

A Guide to Postgraduate Life

GIRTON COLLEGE
UNIVERSITY OF CAMBRIDGE

2022



CONTENTS

Contact details.....	4
College Officers	5
Academic Matters	6
Academic Gowns	6
Access and Disability	7
Accommodation	7
Arrival	7
Bank Accounts (UK)	8
Cambridge explained.....	8
Cars and Parking.....	8
Changes of Circumstance applications	8
Childcare / Student Parents	9
Christmas	9
Council Tax	9
Cycling.....	9
Event and room bookings	9
Examinations.....	9
Funding and Awards	9
Graduation	9
Health and Welfare	10
Insurance for personal contents	10
IT provision and email	10
Library	11
Matriculation.....	11
MCR Committee	11
Meals and catering	12

Money matters.....	12
Music at Girton.....	13
Sports.....	13
Terms of Research / Terms of Residence	14
Thesis Binding.....	14
Thrive Programme	14
University Card	14
Visas and international student matters.....	14
Working whilst being a postgraduate student	15
Alumni relations - After you have left.....	15

Welcome to Girton College, one of the constituent colleges that make up the University of Cambridge. We are delighted that you are joining us as a Girtonian

This Guide 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 (where most postgraduates live, if opting for College accommodation), both in work and in recreation, it also aims to set out some of the rules and conventions that apply within a residential community whose primary purpose is education, learning and research.

As a large residential community Girton has some rules of behaviour to ensure everyone understands the expectations of members. These rules have been generated in discussion with all those involved, to provide a framework for the community. Details of college expectations can be found [here](#). See particularly the Rules of Behaviour pdf.

Please note that all information in this Guide is correct at the time of writing. Adjustments to certain services, amenities and facilities may have to be made depending on COVID matters. Any such changes will be communicated to the student body as a whole.

CONTACT DETAILS

College address:	Girton College Huntingdon Road Cambridge CB3 0JG
Telephone:	Main Site Porters' Lodge: +44 (0)1223 338999
Swirles Court address:	Swirles Court, Pheasant Drive Cambridge CB3 1AQ
Telephone:	Swirles Court Porters' Lodge: +44 (0)1223 760021
Website:	www.girton.cam.ac.uk
Email:	postgraduate.office@girton.cam.ac.uk

COLLEGE OFFICERS

The Mistress

The Mistress is the Head of the College and therefore the main public-facing representative of the College. She is Chair of the College Council, members of which are trustees of the College. The Mistress' work is a mixture of ambassadorial and strategic policy in the running of the College. She looks forward to welcoming you to College and meeting you at College events and dinners. She takes a keen interest in our postgraduate community.

The Senior Tutor

The Senior Tutor has overall responsibility for all academic and pastoral matters for both undergraduates and postgraduates. She works closely with the team of Postgraduate Tutors, the Postgraduate Administrators and the Deputy Senior Tutors for Welfare and for Teaching and Learning. She can be contacted at senior.tutor@girton.cam.ac.uk. She also meets regularly with the MCR President and other MCR committee members (the MCR is described later in this guide).

The Bursar

The Bursar manages the College finances in accordance with relevant College Committees. There is a team in the Bursary office who will be able to help you with finance queries. If they cannot help, your tutor is the next person to ask. The Bursary can be contacted at finance@girton.cam.ac.uk.

The College also has a Financial Welfare Officer who can help advise you and your Tutors on financial matters (fwo@girton.cam.ac.uk)

Postgraduate Tutors

The senior member of College with whom you will probably have the most contact will be your Postgraduate Tutor. The Tutor's role is to support their students in matters to do with, for example, well-being and particularly can offer sign posting to relevant bodies and/or agencies such as mental health services. Tutors normally work in a different academic field from their students, and do not teach them; nonetheless they take a close interest in their students' academic welfare and progress, where necessary intervening to advise and help. They can also help with formal interaction with the university. If you are ill, your work has been disrupted or you need to take time out for personal reasons, your Tutor will support you in making an application to the relevant University bodies. Similarly, if you need additional time to complete your studies, your Tutor will advise on how you might apply for this.

