments as required by relevant legislation are completed, their recommendations implemented and that all employees are provided with sufficient information regarding those assessments.
- The College will provide such information, training and supervision as necessary to enable our employees to develop and maintain essential Health and Safety skills and will encourage the growth of a positive Health and Safety culture.
- The College will ensure continued consultation with our workforce and members to enable all viewpoints and recommendations to be discussed at meetings between the employees, safety committee and management at regular intervals
- The College will be proactive in both the selection and disposal of recyclable material and products.

FIRE RISK MANAGEMENT POLICY: SUMMARY

Fire is assessed to be one of the principal risks to life safety at Girton College and there is comprehensive policy on the website and in the Student Accommodation Handbook describing the procedures to be followed in order to prevent fires starting and contain them and limit damage to people and property if they do start:

<http://www.girton.cam.ac.uk/students/guide/handbook/apendix-b/>

Graduate Students are asked in particular to note the following:

- **Failure to observe fire regulations and procedures can have potentially catastrophic consequences, for yourself and for many others.**
- **All students, employees, residents, visitors and contractors have a duty to observe fire safety procedures at all times, to undertake no activities which might compromise their own or others safety, to maintain safe escape routes and to participate in fire drills and in the event of a fire to comply *immediately* with instructions given by the Duty Porter and the Fire Brigade.**
- **During alarms you must comply with the Porters' instructions and not re-enter the building until it is declared safe. Failure to comply with evacuation procedure either in a drill or a genuine emergency will result in an automatic £15 fine. If you persist in not observing fire regulations you will be asked to find your own accommodation.**
- The fire alarms are tested weekly on Friday lunchtime - you will hear a number of brief alarms and no action is required.
- **All members of College have a duty of care to themselves and others to read carefully the procedures to be followed in the event of a fire alarm, or on discovering a fire.**
- No items, including washing, may be stored, even temporarily, on escape routes. Do not leave any personal property or other items whatsoever in such areas as they will be removed without warning.
- All storage areas must be properly managed, regularly checked and cleaned. Nothing is to be stored without the prior permission of the Housekeeper.
- No flammable substances such as oil and petrol are to be kept on the premises.
- **Cooking is to be carried out only in designated kitchens (e.g., not bedrooms).**
- All portable electrical equipment must be made available for testing at the beginning of the year.
- Candles, fairy lights, deep fat fryers, bar fires, cooking rings and portable hobs are not permitted to be used on the premises.

- **It is against the law** to smoke in any of the public areas, communal areas or outside spaces, except for the designated smoking areas.
- Lamps must not be placed near curtains .
- No curtains may be hung unless they are inherently flame retardant or durably flameproofed.
- Fire doors must be kept closed and not propped open.
- Windows and doors must be closed when rooms are not in use, to prevent fires spreading if they start.
- Never light fires in the grates of rooms with fireplaces.
- Smoke heads and heat detector heads must never be blocked, tampered with or removed.
- Fire notices on the backs of doors or elsewhere must not be blocked.
- Anyone with a disability which may prevent an effective response to the Fire Alarm should contact the Tutor for disabilities to draw up a Personal Evacuation Plan
- ALWAYS respond promptly to fire alarms, *even if you suspect it may be a false alarm or “merely” a fire drill.* The fire alarm would also be used to evacuate the building in response to a bomb threat or other security alert.
- Fire doors should never be wedged open, or obstructed by furniture.
- Never tamper with the fire or smoke alarms. Never tamper with the fire extinguishers. If you are found to have tampered with, or set off, an extinguisher unnecessarily it is a disciplinary offence, and you will be fined. If you suspect you know of an empty extinguisher, report it immediately to the Warden so that the appliance can be returned to working order for use in the event of a fire.
- Severe penalties will also be imposed on those who infringe the regulations regarding the use of candles in College accommodation, or who, by other acts or through articles stored in their room, increase the risk of accidental fire.
- All overnight guests must be registered at the lodge so that in the event of a fire they can be checked and accounted for.
- If you tamper with fire fighting or fire detection equipment, including extinguishers and smoke detector heads, you will be fined and asked to compensate the college for any maintenance call-out costs incurred. Damage unattributable to individuals will be charged jointly to the house or corridor concerned. Fines also apply to houses and corridors if fire doors are discovered propped or tied open.

