SCHEDULES TO THE ORDINANCES
SCHEDULE A

REGULATIONS AND PROCEDURES

1. Library Regulations
2. Supervision Regulations
3. Fellows' Rooms Allocation Procedures
4. Redecoration and Refurbishment of Fellows' Rooms
5. Admissions Procedures
6. Research Fellowship Applications
7. Studentship and Graduate Scholarship Applications
8. Academic Policy Committee: Operating Procedures
9. Undergraduate Academic Awards
10. Lawrence Room Collections Management Policy
11. Flag protocol
Library Regulations

1. The Library is open in Full Term from 9:00 a.m. to 11:00 p.m. Monday to Friday, from 10:00 a.m. to 6:00 p.m. on Saturdays, and from 10:00 a.m. to 11:00 p.m. on Sundays. These opening hours are extended to the weekend following the end of Full Term and to the weekend and Monday preceding Full Term.

2. In Term, in the Vacation, and in the period of the Long Vacation Residence the Library is open from 9:00 a.m. to 5:00 p.m. Monday to Friday.

3. During the Easter Term only the Library is also open on Saturday evenings until 11:00 p.m.

4. The Wolfson Court Law Library and Reading Room are permanently open to security-key-holders only.

5. All members of the College may read in the College Library and in the Wolfson Court Libraries when they are open. Other persons may read in the College Library and in the Wolfson Court Libraries when accompanied by a member of the College or by permission of the Librarian.

6. Readers shall be quiet in the Library and in the Wolfson Court Libraries and shall not eat, drink or smoke there.

7. Resident members of the College may borrow up to 10 titles at a time for their own use. In Full Term books may be retained for 14 days. Reference material, reserved books, examination papers and periodicals may not be borrowed. Heavy fines are imposed for removing REFERENCE material from the Library without authorisation. Reference books other than those kept in the reference bay may be borrowed overnight, that is, from 1/2 hour before closing or 9 p.m., whichever is the earlier, and must be returned by 9:30 a.m. the following day. Fines for late return are charged on an hourly basis. (See Schedule C.7) Such books must be checked out in the normal way.

8. Books and other media borrowed from the Library shall be registered and shall be returned within the period allowed.

9. The Library will be closed briefly at the end of each Full Term at a time which will be posted on the notice boards at least 7 days beforehand and all books shall be returned by this date.

10. In vacation resident members of the College may borrow up to 10 titles from the Library until the beginning of the next Full Term. Books so borrowed shall be registered as described in paragraph 8.

11. There is no borrowing from the Wolfson Court Libraries unless by special arrangement
with the Librarian.

12. Fines will be imposed for removing books and other media from the Library or from the Wolfson Court Libraries without registering them. (See Schedule C.7)

13. Fines are charged on a daily basis for the non-return of overdue books and other media. Fines are payable in cash, or if not so paid, on College bills.

14. College Fellows and College Lecturers may borrow any quantity of books and other media. All such items shall be returned once a term for checking. The date for return shall be the last Friday of Full Term. A 7-day period of grace will follow, after which fines will be charged on the same basis as for students. Books and other media borrowed for the Long Vacation shall be returned by the first Friday of Full Term. Thereafter the same conditions of a 7-day grace period followed by fines shall apply.

15. Readers and borrowers are responsible for the replacement of books and other media damaged, defaced or lost while in their charge.

16. There is normally a charge for replacement library cards.

Copies of Notes for Readers are available in the Library.
SCHEDULE A.2

Supervision: Regulations

1. Supervision is normally arranged in groups of two or more. Exceptionally, singleton supervisions may be arranged if supervision in pairs or larger groups is impracticable or if in the judgement of a Director of Studies it is advisable in individual cases. A Director of Studies will inform the Council if she/he proposes to depart widely from these arrangements as a matter of regular policy.

2. Directors of Studies should inform supervisors and undergraduates that arrangements for supervisions, including any changes, require the authority of individual Directors. Undergraduates will be charged personally for the cost of supervision incurred:
   
   (a) without the authority of a Director of Studies
   
   (b) by reason of choice of subject against a Director of Studies' advice or arising from past neglect of due diligence
   
   (c) on special request in cases of difficulty with the English language or in comparable circumstances.

   Directors of Studies should inform the Bursar's Office of any such cases.

3. At the beginning of each Full Term, and no later than the division of each Full Term, the Bursar's Office will send to individual Directors of Studies a request for a list of supervisors and their addresses. Supervision returns will be sent out accordingly, with instructions that the forms should be returned to Directors of Studies one week before the end of Full Term. Supervisions cancelled at short notice or missed through an emergency should be included in the return.
Fellows' Rooms: Allocation Procedures

The priorities governing Fellows' Rooms are laid out in Ordinance VI.1.C. Eligibility depends on seniority, category of Fellowship and various other factors such as the term of a Fellow's appointment. In the case of non-resident rooms, Ordinance VI.1.C.3 specifies reasonable use as the qualification for having a room in terms of "some part of at least four days a week during each Full Term"; in other cases Council may ask Fellows to share rooms. In allocating the limited number of rooms available the Rooms Committee works according to this Ordinance.