In the rare cases when things go wrong, and you need to make a formal complaint or appeal against a University department, your Tutor may have an important role as advocate, and will guide you through the formal procedure. While we very much hope this will be irrelevant, should the need arise your Tutor can also help you with disciplinary matters. Should you need a referee in addition to your academic supervisor on future job searches your tutor may be able to help here too.

In summary, if you have any problems concerning your general welfare, academic work, finances, health, or other concerns you should contact your Tutor.

You will be notified when you arrive in Cambridge of your Tutor's name and contact details, and their "tutorial office hours" held in College and/or online each week during which you may call or visit without an appointment. There will be formal and informal opportunities to meet with your Tutor at the start of the year and they are very much looking forward to meeting you.

Postgraduate Administrators

The Postgraduate Administrators work in the Tutorial & Admissions Office in the main College building, between 8 and 5 each weekday. The Tutorial & Admissions Office is the first point of call for queries you may have concerning everything from funding, examinations, visas, verification of study, bank, or Council Tax letters to name a few. You are requested to keep the office informed of any changes of address, email address or mobile / Department number. We also ask that you keep these details updated in your CamSIS

self-service account (see description of CamSIS below). You may email the office at postgraduate.office@girton.cam.ac.uk.

College Chapel

The Chapel stands at the heart of College and is a place of peace in the midst of hectic term life. You are welcome to come and be still when you need some silence. All members of College, friends and family are welcome at all Chapel services. The College Chaplain oversees all matters connected with the services and use of the Chapel. He is also available to help any member (of any faith or none) of the College with any personal problem or difficulty. The Chaplain can be emailed at chaplain@girton.cam.ac.uk.

Porters' Lodges

The roles of College Porters are many and diverse, and will be able to answer many of your questions, or tell you who to ask. They oversee safety and security, deal with emergencies, and are the College's first point of reception for welcoming visitors. They also 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 Main Site and Swirles Court are staffed 24 hours per day and can be emailed at porters@girton.cam.ac.uk. They are all qualified First Aiders. If you have an emergency within normal working hours, please contact the Porters in the first instance and they will help by contacting the relevant person who can help, be it your own or the Duty Tutor or a College Nurse. Out of normal working hours, in an emergency, porters will be able to contact a duty tutor for you.

Peer Support in College

There is an elected committee of postgraduate students known as the MCR (Cambridge jargon for the postgraduate student committees in colleges). See below and look out for their separate communication with you. You will be able to meet some of them online at the pre-arrival induction sessions and in the welcome events that they organise in the first weeks of October.

ACADEMIC MATTERS

Principal Supervisors are appointed by the Department, not the College, so expect to hear from them before the beginning of term.

Subject support in college

Every undergraduate student has a Director of Studies (DoS) 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 degree programmes) but Directors of Studies for the undergraduates are keen to meet postgraduate students and involve them in subject-specific academic and social activities within the College.

Your Postgraduate Tutor will have access to reports submitted online by you (via the Self-Evaluation System) or your supervisor concerning your academic progress, and can add comments on any reports submitted. Your Postgraduate Tutor will liaise where necessary with academic supervisors and departments or faculties, particularly if you are experiencing difficulties. If you are worried by what a report says, or want a different perspective on any aspect of your work, go and talk to your Postgraduate Tutor. The College runs a programme of academic skills and interdisciplinary academic sessions geared to Postgraduate students.

ACADEMIC GOWNS

You will need to obtain a Cambridge-specific academic gown in time for your Matriculation photograph (see the 'Matriculation' section). Gowns are always worn at Formal Hall (see the 'Meals' section) and at major College events. This year, Girton is employing a new and innovative gown company called [Churchill Gowns](#) who will be providing gowns for our postgraduates in Induction week. They will be on site to sell gowns on 4th October.

Which gown you 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.
- Postgraduate 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”.
- Postgraduate 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.

You 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 which you will be informed of when the time arrives.

Should the purchase of a gown be a financial problem, please contact your tutor.

ACCESS AND DISABILITY

The University has a dedicated [Disability Resource Centre](#) (DRC) and the College has a Disability Liaison Officer, Ms Maureen Hackett. The College’s [Accessibility information can be found here](#).

If you have any kind of disability or ongoing health issue it is important to register with the DRC. Please also let your Postgraduate Tutor and the Postgraduate Administrator know so we can arrange any support that will assist you over your time at College and within the University, particularly if you require assistance leaving buildings in case of emergency (this would entail the creation of an evacuation plan).