SECURITY

For the most part, College and Wolfson Court are relatively safe environments. However, thefts and other intrusions have occurred and are becoming more common, and it is important that you take all sensible precautions.

- Ensure that you have adequate insurance for all your personal possessions so that in the event of theft your inconvenience and distress is minimised.
- Any instance of theft must be reported to the Police, via the Porters' Lodge.
- Please collect your mail and any parcels or registered mail promptly. Note that the College cannot accept any responsibility for parcels and registered mail delivered to College or Wolfson Court for students are not in residence, or which is otherwise left uncollected for more than a few days.
- Never leave your room unlocked, even when you are in the adjacent toilet or shower.
- Never let your keys get out of your possession
- Avoid leaving valuable items on view, especially in ground-floor rooms.
- Never let people into your room unless you know them.
- If you live on the ground floor, never leave your room without locking the windows.
- Never leave your keys or other valuable in your pigeon hole.
- Always ensure that the outer door of your house or Hostel is kept locked.
- Loss of property should be reported immediately to the Warden or, in the evening, to the Porters' Lodge. Lost property, when found, is held in the Porter's lodge.

PROHIBITED ITEMS

Firearms (including airguns and pellet guns), ammunition, explosives or inflammable substances such as petrol may not, in any circumstances, be stored on College premises.

SMOKING

It is against the law to smoke in any of the public areas in Wolfson Court or College. Smoking is not permitted in communal areas of houses.

TRANSPORT

Cycling

Cambridge is extremely congested and the University co-operates with the city in an attempt to control central traffic. In this congestion a bicycle is certainly the best means of getting around. The narrow streets of central Cambridge present problems and dangers for cyclists. You are strongly advised to purchase a suitable helmet and to wear it whenever you use a bicycle. Always ensure that your brakes and lights are in good order. The following notes include both regulations and recommendations.

The Cambridge Cycling Campaign Website has useful guides to safe routes through Cambridge <http://www.camcycle.org.uk/map/route/>

Safety in the grounds. It is dangerous to drive at speed in the **College** grounds; a maximum of 10 m.p.h. is stipulated. It is also important to keep the main archway and entrances clear of bicycles. No bicycles or mopeds may be left under the Archway, in the Hyphen Gateway, besides Woodlands door or in Cloister Court. Bicycles which are left in unauthorised areas may be impounded and not released until 6.30 p.m. the following day. **Cycling on the Huntingdon Road requires extreme caution.**

Cyclists The entrance to College is extremely dangerous; fatal accidents have taken place here. Always use the pavement from close to Girton Corner for entering and leaving College and at night check that your lights are working. Warn visiting friends of the danger, and consult the map at the rear of this booklet

Bicycles must be clearly marked with a **College** number which will be allotted you by the Porters' Lodge at **College**. It is important that you obtain a number because if your bicycle is stolen and you need to report it to the police, they will not consider your complaint unless you can prove you own the bicycle. Paint will be provided for you at the Lodge to put the number on yourself; there is also a free supply of reflective tape provided by the College for the safety of its students. You are reminded of the legal requirement for both **front and back lights**, as well as **reflectors**, after lighting-up time, and we recommend the use both of yellow reflective bands and helmets by all cycling students. (Batteries and bulbs may be purchased from the Lodge at College so you have no excuse for risking your life by riding without lights).

A few further **safety** hints: **when coming from College use the footpath to Girton Corner as a cycle lane, ensuring you keep to the left in both directions (it is designated as a cycle path – see the plan on inside back cover) and never enter or leave the College straight onto the main road. When approaching College from town, use the crossing at Girton Corner to join the cycle path to the College Gates and when on the cycle path keep to the left.** For the safety of your bike, you should always lock it when not in use. At Wolfson Court there are cycle stands as well as cycle sheds at the end of the drive. Access to the College cycle shed will be via your swipe card. If your bicycle is an expensive one, make sure that you have it insured.

Mopeds may only be driven by students who have passed a test and hold a driving licence which includes Group E. Tutorial permission is required (take along your licence and insurance certificate).