1. Consideration should be given to those for whom their College room is the main place of work.

2. Tutors, instead of receiving designated rooms as in the past, should take their place alongside Directors of Studies in large subjects in the order of choice of room.

3. Other things being equal, and within the confines of the Ordinance, some consideration might be given to the availability of at least one reasonably sized room among the Fellows of a large subject.

4. By virtue of their administrative offices, special consideration should be given to the Mistress, Vice-Mistress, Senior Tutor and Bursar.

It is hoped that the co-operation of Fellows (noteworthy to date), in agreeing to share a room when it is not heavily used, will continue. It is generally recognised that a shared room is rarely ideal but, given the limited number of Fellows' rooms available, it is often the only possible solution.

The Rooms Committee circulates the Fellowship each year to find out if needs have changed and if any Fellow wishes to move should a suitable room be available. A list of any rooms becoming free is also circulated.
SCHEDULE A.4

Redecoration and Refurbishment of Fellows' Room

1. By the decision of Council of 26 June 1992, the following were established as minimum period of normal wear and tear before redecoration or refurbishment shall be undertaken by the College.

<table>
<thead>
<tr>
<th></th>
<th>Student Room</th>
<th>Fellows Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Painting walls, etc.</td>
<td>7</td>
<td>10</td>
</tr>
<tr>
<td>Curtains</td>
<td>15</td>
<td>20</td>
</tr>
<tr>
<td>Carpets</td>
<td>15</td>
<td>20</td>
</tr>
<tr>
<td>Furniture</td>
<td>20</td>
<td>25</td>
</tr>
</tbody>
</table>

2. Room Changes

When Fellows change rooms the following points are to be observed:

a. Fellows are entitled to a "moving allowance" for decoration irrespective of wear and tear periods (see Schedule C).

b. The Student Room wear and tear periods (as listed above) may be substituted for the Fellows' Room periods. This concession applies at the time of room change only and may not be carried forward to subsequent years.

c. The wear and tear rules for furniture apply to purchases of new furniture and to re-upholstery. If replacements are available from the College store the wear and tear periods will be waived. Essential furniture repairs will also be undertaken.

d. Fellows are entitled to undertake redecoration, etc. at their own expense. Repainting undertaken on this basis, however, requires the prior approval of the Bursar

3. Council recognised that there will from time to time be valid reasons for exceptions to the above rules. Requests that are not covered by this Schedule should be addressed to the Chair of the Rooms Committee.
SCHEDULE A.5

Admissions Procedures

1. Before the beginning of each year's admissions round, and having received a report from the Admissions Tutor, the College Council shall decide on the total number of undergraduate places to be filled, excluding Affiliated and Year Abroad students.

2. The Admissions Tutor shall then propose quotas for the subject groups, based broadly on past practice (the composition of the subject groups is attached).

3. Before the November group meetings a convenor for each group shall be chosen by the members of that group.

4. At November group meetings, having seen the first-preference applications, Directors of Studies shall agree on their group quotas and on provisional subject targets.

5. At December group meetings following the interviews of first-preference candidates, Directors of Studies shall agree on the offers to be made and the use of the pool in each subject, working towards their group quotas and bearing in mind previous experience of the relationship between conditional offers and the places filled in each subject.

6. Following the announcement of externally-set subject quotas in Medicine and Veterinary Medicine, the Admissions Tutor may make small adjustments (either up or down) to group quotas, in consultation with their convenors.

7. At January group meetings, following the interviews of pool candidates, Directors of Studies shall agree on their final offers, working strictly to their group quotas. Each group shall also agree on its priorities for relaxation of "A" level grades and the use of the summer pool, should these be possible.

8. There shall be a meeting of group convenors with the Admissions Tutor at this stage in order to discuss the possibility of redistributing places between groups.

9. Following the publication of the "A" Level results, the Admissions Tutor shall authorise relaxation of conditional offers and the use of the summer pool, according to the group priorities which have been provided, but only in so far as there are places available in the College as a whole, and the group concerned is below its quota.

