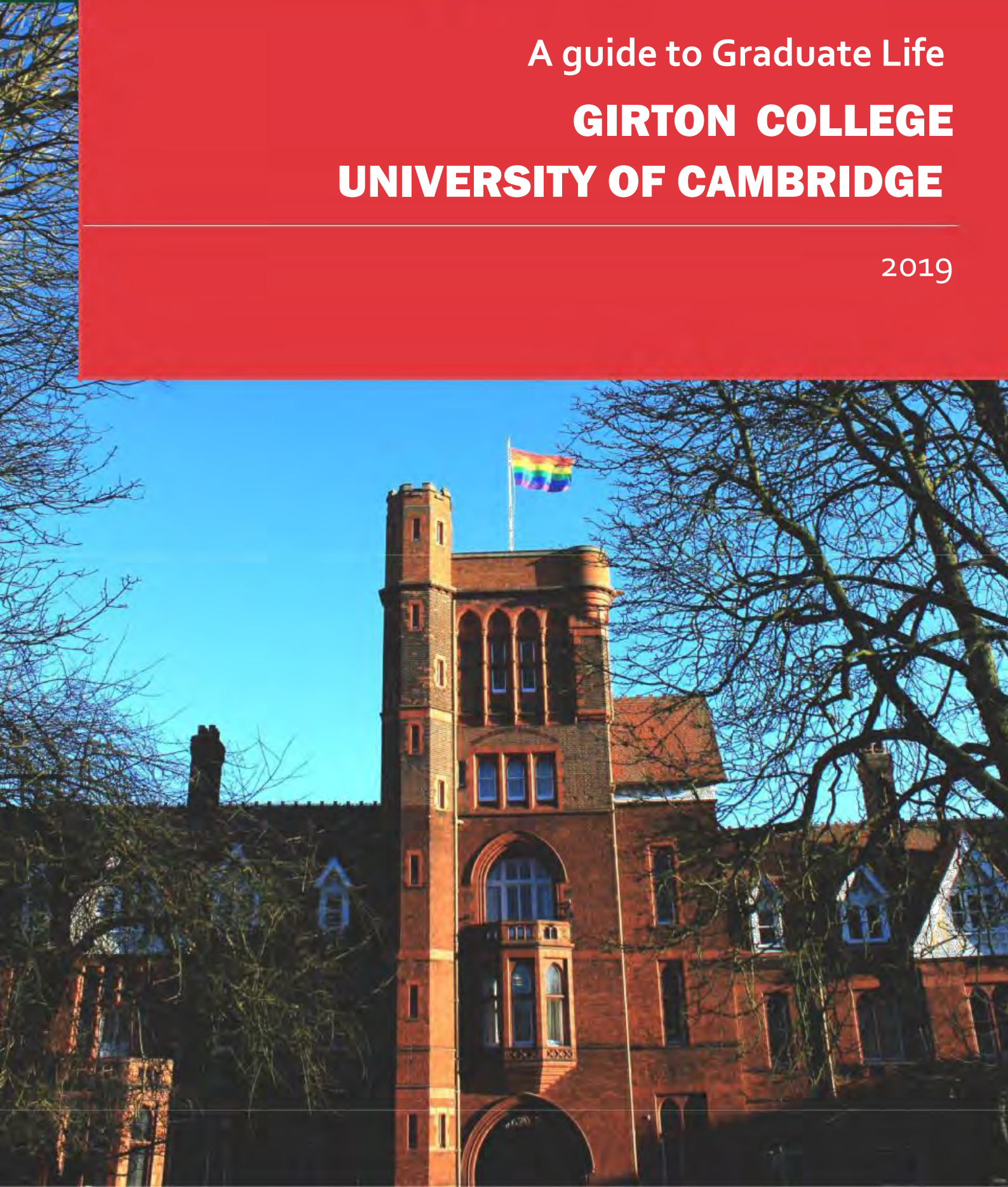


A guide to Graduate Life

GIRTON COLLEGE
UNIVERSITY OF CAMBRIDGE

2019



CONTENTS

	Pages
Introduction	1.
College Officers	2 - 3.
Arrival	3.
Accommodation	3.
Cycling	4.
University card	4.
Gowns	4.
Matriculation	5.
Visas	5.
Money matters	6 - 7.
Student contents insurance	7.
Terms and residence	8.
Meals and dining	8 - 9.
The Library	9.
Computing facilities	9.
Health and welfare	10.
Sports	11.
Graduation	11.
After you have left	11 – 12.