Motor cycles require a University licence and the same rules apply as for cars (see below). Motor cycles should also be registered with the Head Porter. Overseas students are reminded that they require a British driving licence once they have been here a year.

Cars require a University licence (issued by the Motor Proctors). You will need a College parking permit. Application forms can be obtained from the Tutorial & Admissions Office or from your Tutor. At Wolfson Court, parking is permitted only at the side of the building (near the Graduate Houses) and not in the front car park. FIVE spaces only are reserved for Graduates. A £10 termly levy is payable by all students keeping cars on any College property, by way of covering administration costs. Overseas students are reminded that they require a British driving licence once they have been here a year.

Please note that College Houses may be in restricted parking zones.

Taxis are available at midnight on Friday and Saturday nights, to take students back to Girton College from town. (Look out for notices posted at the Lodge in College and Wolfson Court for arrangements, which may change). Normally two taxis (from PANTHER) wait at the front of the Guildhall, under the clock, at midnight and leave at 12.10 a.m. If further transport is required, students should ask the driver to radio in and ask for more taxis, up to a maximum of four.

Railcards - All students are strongly advised to obtain these cards, which entitle the holder to one third off standard rail fares. They can be bought from Cambridge Railway Station, (recent passport-style photo and proof of ID required).

ALCOHOL ABUSE

Whilst drink may seem a regular part of the Cambridge scene, it is not a necessary part. Many students do not realise how easy it is to drink too much and become dependent. Work suffers, and so do you. College bars always sell non-alcoholic drinks; don't be afraid to choose them. If you are out in town, never leave your drink unattended; there have been cases of students having drugs put into their drinks by strangers.

In the event of excessive alcohol consumption that leads to injury, damage or harassment, disciplinary action will be taken. Initiation ceremonies that involve the excessive consumption of alcohol or indecency in order to join Graduate or Undergraduate societies will not be tolerated and are likely to incur severe disciplinary action.

DRUGS

The College Council reminds all graduates:

1. That to take drugs other than under medical direction may compromise your work.
2. That, under legislation dealing with dangerous drugs, the unauthorised possession of certain drugs is a criminal offence.

In the interests alike of the College and of its individual members, the College will not tolerate the possession or use of any such drug within the College. Any Graduate member who is in unauthorised possession, or makes unauthorised use of any such drugs, or who supplies any person with such a drug or knowingly assists him or her to obtain unauthorised possession of it, renders themselves independently of any penalty they may suffer on conviction by a Court of Law, liable to expulsion by the College Council. The College will not protect a graduate from the due processes of the Law.

Any member of the College suffering physically or mentally from drug-taking is urged to seek early advice. Tutors are always ready to give personal and confidential advice and help to their students. Confidential advice can also be obtained from local general practitioners or from the University Counselling Service or from local advice centres such as the Bridge Project, 154 Mill Road, Cambridge (214614).

HIV/AIDS

The College subscribes to the University Guidelines on HIV and AIDS, a copy of which may be consulted on the Tutors' Notice Board. As in all other private matters, students should note that confidentiality is upheld in all personal affairs which may come to the attention of the College Tutors or Nurses.

A Sharps box for the safe disposal of syringes etc, is available in the front corridor toilets at Wolfson Court.

SAFER SEX

Contraceptive machines are positioned in College in the toilets, in the MCR room and in Wolfson Court, the disabled wc.

MISCELLANEOUS

Balconies at Wolfson Court

Following a very serious accident at a party at Wolfson Court in 1996, in which five students were badly injured, use of the balconies is restricted as follows:

No more than two people to be on the balcony at any time.

- **Stay well away from the edge and do not lean over the rail.**
- **Take great care when stepping out on to the balconies.**
- **Keep the balconies clear of obstruction at all times; e.g. no rubbish, furniture, recycling materials, etc.**

APPENDIX A TUTORs

Senior Tutor:	Mr Andrew Jefferies
Graduate Tutors:	Ms Frances Gandy (Sciences) Dr Liliana Janik (Arts)