The further in advance of your arrival you let us know, the better prepared we can be to help you so please do declare any disability if you have not already done so.

ACCOMMODATION

This section is relevant if you have applied to rent [accommodation](#) provided by the College by using the link that was in your offer email – contact us if you do not have that link. Accommodation will be allocated on a first-come, first-serve basis once you have met all of your University and College conditions and isn’t guaranteed if you meet your conditions after 31 July. Allocation begins in August. Our single-occupancy Postgraduate accommodation is located at the North West Cambridge site, called Eddington, in a modern accommodation block called Swirles Court where all bedrooms are en-suite. There are also a number of rooms available at “The Grange” on the Main Site. Rents and tenancy options are available on the [Postgraduate Residence and Facilities Fees pdf](#).

Please email accommodation@girton.cam.ac.uk directly if you have questions about couple/family accommodation. If you intend to live outside of College accommodation, please inform the Postgraduate Administrator – [this must be located within 10 miles of the centre of Cambridge](#). If you require a Council Tax exemption letter, please email postgraduate.office@girton.cam.ac.uk, as soon as you move into your property.

You will be required to sign a formal tenancy agreement between yourself and the College if you live in our accommodation. This is an important document and you must read it carefully and abide by the tenancy length that you sign up for. The College [Accommodation Handbook](#) can be found at this link.

ARRIVAL

Before you arrive at Girton, the College Postgraduate Office will be offering a series of Zoom induction sessions throughout September to which you’ll be invited.

College room tenancies begin on 24 September, however earlier arrival dates may be agreed in advance with the Accommodation Manager. You may need to arrive earlier if you have a requisite pre-term course or your course begins before October. The term begins on 1 October.

The College's postgraduate students' society known as the MCR will have a welcome desk at Swirles Court and social events for you when you arrive – dates and times will be available closer to the time.

BANK ACCOUNTS (UK)

Any type of status or bank letter can be requested by emailing postgraduate.office@girton.cam.ac.uk. You MUST specify with which bank you will be opening an account. Please research thoroughly before making a letter request. We will only prepare letters for you once you have arrived in Cambridge.

CAMBRIDGE EXPLAINED

Cambridge is a “collegiate” university and is made up of University Faculties/Departments, Colleges and the University administration or Student Registry. All of this and more is explained at this [link](#)

You will hear the terms, Michaelmas, Lent and Easter terms – these are the three teaching terms for undergraduates. Postgraduates do not follow undergraduate terms and vacations.

You'll also find these Cam Guides useful, one for [PhDs](#) and the other for [Masters](#) students.

CamSIS is the University's official student database. When you initially undertake the process that results in you getting your University of Cambridge email before the beginning of term, you will receive a Raven password and access to what is referred to as your CamSIS self-service account. This is where, for the duration of your time at Cambridge, you would update your personal details, apply for things like extensions, and enter next-of-kin and other important data which is available to Colleges, the University and your department.

CARS AND PARKING

To keep or drive a car in Cambridge, you must obtain a licence from the [University's Motor Proctor Office](#) as well as a parking permit from the College. Permission must be renewed each academic year. Should you wish to apply for College parking, please **complete the form at this link**. You may only be given permission to park at Swirles Court if you have a registered disability. You would apply for this on the same College form linked above.

CHANGES OF CIRCUMSTANCE APPLICATIONS

There are occasions where you will need to apply for various things – deadline extensions, intermissions, leaves to work away, permission to live outside Cambridge. **Please speak to your College Tutor about any of these requests before you go ahead and make plans.** All permissions are first applied for using your CamSIS self-service account (using your Raven login). Information about [changing your status](#) over your time at the University is at the link provided. You are not able to apply for anything until you have started your course as that's when your self-service account will become active.

Coursework Extensions

If you require an extension to your submission deadline, you should complete the application form on your CamSIS self-service pages in addition to speaking to your Tutor.

Fieldwork / Leave to Work Away

If you wish to apply for Leave to Work Away, you can do this via your CamSIS self-service page. We are aware there are many reasons why you might need to work away during your studies, aside from fieldwork; for example, to visit an archive, or to care for a loved one at a level that would not require intermission. Please speak to your Tutor if you feel you would benefit from a period of working away.