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. Besides providing the sort of information you may need for everyday life in College and Swirles Court, both in work and in recreation, it also aims to set out some of the things to do and not do 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 Swirles 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.

Contact details

College address: Girton College
Huntingdon Road
Cambridge
CB3 0JG

Telephone: Porter's lodge: 01223 338999 (+44 international)

Swirles Court address: Swirles Court,
Pheasant Drive
Cambridge
CB3 1AQ

Telephone: Porter's lodge: 01223 60021 (+44 international)

Website: www.girton.cam.ac.uk

College Officers

The Mistress

The Mistress is the President and Head of the College and therefore 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 Senior Tutor

The Senior Tutor has overall responsibility for all student matters. She also deals with certain routine matters, such as the licensing of motor vehicles and permission for student events and booking of public rooms.

The Bursar

The Bursar manages the College finances, administration, staff etc in accordance with the relevant Committees. There are a small team of people in the Bursary office who will be able to help you with any finance queries.

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 this person quite well and therefore will be the obvious person to ask for references when you come to apply for jobs.

You will be allocated to a specific Graduate Tutor from our team of Tutors for Graduate Students, but you are always welcome to consult any of the Tutors (your own Tutor won't mind). New students will be notified when they arrive in Cambridge of their Tutor's name and contact details, and his or her "open tutorial hours" held in College each week during which any student may call without an appointment.

Graduate Administrators

The Graduate Administrators work in the Tutorial & Admissions Office in the College building, between 9am – 5pm each day. The Administrators are the first point of call for queries you may have concerning funding, matriculation, visas, letters, departmental queries etc. Students are requested to keep them informed of any changes of address, email address and telephone number (both at home and in their Department).

Directors of Studies

Every undergraduate student has a Director of Studies who is an academic in the subject area that the student is studying. As a postgraduate student you will not have a Director of Studies (with the exception of students on the LLM, MCL, MAST or clinical medicine degree courses). Directors of Studies are always keen to meet graduate students and involve them in academic and social activities within the College.

College Chaplain

The College Chaplain 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 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.

Porters' Lodges

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 Swirles Court are staffed 24 hours per day.

Arrival

New students should aim to arrive around the 1st October, the College room tenancies start then, however earlier arrival dates may be agreed in advance with the Accommodation Officer. Soon after arrival, all new students (whether living in College accommodation or not) should report to the Porters' Lodge in Swirles Court in order to collect their information pack and sign various forms. Those living in College accommodation will be given a key card to access their room.

Our students' union the 'MCR' has arranged several social events for when you arrive.

Accommodation

This section applies only if you have arranged (through the Accommodation Office) to rent accommodation provided by the College. All our Graduate accommodation is located at the new North West Cambridge site, called Eddington. Girton Students live in the accommodation block, Swirles Court. There is a formal rental agreement between the student and the College, the Accommodation handbook can be found at:

<https://www.girton.cam.ac.uk/prospective-students/accommodation/accommodation-handbook/>

Cycling

Cambridge is world-famous as a cyclist-friendly city, with multiple cycling routes connecting Eddington and Girton College to the City Centre, University and Cambridge Railway Station. Cycling is a brilliant way to save money, stay fit and get the most out of your commute. It contributes to the 150 minutes of physical activity per week recommended by the Department of Health.

<https://cyclestreets.net/> is a new online journey planner which you can also use to plan a cycle journey around Cambridge. The University of Cambridge website contains information on cycle safety, as well as tips for security and preventing theft.