10. Directors of Studies' requests for larger or more permanent changes in the numbers of their students than can be absorbed by agreement within their subject group shall make such a case separately from the process of admissions. Such requests for significant changes in the balance between subjects shall be taken to a meeting of the Education Board, and their consideration shall include: the overall number of places available, long term trends in applications (both to the College and to the University as a whole), existing commitments to Non-University Teaching Officers, the customary use of the January pool and the College's general educational policy.
Subject Groups

1. Medical Sciences
   Veterinary Medicine

2. Computer Science
   Engineering
   Mathematics
   Mathematics with Computer Science
   Mathematics with Physics
   Natural Sciences: Biological
   Natural Sciences: Physical

3. Archaeology/Anthropology
   Economics
   Geography
   Land Economy
   Law
   Social/Political Sciences

4. English
   History
   Modern/Medieval Languages

5. Anglo-Saxon, Norse and Celtic
   Architecture
   Classics
   History of Art
   Music
   Oriental Studies
   Philosophy
   Theology
SCHEDULE A.6

PARTICULARS OF RESEARCH FELLOWSHIPS

1. Research Fellowships, starting on 1 October and tenable for three years, are offered for research in any branch of learning. Graduates from all Universities are eligible. There is no age limit, but Fellowships will normally be awarded to candidates in the very early stages of their academic careers who have recently completed their Ph.D or are close to completion.

2. Election into a Fellowship is usually made by the Electors at the conclusion of the Research Fellowship competition held each year in the Michaelmas Term. The Competition involves assessment of candidates' submitted work and interview for those candidates short-listed by the Electors. Overseas candidates should note that College cannot be responsible for payment of airfares should they be short-listed for interview. College will, however, provide a room for overnight accommodation for them and pay transport costs within the U.K.

3. The Electors reserve the right to make no election if no suitable candidates present themselves or to offer the Fellowships to persons of outstanding qualifications who have not applied.

4. The emoluments of the Fellowship are reviewed from time to time. The current stipend scale is the equivalent of Steps 1 to 3 on the general scale of stipends for University offices for a Research Fellow who has not completed his/her Ph.D and the equivalent of Steps 2 to 4 on the general scale of stipends for University offices for a post-doctoral Research Fellow. The Fellowship is pensionable under U.S.S. Emoluments are paid monthly in arrears by bankers' order.

5. The Electors may elect one or two non-stipendiary Research Fellows every 3 years. There shall be no emolument attached to a non-stipendiary Research Fellowship.

6. Grants, not exceeding £2,500, and payable in one or more instalments during the three-year tenure of the Fellowship, will be made at the discretion of the Electors for approved expenses in connection with the Fellow's work. Approved expenses include the University Composition Fee, where payable.

7. Research Fellows are members of the College Governing Body and are expected to take part in College life.

8. Research Fellows shall normally offer a minimum of 4 hours per week teaching and a maximum of 6 hours per week teaching (although this may be relaxed in the first year of the Fellowship).

9. Accommodation is available for Research Fellows, if required. The present charge for accommodation for a single Fellow is £347.50 per month, including utilities but excluding Council Tax; a charge of 1.5 times this amount would be made for a Fellow living in College accommodation with his/her partner/spouse. All Research Fellows are entitled to free Commons (i.e. meals) except when the College kitchens
August 2012

are closed. A living-out allowance (currently £2000 per annum) is paid to Research Fellows who live out of College. There is also a child allowance of £500 p.a.(non pensionable) for the first child.

10. Paid employment outside the scope of the above terms must be approved by College Council. Permission is normally granted for not more than 6 hours paid teaching per week.

11. Council reserves the right to replace the Fellowship by one of smaller value or one without emoluments if the Fellow should hold, or subsequently obtain, a Fellowship or other substantial emolument from any other source. The Fellow is required to report to Council any such Fellowship or other emolument at the time of his/her election. Any subsequent appointment or award must be reported to Council when it occurs.

12. Research Fellows must report to the Fellowship in Arts Committee or to the Yarrow Board, as appropriate, not later than 1 September each year on the progress of their research. The Fellowship in Arts Committee or the Yarrow Board reserve the right to recommend to Council that a Fellowship be discontinued where it is not satisfied with the progress achieved by the Research Fellow.

*Approved as amended by Council 16th January 2009, 13th July 2012*
SCHEDULE A.7

Studentship Regulations

1. Notice will be given in the Lent Term of the Studentships to be offered for the following academic year. Awards will be made late in the Easter Term.

2. Studentships may be awarded for a period of 1 year renewable for a further year, or for 1 year only.

3. The emolument attached to major Studentship awards is of that amount which will be accepted by the Board of Graduate Studies to enable the holder to carry on research in the University of Cambridge. The emolument is payable termly in advance from the Bursar's Office. Studentships of smaller value may be made from the income of the Fund on evidence of high academic ability and financial need.

4. The emolument is tenable with other awards from the University, the public authorities or other bodies. It may be of reduced value or the award may be honorary at the discretion of the Graduate Awards Committee.

5. The tenure of a Studentship is subject to fulfilment of the conditions attached to the award. The candidate must normally be accepted as a graduate student of the University of Cambridge or be a candidate for a higher degree or diploma or for Part 111 of a Tripos examination. The holder must also pursue her/his research or study to the satisfaction of the College authorities and conduct her/himself as becomes a member of the foundation.