Intermission for medical or non-medical reasons. This is a planned break from your studies in the case of ill-health or serious personal issues. You must speak to your Tutor in the first instance.

Removal from the Register or Withdrawing from the University temporarily

Postgraduates can elect to be removed from what's called the Register (where you are no longer a current student until application to reinstate) for a variety of reasons: a) by choice; b) if they have surpassed the four/seven-year mark and/or c) need to undertake paid work, for instance. A student can be reinstated at a later date but should make sure to be connected to CamSIS via [Extended Self Service](#) in order to apply for reinstatement online.

CHILDCARE / STUDENT PARENTS

Girton is pleased to offer family accommodation and welcome students with families. The University of Cambridge has a [Childcare Office](#) that offers a childcare bursary scheme, events and regular newsletters for student parents. It is well worth contacting them for information and support, and to find out about childcare bursaries.

CHRISTMAS

Many postgraduate students choose to remain in Cambridge during the winter holidays. The Student Services Office closes just before Christmas and re-opens in early January. Swirles Court remains open. For those who are in Cambridge, the University normally circulates an activity guide which will be sent to you in December. If you want to volunteer to organise an MCR event during this period do feel free to let the MCR president know: mcr-president@girton.cam.ac.uk

COUNCIL TAX

If you are not living in College-owned accommodation, you may need a letter to supply to Cambridge City Council to exempt you from paying Council Tax. If you require a letter, please email postgraduate.office@girton.cam.ac.uk to request it. We can't provide any letters before the beginning of term and we ask that you give the office at least 48 hours' notice in which to produce any certification letter.

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.

[Cycle Streets](#) is an 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.

All students must register their bicycles to be on College property. The form can be found [here](#).

EVENT AND ROOM BOOKINGS

To access all College booking forms, please [click here](#).

EXAMINATIONS

Students with long-term medical conditions, or specific learning difficulties (e.g., dyslexia or ADHD supported by a recent assessment) may be allowed exam access arrangements. Such permission must be sought in advance by the student's Tutor, so it is important that you inform your Tutor and the Postgraduate Administrator at the earliest possible opportunity (and by the start of Lent Term at the latest) if you think that you may be eligible. The Disability Resource Centre offers advice and support – further information about what the [DRC can do for you](#) is available here.

FUNDING AND AWARDS

There is a useful [funding search tool](#) on the University website, which lists various awards available across the University and Colleges. Also see "Money Matters" later on in this Guide. **Please note that you should have all your funding in place before you come to Cambridge to start your course. There are very few funding opportunities for students who are part-way through their course.**

The College also offers prizes and awards for sports, music and academic achievements – further details are on the [College website](#).

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 either in person at Senate House or in absence. 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](#).

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

In order to take your degree, either in person or in absence, you must complete a booking form that will appear 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 email congregation@girton.cam.ac.uk.

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 (office) hours in the College Health & Welfare Centre, during the [University full terms](#). The Nurses can treat minor ailments or injuries and can offer health care advice. The College's Health & Welfare Centre is located along the A corridor (ask at the main Porters' Lodge). Surgery hours are posted there and in both Porters' Lodges and further information is [available here](#).

You may consult the Nurses during surgery hours. In an emergency, students may contact the Lodge or the NHS by telephoning 111. You are advised to call the 111 services if you are ill, however trivial the problem may seem. There is no charge. A College Nurse may also be able to help you obtain an urgent appointment with your GP – please do ask. For problems with mental health, call NHS 111 and select option 2.

Registering with a GP

All Postgraduates must 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. You are required to register with a doctor within two weeks 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 GP.

Girton students are encouraged to join the Huntingdon Road Surgery (doctor's office) and further details will be provided on arrival. Even if you are from overseas, as a student at the university you are eligible for free treatment from the National Health Service (NHS) - you will have paid a supplement before arrival included with your visa. You will have to pay a fixed fee for prescriptions.

Registering with a Dentist

If you wish to register as an NHS dental patient locally, you can find out which practices in the city are accepting NHS patients using the [NHS search facility](#).

Personal well-being

You may choose to talk with your Tutor, one of the Nurses or your own doctor about personal problems. If you feel that you'd like to speak to a counsellor, the University has its own [University Counselling Service](#).