APPENDIX B COLLEGE OFFICERS

Mistress	Prof Susan Smith
Bursar	Ms Deborah Lowther
Senior Tutor	Mr Andrew Jefferies
Warden of Wolfson Court	Ms Maureen Hackett
Secretary to the Council	Ms Judith Drinkwater
U/gr Admission Tutors	Dr Veronica Bennett Dr Sandra M Fulton
Librarian and Curator	Ms Frances Gandy
Archivist	Ms Hannah Westall
Chaplain	Revd. Dr Malcolm Guite
Computer Officer	Mr Andrew Leader

APPENDIX C COLLEGE & WOLFSON COURT STAFF

Secretary to the Mistress	Mrs Fay Faunch
Head of Tutorial & Admissions	Mrs Angela Stratford
Assistant Bursar	Mr Geoffrey Willis
Bursar's Office	Mrs Libby North Mr Martin Shadbolt
Graduate Secretary	Mrs Jenny Griffiths
Assistant Librarian	Mrs Jenny Blackhurst
Head Porter	Mr Ciarian O'Loughlin
Deputy Head Porter	Mr Brian Buncombe
Wolfson Court Porters	Mr Richard Cleary/Mr Richard Stenner/Mr Peter Wood Mr Paul Harris/ Mr Gerry Dorrian
College Nurses	Mrs Jacqui Isbister Mrs Alexandra Green
Wolfson Court Housekeeper	Mrs Sue Kelly
Wolfson Court Maintenance	Mr Keith Hall
Wolfson Court Gardener	Mr Colin Osborn
College Clerk of the Works	Mr Michael Pocock
Conference & Catering Manager	Mr Graham Hambling
Assistant Conference & Catering Manager	Mr Mark Foreman

DIRECTORS OF STUDIES: 2011-12

Anglo-Saxon, Norse & Celtic	Dr Caroline Brett
Archaeology & Anthropology	Dr Liliana Janik
Biological Anthropology	Dr Liliana Janik
Social Anthropology	Dr Simon Cohn
Architecture	Ms Elizabeth King
Asian and Middle Eastern Studies	Dr James Aitken
Chemical Engineering	Dr Stuart Scott
Classics	Dr Helen va Noorden
	Dr Peter James (Lent term)
Computer Sciences	Mr Christopher Hadley
Economics	Dr Clive Lawson
	Mr Kamiar Mohaddes
Education	Dr Harriet Allen
Engineering	Dr Hugh Shercliff
	Dr Colm Durkan
	Dr Gopal Madabhushi
English	Dr Sinéad Garrigan Mattar
	Dr Edward Holberton
	Dr Alastair Bennett (Michaelmas & Lent Term)
Geography	Dr Mia Gray
	Dr Harriet Allen
History	Dr Alastair Reid
	Dr Benjamin Griffin
	Dr Samantha Williams
History of Art	Dr Richard Marks
Land Economy	Dr John McCombie
Law	Dr Albertina Albors-Llorens
	Dr Stephanie Palmer
Linguistics	Dr Fionnuala Sinclair
Management Studies	Dr Jochen Runde
Mathematics	Dr Ruth Williams
Medicine	Dr Carlo Acerini
	Dr Fiona Cooke
Modern & Medieval Languages	Dr Stuart Davis
	Dr Fionnúala Sinclair
Music	Dr Martin Ennis
	Dr Kate Kennedy (Michaelmas & Lent Term)
Natural Sciences: Biological	Dr Veronica Bennett
	Dr Sandra Fulton
Natural Sciences: Physical	Dr Julia Riley
Philosophy	Dr Arif Ahmed
Social & Political Sciences	Dr Barbara Bodenhorn
	Dr John Lawson
Theology	Dr James Aitken
Veterinary Medicine	Mr Andrew Jefferies

College Government

IV DISCIPLINE

Members of the College are reminded that they are also members of the University and must abide by the University's Regulations, in particular those on Discipline (University of Cambridge Information and Regulations, sections 4 and 5). Within the College, discipline is covered by Statute XIV, which is quoted below. (Please note that on amending the Statutes to admit men to the College it was agreed that any reference in the Statutes to women should be deemed to refer also to men.)