University Card

On arrival every student will be issued with a University Card bearing their photograph. You should look after this card carefully, because it has many uses:

- It opens various gates and doors around College: you simply hold it close to the detector.
- Your student room at Swirles Court can be opened with it.
- You can use it to pay for food in the dining hall and the cafeteria
- You can borrow books from the College Library with it.
- It can be used for access around the University (including in your Department or Faculty and at the University Library).
- It is used as a form of identification.

If you lose your card you must inform the Computer Office (ithelp@girton.cam.ac.uk) immediately and you will have to pay for a replacement.

Gowns

New students need to obtain an academic gown in time for their Matriculation photograph (see the 'Matriculation' section below). Gowns are always worn at Formal Hall (see the 'Meals' section) and at major College events.

The prices charged by individual robesmakers 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 Graduate Union www.gradunion.cam.ac.uk although they only have a limited number available. The main suppliers of gowns are Ede and Ravenscroft – <https://www.edeandravenscroft.com/> and Ryder and Amies – <https://www.ryderamies.co.uk/>

Which gown you should purchase and wear depends on your circumstances:

- If you already hold a degree from the University of Cambridge (a BA or Master's degree, for instance) then you are only entitled to wear the gown of that degree, regardless of the options below.

- Research students who are graduates of other Universities who have not attained the age of 24, and have the status of B.A., 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. They wear the Cambridge M.A. gown, but without strings.
- Gowns from other Universities may *not* be worn.

Students are expected to wear suitable smart clothes with the gown on any occasion when academic 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, except 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.

Matriculation

Matriculation is the name for the process by which new students become members of Girton College and of the University of Cambridge. You will be asked sign the official Matriculation Register and the College Register soon after you arrive. A group photograph of all new student members of the College, known as the “Matriculation Photograph”, will be taken at 8.30.am on Wednesday 9th October in College. You must obtain a gown in time for the photograph (see the section about “Gowns” above), and you will need to wear smart clothing. The Matriculation dinner takes place later in the term, you will receive an invitation for this.

Exceptions to the above are:

If you have previously studied at Girton then you have already matriculated here, so you do not need to sign the Matriculation Register nor the University declaration. You may not attend the Matriculation Photograph or Matriculation Dinner.

If you have never studied at Girton but were a member of a different Cambridge College, then you should sign the College Matriculation Register but not the University declaration. You are permitted to attend the photograph and the dinner.

Visas

Students who require a visa to study in the UK must abide by the visa conditions. These include reporting to the Graduate Administrator within seven days of arrival. You will be asked to sign against your name, provide your passport and immigration documents and also provide contact details. Depending on the length of your course you are also required to sign a visa monitoring sheet at the beginning of each term, you will be reminded to do this by the Graduate Administrator. Failure to sign on time will result in a College fine.

The University International Student information is extremely helpful:

<http://www.internationalstudents.cam.ac.uk/>

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. Please see further details on the International Students Portal:

<http://www.internationalstudents.cam.ac.uk/arriving/police-registration>

Money matters

Once your financial conditions have been satisfied, it is assumed by the College and the University that you will have enough money to cover your fees and maintenance at the appropriate rate for the duration of your course. The University 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. However, there are occasionally 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.

The Pillman Fund

The Pillman Fund is available to provide limited financial assistance in ‘necessitous cases, amongst graduate students’. Postgraduates 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. Postgraduates 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. **IN CASES OF HARDSHIP, STUDENTS SHOULD CONSULT THEIR TUTOR DIRECTLY AND BEFORE THEIR SITUATION BECOMES CRITICAL.**

University and College Awards

Girton offers a variety of Scholarships and awards, full details about these can be found on the College website at: <https://www.girton.cam.ac.uk/prospectivestudents/graduate/graduate-research-awards/>

There is a useful funding research tool available on the University website, which lists various awards throughout the University and Colleges:

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

The College offers small sports awards, details on the College website at:

www.girton.cam.ac.uk/for-undergraduates/fees-a-funding/sports-awards

Payments to College

The Fees that all Postgraduate students pay each term are: University Fees and the College residence charge (which covers rent, heating and facilities). Students will also need extra money for their maintenance, food, fares, books, clothing etc.