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 books on subjects related to well-being, together with a list of local and national advice agencies.

INSURANCE FOR PERSONAL CONTENTS

The College's insurance broker provides contents insurance for those living in College accommodation. Please note that this does not apply if you live in College accommodation other than a single room (e.g. couples or family accommodation), so if this is the case, you are advised to make your own arrangements. Further details about the insurance can be found [here](#).

IT PROVISION AND EMAIL

BEFORE ARRIVAL: You will receive an email from studentregistration@admin.cam.ac.uk which, if you follow the instructions to the letter, at the end of it you will activate your Cambridge email address which takes the form CRSid@cam.ac.uk. Please wait for that email.

The College Computer Office is located in Room A4 on the A Corridor at the main College site. Further information can be found [here](#). They can be emailed at ithelp@girton.cam.ac.uk. It is vital that you read your @cam emails regularly so please add it as an account to your phones.

There are two ways to receive your @cam email:

1. Use Webmail – go to the Outlook Web App interface; <http://portal.office.com>, type in your Username/Email = CRSid@cam.ac.uk and Password which is your Raven/UIS Password
2. Use an email client on your laptop: Instructions for setting-up various email apps (Outlook Apple Mail, Windows Mail, Android Mail etc.) can be found [here](#).

If you require assistance with this, you may contact the College computer office or ask a colleague who may have already connected themselves successful.

LIBRARY

The College Library holds books, journals and DVDs for all subjects covered by the Cambridge undergraduate Tripos. Although primary provision is for undergraduates, Girton's Library does possess extensive collections of interest to postgraduate students, although you should expect to use the [University Library](#) and your [Faculty / Departmental Libraries](#) for research material. Many postgraduate students also find Girton's Library a good place to study. You can keep up to date on opening times and guidelines via the [Library News](#) section of the website and the [Library's Facebook Page](#).

The Girton College Library catalogue can be searched via the [Library's website](#). Most of Girton's holdings are also listed in the [iDiscover catalogue](#) along with those of other libraries within the University. The Duke Building includes an **IT Resources Area** with computers and two printers. The Librarians offer professional advice and training in the best use of electronic sources, including bibliographical and full-text databases and electronic journals.

The College'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 available on the website.

The first time you come in, please make yourself known to the Library staff who will be pleased to show you around and arrange to set up your borrowing rights. Please bring your University card with you.

MATRICULATION

Matriculation is the name for the process by which new students become members of Girton College and of the University of Cambridge and which will involve signing an online Matriculation Register. You will all be invited to join in a group photograph in College of all new postgraduate student members of the College, known as the "Matriculation Photograph", on the morning of Wednesday 5th October. You will need an academic gown in time for the photograph (see the section about "Gowns" above), and are asked to wear smart clothing for the photo. You will also receive an invitation to the Matriculation dinner that, at Girton, happens later in the Michaelmas Term.

You do not need to matriculate again if you have previously studied at any University of Cambridge College but may still be included in the photograph.

MCR COMMITTEE

The MCR (or Middle Combination Room) is the Postgraduate Student Society at College. It is an elected body from within the Postgraduate community – why not think about running for a position on the committee – either one that exists already or one in an area in which you're passionate. You can always email the MCR President on mcr-president@girton.cam.ac.uk, if you have any questions or suggestions. Members of the MCR represent the interests of the postgraduates at many of the College's strategic meetings. The MCR's website is [here](#).

MEALS AND CATERING

The College café/bar is called the Social Hub and is open all day for drinks and light snacks, while the Dining Hall cafeteria provides full meals for lunch and dinner. Menus are posted on an internal College site to which you'll have access after arrival. Meals are paid for using your University card; the funds are then charged back to your College Bill. Postgraduates with families are welcome to eat in various areas of the College and Girton holds a number of family-friendly events.

