

Ordinance X - The Tutors

Ordinance X.1 - Undergraduate Tutors

- 1)
 - a) Undergraduate Tutorships are established under the relevant provisions of [Ordinances IV.1 \(a\)](#) and [VI.1](#). It is usual for a Tutor to be appointed from among the existing Fellowship. A Tutor is normally appointed by Council on the recommendation of the Tutorial Appointments Panel via the Fellowships Committee for an initial period of 3 years; thereafter she/he may be re-appointed for further periods of 5 years. A Tutor who does not hold an Official Fellowship on appointment is elected a Fellow under Title A coterminously with her/his appointment.
 - b) After continuous service of six complete years, a Tutor becomes eligible for one year's unpaid sabbatical leave as Tutor. Any Fellow for whom the appointment as Tutor is the sole qualifying office for a Fellowship under Title A will retain her Official Fellowship during this period of sabbatical leave.
- 2) Students are allocated among the Tutors. It is understood that a Tutor who is already a Director of Studies does not ordinarily have charge of students whose studies she directs. If possible the Tutor retains the students in her charge throughout their undergraduate career and, in the case of students who have graduated but continue to have undergraduate funding (e.g., students in Architecture, Medical and Veterinary Science Part III Mathematics and other fourth-year students), throughout their period of study in Cambridge. The number of students for whom a Tutor is responsible is determined by agreement with the Senior Tutor, and may be varied from time to time. It is expected that the number of students on the panel of an Undergraduate Tutor will fall within the range of the norms recommended by the Senior Tutors' Committee.
- 3) Tutors are accessible to their students at reasonable specified times during Full Term in accordance with a timetable. If a Tutor is temporarily absent or ill she/he will ask the other Tutors to deal with any tutorial business.
- 4) Tutors participate in the rota of emergency duty during the undergraduate residence period.
- 5) During the examination period, Tutors form a rota, managed by Student Services, to deal with student problems that arise in connection with the examinations, and where necessary in extremis to provide invigilation for such students who sit examinations in College. Normally there will be a panel of invigilators recruited by Student Services.
- 6) Tutors are responsible for reminding their students that they must comply with the residence requirements of the University.
- 7) Subject to the provisions of Statute XIV and to the College discipline procedure Tutors are responsible for acting as advocate for their students if they are subject to a disciplinary investigation.

- 8) The Tutors assist with administering grants and loans from the Buss Fund as provided in [Ordinance XIII.5 \(e\)](#).
- 9) Upon notice from the Bursar's Office of any student's unpaid College account, a Tutor shall endeavour to secure that the amount is paid before the end of the term, or in special cases deferred for good and sufficient reasons to a later date. The Tutor shall keep in close touch with the Bursary in this matter.
- 10) Tutors meet together regularly in Full Term.
- 11) Tutors are members ex officio of the Education Board.
- 12) Details of Tutorial stipend payments are published online such that they are readily available.
- 13) The duties of Tutors are as set out in the Girton College Tutors' Guide.

Approved by Council as amended on 17th July 2015; 15 June 2018; 28 May 2021, 2 May 2025.

Ordinance X.2 - Postgraduate Tutors

- 1)
 - a) Postgraduate Tutorships are established under the relevant provisions of [Ordinances IV.1 \(a\)](#) and [VI.1](#). It is usual for a Tutor to be appointed from among the existing Fellowship. A Tutor is normally appointed on the recommendation of the Tutorial Appointments Panel via the Fellowships Committee for an initial period of 3 years; thereafter she/he may be re-appointed for further periods of 5 years. A Tutor who does not hold an Official Fellowship on appointment is elected a Fellow under Title A coterminously with her appointment.
 - b) After continuous service of six complete years, a Tutor becomes eligible for one year's unpaid sabbatical leave as Tutor. Any Fellow for whom the appointment as Tutor is the sole qualifying office for a Fellowship will retain her Official Fellowship during this period of sabbatical leave.
- 2) Postgraduate Tutors shall take responsibility for postgraduates in particular subject areas, to be decided among the tutors in consultation with the Senior Tutor, aiming for continuity where numbers allow. Some undergraduate Tutors retain responsibility for certain postgraduate students as provided in [Ordinance X.1](#).
- 3) The Postgraduate Tutors are responsible for coordinating procedures for postgraduate admissions to the College, including Open Days and induction.
- 4) Postgraduate Tutors are accessible to their students at reasonable specified times during Term for consultation on matters including personal and financial problems and plans for future careers. If a Postgraduate Tutor is temporarily absent or ill she will make arrangements for another Tutor to deal with any Tutorial business.
- 5) The Postgraduate Tutors are responsible for helping to coordinate events to engage postgraduate students in College life.
- 6) Postgraduate Tutors participate in the rota of emergency duty, which for postgraduates includes the long vacation.
- 7) During the examination period, Tutors form a rota, managed by Student Services, to deal with student problems that arise in connection with the examinations, and where necessary in extremis to provide invigilation for such students who sit examinations in College. Normally there will be a panel of invigilators recruited by Student Services..
- 8) Postgraduate Tutors are responsible for reminding their students that they must comply with the residence requirements of the University.
- 9) Subject to the provisions of Statute XIV and to the College discipline procedure postgraduate tutors are responsible for acting as advocate for their students if they are subject to a disciplinary investigation.

- 10) Postgraduate Tutors serve on the Postgraduate Awards Committee as defined in [Ordinance II.7](#), one of them acting as Chair. Postgraduate Tutors are members ex officio of the Education Board. One Postgraduate Tutor shall be a member of Academic Policy Committee.
- 11) Postgraduate Tutors assist with administering grants and loans from the Pillman Fund as provided in [Ordinance XIII.5 \(e\)](#).
- 12) Upon notice from the Bursary of any postgraduate student's unpaid College account, a Postgraduate Tutor shall endeavour to secure that the amount is paid before the end of the term, or in special cases deferred for good and sufficient reasons to a later date. The Postgraduate Tutor shall keep in close touch with the Bursary in this matter.
- 13) Postgraduate Tutors will attend regular meetings with the other Postgraduate Tutors and the Senior Tutor. MCR reps will be invited to attend once per term.
- 14) Details of Tutorial stipend payments are published online such that they are readily available.
- 15) The duties of a Postgraduate Tutor are described in the Girton College Postgraduate Tutor Guide.

Approved as amended by Council 16th January 2009, 24 April 2015, 22 May 2015; 15 June 2018, 28 May 2021, 2 May 2025.