6. Holders of studentships, if not already members of the Foundation of the College, shall be so admitted.

7. Not later than 1st June, each holder of a Studentship shall send to the Secretary for submission to the College Graduate Awards Committee, a short report on the progress of her/his research.

8. A limited amount of teaching may be undertaken as permitted by the University to registered graduate students or as permitted by other official bodies.

9. Applications for awards may be made by members of the College, including present award holders and candidates from other universities. A general application for any award for which a candidate may be eligible will suffice and should reach the College Secretary by 1st April.

10. Members of the College should submit a letter of application together with a short statement on their proposed or present research with the names of two persons to whom reference may be made (1 copy only).
11. Candidates from other colleges and other universities should send applications in duplicate giving full particulars of the course of research or graduate study proposed. The name of at least two referees should be supplied. Other evidence of special qualifications may be submitted.

12. The Council reserves the right to make an award to a person who has not applied, or to withhold an award if no applicants of suitable merit present themselves.

Graduate Scholarship Regulations

1. Notice will be given in the Lent Term of the Graduate Scholarships to be offered in the following academic year. Awards will be made late in the Easter Term.

2. The emolument attached to a graduate scholarship is £500 per annum, payable termly in advance through the Bursar's Office. In addition £100 may be claimed for books in the award holders' subject. Claims should be submitted on a form obtainable from the Bursary.

3. A Graduate Scholarship may be awarded for a period of 1 or 2 years in the first instance, depending upon the length of the graduate course, and a third year may be awarded on the basis of the research actually accomplished during the first and second years. Clinical medical students and clinical veterinary medicine students working for a Cambridge degree (either in Cambridge or elsewhere) are eligible for a Graduate Scholarship for 2 years if they obtain a first class degree in their third year examinations, but are not eligible to apply for a third year renewal of a scholarship. The renewal in other cases for a third year's scholarship must be supported by a strong recommendation from a research supervisor and thus third year Graduate Scholarships are only open to PhD candidates.

4. The emolument is tenable with other awards from the University, the public authorities or other bodies. It may be of reduced value or the award may be honorary if by reasons of other awards held no financial benefit would accrue to the holder.*

5. The tenure of a Graduate Scholarship is subject to fulfilment of the conditions attached to the award. The candidate must normally be accepted as a graduate student of the University of Cambridge, or as a candidate for a higher degree or diploma or for Part III of a tripos examination. The holder must also pursue her/his research or study to the satisfaction of the college authorities, and conduct her/himself as becomes a member of the foundation. For the award to be given for a second year, a report must be received from the holder's supervisor that the holders work is of scholarship standard.

6. Holders of Graduate Scholarships, if not already members of the Foundation, shall be so admitted.

7. Not later than 1st June, each holder of a Graduate Scholarship shall send to the College
Secretary for submission to the Graduate Awards Committee a short report on the progress of her/his research or study.

8. A limited amount of teaching may be undertaken as permitted by the University to registered graduate students or as permitted by other official bodies.

9. Applications may be made by members of the college, including present holders of an award, and by candidates from other universities. A general application for any award for which a candidate may be eligible will suffice, and should reach the College Secretary not later than 1st April.

10. Members of the college should submit a letter of application (1 copy only) and should arrange for the Secretary to the Education Board to receive a brief supporting statement from a supervisor or Director of Studies. Those applying for renewal should submit with their application their report on the work carried out during the year of tenure.

11. Candidates from other colleges and other universities should send their application in duplicate, giving full particulars of the course of research or graduate study proposed. The name of at least one referee and not more than 2 testimonials should be supplied. Other evidence of special qualifications may be submitted.

12. The Council reserves the right to make an award to a person who has not applied or of withholding an award if no applicant of suitable merit present themselves.
SCHEDULE A.8

Academic Policy Committee: Operating Procedures

1. The remit and duties of the Academic Policy Committee are set out in Ordinance II.5. This Schedule deals mainly with matters of timetable and is intended for purposes of guidance only.

2. **Timetable:**

   **May:** Committee meets and gives preliminary consideration to any main teaching appointments due to expire at the end of the next academic year

   **June:** Education Board meets and may refer issues to the Academic Policy Committee.

   **October:** The Senior Tutor presents a review of examination results to the Education Board, which forwards it to Unreserved Council. The Education Board or Council may refer matters to the Academic Policy Committee.

   **November:** The Committee meets and considers appointments expiring, teaching strength and any other matters referred to it, and reports to the Council on the College's teaching strength with recommendations relative to existing teaching needs, student numbers, prospective developments within the University, etc. and makes recommendations to Council with regard to all academic appointments that expire at or before the end of the academic year.