The **College Bill** is emailed to students within a few days of the start of each term and has to be paid by the tenth day of Full Term. Further details, including dates and methods of payment can be found at: <https://www.girton.cam.ac.uk/girton-community/paying-your-bill/>

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.

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 cafeteria/Social Hub 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 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 all facilities, which include the bar, sports, grounds etc. – there are no exception this. For students living in College accommodation, the facilities charge is consolidated into the residence charge.

Details of all College charges can be found on the College website:

<https://www.girton.cam.ac.uk/girton-community/graduate-fees-charges/>

Student Contents Insurance

The College's insurance broker provides student contents insurance for students living in College accommodation. Please note any student living in College accommodation other than a single room is not covered (e.g. couples or family accommodation), therefore you are advised to make your own arrangements. Further details about the insurance can be found on the website:

www.girton.cam.ac.uk/graduates/graduate-fees/college-fees-a-charges/insurance

Terms and Residence

The University regulations require full-time students to “keep” each term by fulfilling certain minimum residence requirements. In order to “reside” you must live within ten miles of the centre of Cambridge unless you have obtained permission to do otherwise from Student Registry. For historical reasons, the period during which lectures are given is known as Full Term and is 60 days long (Michaelmas and Lent Full Terms) or 53 days long (Easter Full Term). This is the period during which all students must be in residence, even those who do not attend lectures, and you must make up for any days spent away from Cambridge by staying additional nights at either the start or end of Full Term. If during Full Term you intend to be away from Cambridge for more than just a few days, then it may not be possible to make up for this by staying additional nights. You should consult the Graduate Administrator since, depending on your course, you may need to apply for ‘Leave to Work Away’. Term dates can be found on the University website, however please note that many graduate courses extend beyond the Easter Term dates: <https://www.cam.ac.uk/about-the-university/term-dates-and-calendars>

Meals

The cafeteria which is called the Social hub, in College is open all day for drinks and light snacks, while the dining hall provides full meals for lunch and dinner. Pop up suppers are provided at Swirles Court on Wednesday evenings. Meals are paid for by using your University card.

Special Dietary Requirements

Vegetarian and vegan dishes are provided 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 or vegan meal contains any meat or animal fat, and cross-contamination is avoided. Vegetarian and vegan 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.**

Formal Hall

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. Postgraduates are invited to join any Fellows that are dining on high table. A seat for Formal Hall can be booked by using the web booking service (UPay) by 12 noon on the Tuesday prior to Hall. Booking opens on the Friday prior to each Formal Hall. Please specify whether you would like the vegetarian option at this point. You may bring up to two named guests to Formal Halls where guests are permitted. Charges are debited directly from your University card account. **Please note that tickets are non-refundable and not transferable.**

College dinners by formal invitation

All first year students who have not previously matriculated at Girton will receive an invitation to the Matriculation Dinner. All final year students will be invited to the College Feast in May. If you wish to attend then you must reply to the formal invitation by the deadline stated. These dinners

have formal place setting and seating plans and if you do not attend after having accepted the invitation, someone is left seated without a neighbour and an expensive meal is wasted. This is an insult to the other attendees and to the chefs. Due to the failure of some students to attend in recent years we will charge the full cost of the dinner to the college bill of those who fail to give notice that they cannot attend, or who withdraw at the last minute with no good reason.

Self catering

Swirles Court has excellent self-catering facilities. Each kitchen has sinks, ovens, microwaves, prep area and fridge space suitable for the number of users. Each student has a designated cupboard for storing food. Cupboards and fridges must be kept clean. Out of date food will be disposed of by kitchen staff. Kitchen cupboards are cleaned out when the associated room is vacated, therefore do not store belongings in any cupboard other than your own.