Statute XIV Discipline of the College

1. All members of the College in statu pupillari shall show due respect and obedience to the Mistress, the Vice-Mistress and other officers of the College. They shall conduct themselves in a quiet and orderly manner, and shall observe the regulations of the College and of the University in regard to residence and in all other respects.
2. If any member of the College in statu pupillari fails to show due diligence in her studies, or if she is guilty of conduct offending against the regulations of the College or the University, or of conduct offending against discipline and good order or tending to bring discredit on the College, she may be punished:
 - a. by the Mistress or other competent officer in any appropriate manner short of forfeiture of emolument or rustication,
 - b. by the Council with the concurrence of at least eight votes, by deprivation of the status of Bye-Fellow, Scholar or Exhibitioner, by forfeiture of any emolument, by rustication or by expulsion, providing always that she shall have been given the opportunity of appearing before the Council to make a statement in her defence.
3. The foregoing provisions shall apply to any woman, not being a Fellow of the College, who has been admitted to membership of the College for the purpose of advanced study or research in the University, whether as a Scholar or otherwise, even though she is not in statu pupillari.

Within the College, disciplinary offences are dealt with in the first instances by the Tutor of the student concerned. Under Statute XIV 2.a Tutors may levy fines up to £200 in cases of misconduct. (A fine of up to £200 may be levied for setting off a fire extinguisher.) More serious cases will be referred by the Tutor or, in academic matters, by the Director of Studies, to the College Council. Council may impose larger fines (e.g. £300 for raising a fire alarm frivolously and so calling out the Fire and Rescue Services) or take other appropriate disciplinary action, including requiring a student to find his or her own accommodation, or sending down for serious misdemeanours. If a case is so referred to the Council, or if the student concerned requests that the case be considered by the Council, he or she is entitled to make representations to the Council in person and/or in writing, and will be advised and assisted by his or her Tutor, who will be present at the Council when the case is considered. With the leave of the Council, representations on behalf of the student concerned may, if the student so wishes, be made by another resident member of the College, senior or junior.

A student who is dissatisfied with a decision of Council concerning him or her may make a complaint to the Office of the Independent Adjudicator for Higher Education. Details of the Office's jurisdiction and procedures can be found on its web site, www.oiahe.org.uk. Any student contemplating such a complaint should seek the advice of the Secretary to Council, who acts as liaison officer with the Office and keeps a supply of documents relating to it.

The College has detailed procedures concerning both student complaints and harassment. These are available on the Intranet, in the library and from Tutors.

The College's Code of Practice for Discipline, which is partly modelled on the University's Regulations, is given in Appendix E. It is not exhaustive, but a breach of any of the rules which it contains will be treated as a serious breach of discipline. Attention is also drawn to the College's Code of Practice for the conduct of meetings and parties, issued under section 43 of the Education (No. 2) Act 1986 and given in Appendix E. For the College attitude to drugs see section 3 of the Code of Discipline, and below under Health and Safety.

APPENDIX D CODE OF PRACTICE FOR DISCIPLINE IN COLLEGE

1. **Obedience to College Authorities.** All members of the College shall comply with instructions given in the discharge of their duties by College employees authorised to act on behalf of the College.
2. **Obligation to identify oneself to College and other authorities.** All members of the College shall state their names when asked to do so by all persons who are authorised to act on behalf of the College, by a Proctor, Pro-Proctor or other person in authority in the University, or, while on or near the premises of another College, by any person in authority in that College.
3. **Drugs.** No member of the College shall have in his or her possession or supply to any other person any unauthorised drug.
4. **Safety of persons and property.** No member of the College shall act in such a way as to cause unnecessary risk to the health or safety of any person on the premises of the College, or another College, or of the University, and no member of the College shall act in such a way as to cause unnecessary risk or damage to the property of any such person, or of the College, or of another College, or of the University. In particular:
 - (i) No member of the College shall make improper use of fire extinguishers;
 - (ii) None of the facilities or equipment provided by the College shall be used in such a way as to create a risk of fire.
5. **Roof-climbing.** No member of the College shall climb on to the roofs or any other part of the fabric of the College or on to any scaffolding which may from time to time be erected on the College buildings.
6. **Damage to property.** No member of the College shall intentionally or recklessly damage or deface or knowingly misappropriate any property (including computer-stored information) of the College, of another College or of the University.