   **February:** The Committee normally meets after the Education Board to consider any matters referred to it by the Education Board or Council.
SCHEDULE A.9.1

UNDERGRADUATE ACADEMIC AWARDS

Scholarships and Senior Scholarships

Scholarships are awarded to examination candidates who achieve a First. A student who has been awarded a Scholarship in a previous year is eligible for a Senior Scholarship.

<table>
<thead>
<tr>
<th>Level</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>First and Second Years</td>
<td>400</td>
</tr>
<tr>
<td>Third Year in 4-Year Course</td>
<td>400</td>
</tr>
<tr>
<td>Final Year</td>
<td>150</td>
</tr>
</tbody>
</table>

Prizes

Prizes are awarded to all Scholarship winners.

<table>
<thead>
<tr>
<th>Level</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Years</td>
<td>100</td>
</tr>
</tbody>
</table>

Book Tokens

Book Tokens may be awarded to candidates who achieve a good upper Second with at least one paper marked as a First overall. (Also see Note 2 below)

<table>
<thead>
<tr>
<th>Level</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Years</td>
<td>30</td>
</tr>
</tbody>
</table>

NOTES

1. Awards are for one year only, and are made at the discretion of the Education Board on the recommendation of candidates' Directors of Studies. Recommendations must be made on the standard form issued by the Mistress’s Secretary.

2. Candidates for Examinations of University standard (Preliminary or Tripos) whose names appear on a list of successful candidates are eligible for the award of Scholarships, Prizes and Book Tokens. Those who take an incomplete set of papers in such an examination will be eligible for Book Tokens only.

3. Special rules apply to MML candidates and are shown on a separate schedule.

4. Candidates are not eligible for Undergraduate and Graduate awards in respect of the same examination results.* Where the undergraduate course is normally 4 years (e.g. Engineering, and including Mathematics), students in all years will be eligible only for undergraduate awards. Where the course is longer than 4 years (e.g. Medical and Veterinary), the first 3 years shall count as Undergraduate for award purposes and any years beyond that as Graduate.

* Winners of final year Scholarships who stay on to undertake Graduate studies at Girton will also be eligible for a Graduate Award in their first year.
SCHEDULE A.9.2

UNDERGRADUATE ACADEMIC AWARDS

Special Rules for MML Students

Scholarships and Senior Scholarships

First Year

First Class In Part I in Lang. A 200
First Class aggregate in DEX in Lang. A 200

Second Year

First in Part I in Lang. B 200
First in Prelims II 400

Final Year

First in Part II 150

Prizes All Years 100

Book Tokens All Years 30

NOTES

1. Payment of awards won in the Second Year will normally be deferred for one year until the candidate returns to College from her/his year abroad.

2. In all respects other than those specified above, the same rules apply for MML awards as for awards in other subjects.
PRIZES UNDER SPECIAL REGULATIONS

The following prizes are decided at the Easter Term meeting of the Education Board, subject to there being candidates of suitable standing. Directors of Studies are asked to make recommendations, with reasons, in writing to the Secretary of the Board. For the Therese Montefiore and Laurie Hart Prizes these reasons should include information on performance in Preliminary and Tripos Examinations over 3 years. For the Therese Montefiore Prize Tutorial recommendation is also required. The recipients of the Therese Montefiore and Laurie Hart Prizes are announced at the Long Vacation meeting of Council.

Therese Montefiore Prize

One prize is awarded by the Mistress and Vice-Mistress to a student of not less than 3 (or more than 4) years' standing who (a) has gained a First; (b) intends to enter a profession or pursue research in Cambridge or elsewhere; and (c) is most deserving in terms of intellectual, moral and other qualifications as well as academic distinction. Conditions (a) and (b) may, for good reason, be disregarded; by custom, the candidate's contribution to College life has been considered the major factor under condition (c).

Laurie Hart Prize

One prize is awarded by the Mistress and Vice-Mistress to a student of not less than 3 (or more than 4) years' standing who has gained a First and is most deserving in terms of intellectual and academic distinction demonstrated throughout her/his undergraduate career. The winner of the Therese Montefiore Prize is excluded from consideration.

Janet Chamberlain Prize

One prize is awarded for distinction in fieldwork for Part II in Geography on the recommendation of the Director of Studies on the basis of marks awarded for the regional essay paper. A First Class mark is required. If two Girtonians have "submitted regional essays of equivalent standard and initiative", general progress may also be taken into account.

Eileen Alexander Prize

One prize is awarded for the best essay submitted in the College Prelim in English on the recommendation of the Director of Studies. A First Class (equivalent) mark is required.