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 (catering@girton.cam.ac.uk). Gluten-free and other special diets are regularly catered for. No vegetarian or vegan meal contains meat or animal fat, and cross-contamination is avoided. Vegetarian and vegan meals are therefore suitable for those requiring halal food and also for some kosher diets. **If you have a serious or unusual allergy (e.g. nuts) you should contact the Catering Manager when you arrive (or before if that is helpful) to discuss how the College can help you, by emailing catering@girton.cam.ac.uk.**

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. Formals are typically held every Wednesday and Thursday during term time. (This is occasionally altered when special events are running). 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 in November. All final year students will be invited to the College Feast in June. If you wish to attend, then you must reply to the formal invitation by the deadline stated. These dinners have 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. 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, so we recommend that you don't store belongings in any cupboard other than your own.

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 enforces regulations strictly limiting the amount of paid work that any student is allowed to undertake during the course of full-time study in Cambridge.** Further information can be obtained [here](#). There are [further restrictions](#) for those on a Student Visa.

There can be occasional unforeseen causes of financial hardship that can occur for students. If you find yourself in financial difficulties that are exceptional and/or unforeseen, **you should discuss the matter immediately with your Tutor or the Financial Welfare Officer at College.** 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. However, these are normally only for unexpected changes in circumstances; **you should ensure you have all your funding in place before coming to Cambridge.**

The College Pillman Fund

For conference attendance, the Pillman Fund can contribute towards travel and conference fees for students presenting a paper or poster. Please email your tutor for more details.

In cases of unexpected hardship, the fund can support applications to other university hardship funds by contributing a small amount, based on strict financial and other criteria.

[Government Loan Scheme for UK Postgraduates](#) –Government Student loans are available for both UK Masters and PhD students.

College Bills

All postgraduate students pay termly University Fees along with the College residence charge (rent, heating and facilities). You will also need enough money for “maintenance”, which is a term used to cover all other living expenses such as food, mobile contracts, travel fares, books, clothing, etc.

In detail, you will receive two separate bills in the first term (Michaelmas) – the first is your **College Bill** which is emailed to you within a few days of the start of the term and includes rent and prepayment if applicable, and needs to be paid by the tenth day of Full Term. If you are self-funding, you will receive a separate **Fee Bill** in early November, again to be paid 10 days after you receive it. You will then receive one combined bill in each of Lent Term (the January term) and Easter Term (the April-June term). [Further details, including dates and methods of payment can be found here.](#)

If you are experiencing difficulties in payment, please contact your Postgraduate Tutor at once, before the problem escalates.

College Contribution (for students not living in College Accommodation)

Students who choose not to live in College accommodation will be charged a termly College contribution which gives you the ability to dine at a subsidised rate in College, both for casual dining and Formal Hall, as well as access to all communal facilities including the swimming pool and other sports facilities.

For students living in College accommodation, the College Contribution is consolidated into the Residence Charge. [Details of all College charges can be found here under Postgraduate Fees and Charges.](#)

MUSIC AT GIRTON

The College has a thriving musical life whether you are a performer or a listener. To keep up to date or find out how to participate, [please go to this webpage.](#) You may also contact the Director of Music directly at nota1cambiata@hotmail.com.

SPORTS

The MCR organises sports such as football and rowing. These activities take place in a friendly, relaxed and informal atmosphere and everyone is welcome. 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. The College has a fund to make small contributions to sport-related expenses. [Further information can be found on the College website.](#)

We have a **swimming pool** and **squash court** in the College Main site. Please note that there is no lifeguard, so 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, please complete an [application form](#), after which you will undergo a training session with a qualified instructor. There is also an erg room in Ash Court for rowing practice. In addition, you can use the [University Sports Centre](#) at the 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 postgraduates trial for these alongside the other undergraduate members.

TERMS OF RESEARCH / TERMS OF RESIDENCE

Please read the [section on residence requirements](#) on the University website carefully to understand the “Term of Residence”. “Keeping” a term by residence means being in Cambridge for the central 8-week period of each term, known as Full Term, which is the period when lectures, seminars, etc., take place. Postgraduate students do not follow terms like undergraduates and are expected to be in Cambridge throughout their course.

Term dates can be found on the [University website](#), however please note that many postgraduate courses extend beyond the Easter Term dates and are NOT bound by undergraduate term dates.

A PhD candidate must complete at least nine terms of research (equivalent of three academic years) in order to qualify for a degree. During this period, you must study in Cambridge unless you have obtained permission in advance, from the Student Registry, to work elsewhere. Permission to work away from Cambridge is given only when there are academic reasons for having to work elsewhere.