7. **Occupation or use of property.** No member of the College shall occupy or use any property (including computer-stored information) of the College, or another College, or of the University, except as authorised by the College concerned or by the University.
8. **Disruption of meetings, etc.** No member of the College shall disrupt, impede or attempt to disrupt or impede, meetings, functions or other lawful activities held or being carried on within the College or elsewhere within the Precincts of the University (the "Precincts of the University" include all places within three miles of Great St Mary's Church and certain other places).
9. **Freedom of speech.** No member of the College shall impede or otherwise interfere with freedom of speech or lawful assembly within the College or elsewhere within the Precincts of the University. No member of the College shall intentionally or recklessly fail to give any notice which is required to be given to a College officer or College authority under the terms of a Code of Practice issued under the provisions of section 43 of the Education (No. 2) Act 1986 (see Appendix E below).
10. **Guests.** No member of the College shall accommodate a guest in his or her College room unless he or she has first signed the Guest Register in the Porters' Lodge. Guests may only stay in a student's room for a maximum of 3 nights.
11. **Motor vehicles.** No member of the College shall, without obtaining the authority of the Motor Proctor and displaying a College motor permit, bring or park any motor vehicle within the College grounds.

APPENDIX E CODE OF PRACTICE UNDER SECTION 43 OF THE EDUCATION (NO.2) ACT 1986

1. Section 43 of the Education (No. 2) Act 1986 places a duty on the College to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for its members, students, and employees, and for visiting speakers.
2. The section also requires the College to issue and keep up to date a Code of Practice, to be followed by students, other members, and employees of the College about the organisation of meetings that are to be held on College premises, and about the conduct required of those persons in connection with meetings. This Code of Practice therefore applies to all students, other members, and employees of the College in respect of meetings on any of the College's premises, outdoor as well as indoor. It is a paradoxical result that legislation, the object of which is to safeguard freedom of speech, forces the College to institute a process of codification which must inevitably limit to some degree the freedom and discretion of organisers of meetings, but the Council hopes that the Code of Practice has been framed in such a way as to minimise this effect.
3. The attention of members of the College is drawn to sections 8 and 9 of the Code of Practice for Discipline in College (Appendix D). These regulations apply to ALL meetings held on College premises, including meetings organised by conferences and other outside bodies; members of the College are reminded that actions that

disrupt meetings or impede freedom of speech or lawful assembly will also constitute offences under the University's regulations for discipline: see paragraph 7 below.

Organisation of Meetings on College Premises

4. Permission is required for all meetings and other activities (including dinners, parties, and other entertainments) to which speakers are invited, and for all other meetings at which more than ten persons are expected to be present, whether or not the meeting is open to the public. Permission must be obtained from the Senior Tutor (or in the case of conferences, from the Warden or your Tutor in the case of a conference to be held in College, or Warden of Wolfson Court if the conference is to be held in Wolfson Court) not less than seventy two hours beforehand. The application for permission should state the name of the person taking responsibility for the meeting, the date and time of the meeting, the place, the name, addresses and colleges (if any) of the organisers, the name of the organisation making the arrangements, and name of any expected speakers, whether or not they are members of the University.

5. The organisers of a meeting to which paragraph 4 applies must comply with any conditions set by the appropriate College authority in respect of the organisation of the meeting or other activity and the arrangements to be made. Such conditions may include the requirement that tickets must be issued, that an adequate number of porters/stewards shall be available, that the services of the porters shall be hired, that the police shall be consulted, and that the time and place of the meeting shall be changed. In extreme cases the College reserves the right to cancel a meeting on account of a threatened breach of the peace.

Conduct of Meetings on College Premises

6. The organisers of any meeting on College premises, and of persons attending such meetings, must comply with instructions given by any person authorised to act on behalf of the College (including the Proctors) in the proper discharge of their duties. The attention of members of the College is drawn to sections 1 and 2 of the Code of Practice for Discipline in College (Appendix D) and to the rules governing meetings and parties outlined above in the main body of the Students' Guide. Any person attending a meeting who is not a member of the College may be required at any time to leave the College's premises, notwithstanding any payment he or she may have made to attend the meeting.