Appleton Cup

Awarded on the recommendation of the Director of Studies in Medicine for the best First achieved by a second year Medical student.
Elizabeth Hill Prize

The Prize is awarded to an undergraduate who has been placed in the First Class in Russian in Part 1A of the Modern and Medieval Languages Tripos or who in Part 1B has a First Class mark in at least one paper in Russian. In the case of a Part 1B candidate, the Prize is normally of half the standard value if the prizewinner was not placed in the First Class overall.

Charlton Award

The Charlton Award is made from the income or capital of the Charlton Fund, a constituent fund within the Amalagamated Trust Funds, which was established by the kind gift of £1,000 from Miss J. Charlton in 2001. Subject to the continuing availability of income or capital in the Fund, the Award is to be made annually in the form of a book token (initially £50) to a second year English student for consistently good work in medieval and renaissance literature.

Anita Banerji Prize

The Anita Banerji Prize is awarded from the income or capital of the Anita Banerji Fund, a constituent fund within the Amalagamated Trust Funds, which was established by the kind gift of Mr. M. K. Banerji in 2002. Subject to the continuing availability of income or capital in the Fund, a prize of £100 is to be awarded annually for outstanding achievement during the course of study for Economics. The prize may be awarded either for a single piece of work (e.g. a dissertation) or for Tripos results. It will normally be awarded for work produced at the end of the second year.
1. **Purpose, scope and context of the policy**
   
   1.1 The purpose of the Collections Policy is to provide a framework for the maintenance and development of all the Lawrence Room collections, to indicate priorities, to establish acquisition and retention criteria for objects across the range of the collections, and to create a consistent and coherent basis for the future management and development of the collections.

   1.2 The policy is intended to provide information about the principles on which the collections are acquired, to create an awareness of the Lawrence Room’s objectives, and to form the basis for future developments and modifications as circumstances require.

   1.3 To ensure a consistent approach, the wording employed to describe all or any of the collections, their purpose, scope and strategy, in any publication about any of the collections (e.g. web sites or brochures) should be that used in the appropriate section or sections of this policy.

   1.4 This policy will be reviewed annually. Recommendations for policy and revisions are made by the Lawrence Room Committee, and consensus among the committee is required for endorsement of any change to this policy. The policy will be submitted to College Council for approval every five years.

2. **Purpose of the collections**

   2.1 The Lawrence Room collections provide a unique resource for research and teaching of international, national and local significance.

   2.2 The collections are for the use of members of the College and external researchers; they are also available to all those who wish to visit and study their material.

   2.3 Co-operation and collaboration between institutions with related collections is active.

3. **Description of the collections**
Most of the Lawrence Room collections have been donated by, or are centred on individuals who have held particular associations with the College. The collections therefore offer not only the interest of a particular item, but also insights into areas, groups and individuals associated with the College and its history. These collections have an interest beyond that of members of the College, and have significant research value.

They currently consist of the following collections:

3.2.1 Anglo-Saxon & Romano-British
3.2.2 Egyptian
3.2.3 Mediterranean
3.2.4 Mesopotamian & Iranian plateau
3.2.5 Other areas

4. Principles of acquisition, retention and disposal

4.1 Acquisition

4.1.1 Objects to add to the existing collections will be acquired through purchase, donation or from excavations on the College sites.
4.1.2 Donations may be voluntarily offered or actively solicited.
4.1.3 Donations will be accepted only if no conditions are attached.
4.1.4 Acquisition criteria differ from collection to collection:

4.1.4.1 The Anglo-Saxon collection consists entirely of material excavated from the College sites. Further acquisitions are limited to items found in future excavations on these sites.
4.1.4.2 Items will be added to the Egyptian, Mediterranean and Mesopotamian & Iranian plateau collections if they maintain or enhance the intellectual coherence of these collections.
4.1.4.3 Material will be accepted into the Other areas collection if it offers a significant contribution to scholarship in Classics, Archaeology, Anthropology or the history of the College.
4.1.5 If an item fails to fulfil the acquisition criteria, the donation may be declined or the donor asked if the item may be sold and the income added to the funds.
4.1.6 Additional labels will be made for donated items, and kept on display until 6 years have passed since the date of donation.

4.2 Retention and disposal

4.2.1 The Lawrence Room collections are permanent collections.

5. Access policy

5.1 **Curation**

5.1.1 It is intended that the collections will be open to the public one or two afternoons per week throughout the year. A trial opening one afternoon per week, staffed by a rota of trained volunteers, will begin as soon as practical.

5.1.2 The collections will also be opened at least once a term to the Girton community.

5.1.3 Special access events will be held from time to time, specific, for example, to:

- school students targeted by the Admissions Tutors,
- other academic departments in Cambridge,
- visiting academics.

5.1.4 The Lawrence Room will also be open by appointment (with at least 24 hours notice) to other interested parties.

5.1.5 In all cases, except for the regular opening hours referred to in 5.1.1 above, at least one member of the Lawrence Room committee must conduct the curation.