The Library

The Library holds books, journals and DVDs for all subjects covered by the Cambridge Tripos. Primary provision is for undergraduates, and you should expect to use the University Library and your faculty / departmental libraries for research material. However, the Library does possess extensive collections of use to postgraduates students. Up to 10 items may be borrowed for 7 days during Full Term and can be renewed up to 3 times, or for the entire vacation. Current fines for overdue items are 50 pence per item per day. Heavily-used items can be borrowed overnight loan only and have higher fines. The catalogue of Girton College Library can be searched via the Library's website – www.girton.cam.ac.uk/library – or by using designated computer terminals in the Library. Over two-thirds of Girton's holdings are also listed on the iDiscover catalogue – www.idiscover.lib.cam.ac.uk – along with those of other libraries within the University.

The Duke Building includes an **IT Resources Area** with 16 computers, two printers and a photocopier/scanner. 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.girton.cam.ac.uk/library.

The first time you come in, please make yourself known to the Library staff 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.

Computing Facilities

The Computer Office is located in Room O1 on A Corridor at the main College site. Further information can be found at - <https://www.girton.cam.ac.uk/girton-community/it-support/>

Health and Welfare

The College Nurses

The College has two nurses. All students whether resident or non-resident, may consult the College Nurses who hold regular surgery hours in College Health & Welfare Centre (38937). The nurses can treat minor ailments/ minor injuries and can give health care advice. The Health & Welfare Centre is located in College 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. 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.

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 link to the list of local doctors can be found on the University website:

www.studentwellbeing.admin.cam.ac.uk/nhs-and-healthcare/gps.

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.

Access and disabilities

Information can be found on the following pages of the University website:

<http://www.admin.cam.ac.uk/univ/disability/>

The Disability Liaison Officer for College is Maureen Hackett. Access Statements for college sites can be found on the website: www.girton.cam.ac.uk/for-graduate-students/accommodation/access-guide-to-college

Registering with a Dentist

Students wishing to register as an NHS dental patient locally can find out which practices in the city are accepting NHS patients using the NHS search facility: www.nhs.uk/Service-Search/Dentist/LocationSearch/3

Personal problems

You may choose to talk with your Tutor, one of the Nurses or your own doctor about personal problems. The College has a Counsellor who is available via appointment, there is also a University Counselling Service: <http://www.counselling.cam.ac.uk/studentcouns/students>

College may also be able to help with counselling provision if none of the above are helpful and you should consult your tutor for details of referral.

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.

Sports

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, postgraduates 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.

We have a recently refurbished **swimming Pool** and **squash Court** in the College, please note that there is no life guard, so no lone swimming is allowed and you should therefore arrange to swim with a friend. There are two **gyms** at the main site, a general low resistance gym in Ash Court and a more specialist Weights Room and training centre near Pear Trees. To access the Weights Room you must complete an application form, and undergo a training session with the Head Groundsman or his assistant; they are both qualified instructors. There is also an erg room in Ash Court for rowing practice. In addition you can use the University Sports Centre in West Cambridge Site (10 minutes walking from Swirles Court) which has competitive rates for students of the University.

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.

Graduation

Once you have been approved for your degree by the relevant Degree Committee and by the Student Registry, it then remains for you to take the degree. Postgraduate degrees are conferred at ceremonies (known as 'Congregations') during the course of the year. The list of dates and further information can be found on the college website: www.girton.cam.ac.uk/for-graduate-students/graduate-living/graduation-information

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 must register with the College. Please ensure that you complete the booking form on the College 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 congregation@girton.cam.ac.uk

If you take your degree in person, you will be invited to a Graduation buffet at College, beforehand. You are welcome to bring your guests to the buffet at your own expense, and you can also request up to three tickets for guests to attend the Congregation in the Senate House.

After you have left

Once a Girtonian always a Girtonian. Where ever life takes you after leaving the College we hope that you will stay in touch and let us know your news; whether it's about your career, hobbies, interests, family or any other life-events. You are always welcome to visit the College, either as part of our extensive events programme, or if you just happen to be in the area. Family and

friends are welcome too! Please find below further information about the College's activities and the services available to you as an alumnus/alumna which we hope will be useful. If you have any queries or suggestions do let us know.

Update your Details: Let the College know where you are and how we can reach you. Fill in a form online www.girton.cam.ac.uk/alumni/update-your-details or email your details to alumni@girton.cam.ac.uk