The University

7. The provisions of section 43 of the Education (No. 2) Act 1986, apply also to the University in respect of all its members, students and employees, and to visiting speakers. The College may invite the Proctors to enter its premises and authorise them to act in the discharge of their University duties. Members of the College are reminded that University disciplinary regulations apply on College premises as elsewhere within the precincts of the University, and their attention is particularly drawn to the following University regulations for discipline (Statutes and Ordinances, 1991, p.243):

All members of the University shall comply with any instruction given by a University officer, or by any other person authorised to act on behalf of the University, in the proper discharge of his duties.

All members of the University shall state their names and the colleges to which they belong when asked by a Proctor or Pro-Proctor, or other person in authority in the University or in any of the Colleges in the University. (*Reference P187 Statutes and Ordinances of the University of Cambridge 2004*)

Other legal requirements

8. The attention of the organisers of public meetings and assemblies is drawn to sections 11 and 14 of the Public Order Act 1986, concerning processions and assemblies. Further details may be obtained from the Senior Tutor. Other legal requirements may affect the conduct of meetings. For example, a speaker who incites an assembly of persons to violence or to breach of the peace, or to racial hatred, commits a criminal offence. Moreover, assemblies of persons, even if directed to lawful purposes, cease to be lawful if they threaten serious public disorder or breaches of the peace.

Application of the Code

9. Any person who is in doubt about the application of this Code of Practice to any meetings or public gatherings or parties in the College, is under an obligation to consult the Senior Tutor (or in the case of conferences, the Conference Manager or your Tutor) in the case of a conference to be held in College, or Warden of Wolfson Court if the conference is to be held in Wolfson Court) who will determine whether the provisions of the Code apply. In addition to this Code there is a further College Code of Practice for society Dinners and Parties (see above under Parties and Meetings).

10. Breach by any members of the College of any of the requirements of this Code, will be treated as disciplinary offences.

APPENDIX F CODE OF PRACTICE UNDER SECTION 22 OF THE EDUCATION ACT 1994

1. Section 22 of the Education Act 1994 requires the College Council to take such steps as are reasonably practicable to ensure that any students' union (which for Girton purposes means the MCR and the JCR) operates in a fair and democratic manner and is accountable for its finances.

2. The section also requires the Council to prepare and issue, and when necessary revise, a Code of Practice as to the manner in which these requirements are to be carried into effect. This Code of Practice therefore sets out in relation to each of the requirements details of the arrangements made to secure its observance. References to paragraphs are to paragraphs of the Appendix which will be annexed to the MCR and JCR Constitutions, the MCR version of which is reprinted below. The provisions of the Appendix to the JCR Constitution are identical, save that 'JCR' appears in substitution for 'MCR' and 'graduate student' in substitution for 'undergraduate' throughout.

3. The arrangements in relation to the particular requirements are as follows:
 - (a) Written constitution. Both the MCR and the JCR already have written constitutions.
 - (b) Constitutions to be approved by Council and to be reviewed by it. See paragraphs 2 and 3.
 - (c) Opting out. See paragraph 5.
 - (d) Appointment to major union offices. See paragraph 6.
 - (e) Conduct of elections. See paragraph 6.
 - (f) Sabbatical or paid elected offices. See paragraph 7.
 - (g) Financial management. See paragraphs 8 and 9.
 - (h) Financial reports. See paragraph 10.
 - (i) Allocation of resources to groups or clubs. See paragraph 11.
 - (j) Affiliation to external organisations. See paragraph 12.
 - (k) Report on affiliation. See paragraph 13.
 - (l) Review of affiliations. See paragraph 14.
 - (m) Complaints procedure for students. See paragraph 15.
 - (n) Remedies. See paragraph 15.
-

APPENDIX - TO MCR CONSTITUTION

1. In this Constitution the expression 'Council' shall mean the Council of the College, and the expression 'affiliation to an external organisation' shall include any form of membership of, or formal association with, an organisation whose purposes are not confined to purposes connected with the College.
2.
 - (i) No alteration shall be made to any part of this Constitution without the approval of the Council.
 - (ii) No alteration shall be made to this part of this Constitution except in accordance with the provisions of the Education Act 1994.
 - (iii) In the event of any conflict between any provision of this Constitution and any provision of this Part of this Constitution, the provision of this Part shall prevail.
3. This Constitution shall be submitted to the Council for review, in accordance with the provisions of the Education Act 1994, on 1 October 1995 and at intervals of five years thereafter.
4. The MCR shall operate in a fair and democratic manner in accordance with the provisions of the Education Act 1994.
5.
 - (i) Notwithstanding any provisions in this Constitution as to automatic membership of the MCR, any person who would by virtue of those provisions be a member of the MCR may in any academical year by written notice declare that he or she does not wish to be a member, and in that case such a person shall not be a member of the MCR for that academical year. Such written notice shall be served on the President of the MCR within one week of the commencement of the Michaelmas Term.