5.1.6 All curators will be given appropriate fire safety and health and safety inductions.

5.1.7 A risk assessment will be in place for curatorial activity and the public opening of the Lawrence Room.

5.2 **Advertisement and outreach**

5.2.1 The regular opening hours will be publicised on the College and University websites.

5.2.2 Materials advertising the collections, produced when funds permit, will be on display in other academic institutions and museums in Cambridge.

5.2.3 It is intended also to develop an outreach program targeted at school-age students.

5.3 **Enquiries**

5.3.1 Intellectual enquiries will be answered by appropriate members of the Lawrence Room committee.

5.3.2 Requests for permission to reproduce images of the collections and documents related to them will be handled by the College Archivist.

5.4 **Special needs**

5.4.1 The display of the collections is designed to maximise access by wheelchair users.

5.4.2 Large-print copies of the labels are being produced for the visually impaired.

5.4.3 The Committee is happy to respond to any other particular needs of visitors to the collections.
5.5 **Catalogue**

5.5.1 A web-based FilemakerPro catalogue is under construction, according to the conventions listed in Appendix 1.

5.5.2 Every item catalogued will be accompanied by an image, numbered consistently and to correspond to the catalogue number.

5.5.3 When completed, the catalogue will be put on the website for open public access.

5.5.4 The catalogue is held on the College server, and backed up daily.

5.5.5 It is also available, via wireless connection, on the laptop housed in the Lawrence Room.

5.5.6 Cataloguers should always work on the server copy of the catalogue, to ensure that a backup is kept at all times.

5.5.7 The catalogue remains the intellectual property of the College.

5.6 **Website**

The website address is: [http://www.girton.cam.ac.uk/about/lawrence-room/](http://www.girton.cam.ac.uk/about/lawrence-room/). It provides information about the history of the collections, a link to a donation form, the collections’ opening hours, the names of committee members and the committee’s e-mail address: lawrenceroom@girton.cam.ac.uk.

5.7 **Visitor data**

5.7.1 A Visitors’ Book is kept in the Lawrence Room, and visitors are encouraged to sign it.

5.7.2 A visitors’ log is held on the shared Lawrence Room file space, noting details of every visit to the Lawrence Room curated by a member of the committee.

5.7.3 An account will also be kept of the number of visitors to the regular openings.

6. **Display**

6.1 The display highlights the academic nature of the collections, and is designed to tell a coherent and interesting story about the collections for a range of visitors.

6.2 Items in cabinets are displayed under the organising principles of time and space.

6.3 Items in drawers are grouped both chronologically and typologically.

6.4 Story boards tell the story of the collection’s donors as well as developing the temporal and located story set out in the display.

6.5 Labels tell a more detailed story about the objects (how they were used, where they are usually found, etc.) that allows visitors to make their own interpretative links between them.

* Committee members need to give written consent to the Computer Officer for their names to be included on the website.
6.6 Labels will give the catalogue number for every item on display.
6.7 The catalogue number will be attached to each item, to facilitate use of the collections.

7. Conservation
7.1 A rolling program of cleaning and conservation is in place to maintain the integrity of the collections.
7.2 Two members of the committee will take inventory of the collections annually, according to the schedule listed in Appendix 1.
7.3 At the same time as taking inventory, they will inspect each object in their annual remit for conservation needs, and engage in some light cleaning.
7.4 The date for inventory, inspection and cleaning will be set at the first meeting of Michaelmas term each year.
7.5 Hermione will be inspected annually, in January, at the same time as the filter in her case is checked.

8. Environment
8.1 Non-chemical insect traps, changed annually, are in use.
8.2 The air-conditioning unit in the Lawrence Room is set to maintain a temperature of 20°C and relative humidity of 50%.
8.3 The environment is monitored by a battery operated digital data logger (Gemini Tinytag), and a hand-held monitor is used to give instant readings of the conditions.
8.4 The College Archivist takes regular fortnightly readings of the conditions, and reports to the Lawrence Room Secretary.

9. Financing
9.1 College Council approved a target of £100,000 for the Lawrence Room Appeal, to raise funds for the conservation, cataloguing, display and storage of the collections.
9.2 Donors gave money for the following purposes:
   9.2.1 to buy new cabinets built to modern museum standards,
   9.2.2 to fund necessary conservation work,
   9.2.3 to pay for the complete, electronic catalogue of the collections that is currently under construction.
9.3 Where permission is given, donations are acknowledged in the Donors’ Book, which is brought out for display in the Lawrence Room during special events.
9.4 The fundraising profile of the Lawrence Room needs to be maintained year on year to cover annual running costs and to ensure continued access to the collections.
9.5 In July 2008 College Council approved extending the Appeal target to £200,000, to establish an endowment fund that would allow the LR to be self-supporting in regard both to the ongoing conservation of objects and to the curating of the room.
9.6 No potential donors will be approached without prior consultation with the Development Director.