There is a separate requirement, laid down in a University Statute, that “registered Postgraduate students and candidates for the MBA degree must live within ten miles of Great St Mary’s Church”. [You may request permission to live outside the “precinct”](#) by applying to do so on your CamSIS self-service.

Please also consult the [University Student “handbook”](#).

THESIS BINDING

Applications for thesis binding costs will be considered by the University’s [Hardship Fund](#).

THRIVE PROGRAMME

The Thrive programme is designed to help you make the most of your life as a student - particularly as a student at Girton. Through a series of formal and informal events, it will help you to hone your skills as researchers, support your resilience, and equip you to take the next steps in your careers. Some events will be shared with the JCR (the undergraduate community) but others will be specifically for our postgraduate community. The 2022-23 programme is likely to include sessions from among the following:

- Our popular Career Accelerator course; Applying for Junior Research Fellowships and early career fellowships; Art workshops; Conference posters masterclass; Communicating your research; Critical reading; Presentation skills masterclass; Reference management software; Scientific writing for journal publication; Volunteering fair

Look out for emails from thrive@girton.cam.ac.uk and find more information and resources on the Girton College Thrive Programme Moodle Page. There is also further information about Thrive on the College website.

UNIVERSITY CARD

On arrival you will be issued with a University Card. Please take care of it as it has many uses:

- it provides access to the various gates and doors around College, as well as to your student room at Swirles Court: you simply swipe it on the entrance pad;
- to pay for food in the dining hall and the The Social Hub;
- to borrow books from the College Library;
- to access your Department or Faculty as well as the University Library;
- to act as a form of photo identification.

If you lose your card, please inform the IT Office (ithelp@girton.cam.ac.uk) immediately. They will order you a replacement which you will be charged for (about £15).

VISAS AND INTERNATIONAL STUDENT MATTERS

If you require a visa to study in the UK, you must abide by the [conditions of your visa](#). You will be asked to present your immigration documents (passport, travel vignette (stamp in your passport) and/or proof of

travel (e.g. boarding pass) – the latter is if entry is through eGates at the airport - and your BRP card once collected) in person to the Student Services Office. Instructions on how to do this will be sent to you prior to starting your studies.

Throughout your time at the University, as a Student Visa holder, you will also be asked to ensure that contact details remain up to date in your CamSIS Self-service.

Information on the [University International Student website](#) is extremely helpful.

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 your best to 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](#).

WORKING WHILST BEING A POSTGRADUATE STUDENT

Working over and above your studies as a postgraduate student is to be taken on carefully and with consultation. If you are an international student, your BRP indicates you may work 20 hours per week but the University allows only ten hours of academic-related work per week and even that is restricted so please read the information [at this link](#) very carefully. If you are here on a one-year course, you are not to work at all until your course is completed. College will have some working opportunities that come up, particularly as an undergraduate supervisor or an exam invigilator. The Postgraduate team will send out information about both.

ALUMNI RELATIONS - AFTER YOU HAVE LEFT

Once a Girtonian always a Girtonian. Wherever 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 information about the College's activities and the services available to you as an alumnus/alumna at this link. If you have any queries or suggestions do let us know at the email address below. **Do update your Details:** Let the College know where you are and how we can reach you. Fill in a form online or email your details to alumni@girton.cam.ac.uk

Emergency Contacts

If you don't know where to turn out of hours, here are a few options:

- Could you talk to a **friend or family member**?
- **The Porters' Lodge** is staffed 24 hours a day – 01223 338999 or 01223 760021 (Swirles) – it's a great idea to add the phone number for the Lodge(s) into your phone contacts. Their email is porters@girton.cam.ac.uk.
- The Porters can refer you to a Duty Tutor – please copy in your own Tutor if you email the Duty Tutor
- **Self-help information** is available on the [University Counselling Service](#) website; you can also self-refer to the [University Counselling Service](#). Tel: 01223 332865 (during office hours).

Call NHS 111 if you urgently need medical help or advice but it's not a life-threatening situation. You can also call NHS 111 if you're not sure which NHS service you need. For mental health ask for option 2

Call 999 if someone is seriously ill or injured and their life is at risk, and let the Porters know so that they can direct the Ambulance Crew.

We hope you thoroughly enjoy your time at Girton



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