- (ii) An undergraduate member of the College who exercises the right not to be a member of the MCR shall not be unfairly disadvantaged with regard to the provision of services or otherwise.
6. Appointment to major MCR offices shall be by election in a secret ballot in which all members are entitled to vote, and at which the Senior Treasurer or a Fellow of the College appointed by the Senior Treasurer to serve as his or her deputy shall act as returning officer.
 7. There shall be no sabbatical or paid elected office in the MCR contrary to the provisions of s.22(2)(f) of the Education Act 1994.

FINANCE

8. At the first Open Meeting of every Michaelmas Term the MCR shall agree a budget for the coming academical year and submit it to the Council for approval.
9. The Junior Treasurer shall present to the Bursar of the College before the first Open Meeting of every term the MCR accounts for the previous term, and shall present to the Bursar annually the accounts for the previous year for submission to the College Auditors.
10. The MCR shall publish annually to all undergraduate members of the College a financial report, which shall also be presented to the Council. The Report shall include details of any donations made by the MCR to external organisations in the period to which it relates.
11. The MCR shall set down in writing, and make freely accessible to all undergraduate members of the College and to the Council, a statement of the procedure for allocating resources to groups and clubs, ensuring that the procedure is fair.

AFFILIATION TO ORGANISATIONS

12. If the MCR decides to become affiliated to any external organisation, it shall publish to all undergraduate members of the College, and to the Council, a notice of this decision stating the name of the organisation and the details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made, to the organisation.
13. The MCR shall publish annually to all undergraduate members of the College, and to the Council, a report stating the names of all the external organisations to which it is affiliated and the details of any subscriptions or similar fee paid, and of any donation made or proposed to be made, to the organisations within the year covered by the report.
14. Upon the request of at least three per cent of its members, the MCR shall submit for the approval of its members a list of the organisations to which the MCR is affiliated. If at least five per cent of the members so require, the question of continued affiliation to any particular organisation shall be decided upon by a secret ballot at which all members are entitled to vote. No such ballot shall be held less than four calendar months after the previous ballot.

GRIEVANCES

15. All undergraduate members of the College or groups of such members who are dissatisfied in their dealings with the MCR, or who claim to be unfairly disadvantaged by reason of having exercised the right not to be a member of the MCR may prefer a complaint to the President of the MCR. An appeal shall lie from the President of the MCR to a person appointed by the Council to serve for such period as the Council may determine, who may not delegate his or her responsibility for hearing the appeal. The Council shall have power to provide such effective remedy if any as it considers appropriate when a complaint is upheld.
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APPENDIX G ELECTRICAL SAFETY

Misuse of electrical appliances, use of faulty electrical apparatus, failure to fit proper fuses or overloading of sockets or electrical circuits may result in any or all of: a) electrocution; b) fire; c) failure of the device; d) failure of the supply circuit; e) damage to the College electrical installation. The rules on electrical safety must therefore be followed carefully, see www.girton.cam.ac.uk/about/hands/electric.html

Testing of devices and use of fuses

Any electrical appliance to be used in College must be protected with a fuse which is of the appropriate current (ampere: A) rating for the appliance's power consumption and is fitted within the plug (see the instructions supplied with the appliance). Devices bought or brought from outside the UK must be rated 240/250V, 50Hz AC. The instructions with any appliance as to whether or not it should be earthed must be followed rigorously. **If in doubt, see the College Electrician.**

All portable electrical appliances will be tested early in the Michaelmas term by contractors working on behalf of the College. You will receive notification of the contractors' visit and you are required to make your appliances available for testing and inspection.