10. Records

10.1 Lawrence Room committee documents will be sent to the semi-current records store in accordance with the College’s current Records Management Policy.

10.2 The approved minutes will be signed by the Chair and sent at the appropriate time to the College Archives.

10.3 Images of the collections are to be stored in the College Archive, as follows.
   10.3.1 A photographic record of the current display.
   10.3.2 Individual photographs of every item in the collection.

10.4 Copies of labels, the Visitors’ Log, the Catalogue Conventions and other documents relating to the collections are also held on the shared Lawrence Room filespace.

Appendix 1
Guidance documents related to this policy
   1. Catalogue conventions
   2. Conservation schedule
   3. Training document & guide for volunteer curators (in development)

Appendix 2
Publicity material, introductory guides and descriptive accounts of the collections
   1. History of the collections (July 2008)
   2. Large print labels (March 2009)
   3. Printed version of catalogue (produced when the catalogue is complete)
   4. Room guide (in development)
   5. Family-friendly visitor’s guide (to be developed when funds permit)
   6. Advertisement leaflet (to be developed when funds permit)
   7. List of reference books held in the Lawrence Room
   8. Hermione ‘At Home’ poster (September 2008)

Appendix 3
Administrative documents for use with the collections
   1. Donation form

Appendix 4
Other collections or catalogues with material from the Lawrence Room collections
   1. Museum of Archaeology and Anthropology (Anglo-Saxon & Romano-British: finds
2. University Library (Egyptian: fragmentary Book of the Dead)  

3. Fitzwilliam Museum (Other areas: coins and tokens)  
http://www.fitzmuseum.cam.ac.uk/collections/

4. Corpus of Anglo-Saxon Buckets (Anglo-Saxon & Romano-British: finds from 19th-century excavations at the Girton site)  
http://web.arch.ox.ac.uk/archives/asbuckets/bucketsdb.php

Approved by Council 12 June 2009
SCHEDULE A. 11

Flag protocol: flying of the Union flag and College flag

The Union Flag will be flown on the following dates (on which the University flag is flown):

- 6 February: Accession of HM The Queen
- 21 April: Birthday of HM The Queen
- 23 April: St George’s Day
- 10 June: Birthday of HRH The Duke of Edinburgh
- Mid June: Official Birthday of HM The Queen (exact date published annually in first Reporter in Lent Term)
- 14 November: Birthday of HRH The Prince of Wales

The College Flag will be flown on the following dates (on which the University flag is flown):

- Late June: Congregation for Honorary Degrees (exact date published annually in first Reporter in Lent Term)
- Three days late June or early July: General Admission to Degrees (exact dates published annually in first Reporter in Lent Term)
- 1 October: Admission of the Vice-Chancellor Elect (when applicable) and Election and Admission of the Proctors
- Dates of official visits of the Chancellor: Notice of such occasions published beforehand in Reporter
- Dates of Honorary Degree Congregations: Notice of such occasions published beforehand in Reporter

In addition, the College flag will be flown on the following occasions:

- Late October: Admission of Fellows and Scholars
- Early November: Matriculation Dinner
- Late February: Admission of Fellows and Scholars
- Mid-March alternate years: Ball
- Mid May: Feast
- Roll AGM and lunch party: Mid-July
- Alumni weekend: End September
- Official visits of the Visitor: Notice of such an occasion published beforehand
In addition:

The College flag will be flown at half mast normally only for the death of a Fellow from the date of notification of the death until and including the date of the funeral. The flying of the flag at half mast in these instances will take precedence over the flying of the Union flag or College flag for any other reason.

*Approved by Council 24 June 2010*
SCHEDULE B

DUTIES ATTACHING TO COLLEGE OFFICERS

1. Duties of Directors of Studies
2. Duties of Tutors
3. Duties of Graduate Tutor
4. Duties of Admissions Tutor
Duties of Directors of Studies and General Guidelines

Directors of Studies play a large part in the work of the College. Their roles may conveniently be divided into the direction of studies for undergraduates in their subject and their work in admissions. By virtue of these roles they are also members of the Education Board.

a) Direction of Studies

Directors of Studies are responsible for arranging teaching for the undergraduates in their subject and for keeping a close eye on these studies throughout the Tripos course. This normally involves individual (or group) interviews at the beginning and end of each term, being regularly available for consultation at a given time and providing guidance over the use of time both during term and vacations.

At the start of the course, it is helpful for students to be given guidance on how they should plan their time in Cambridge. Simple matters such as the need to attend supervisions with work in on time, the number of lectures advisable, the hours of work to be put in, the length of essays, library provision in the subject, etc., may seem self-evident but experience suggests they come as both useful and welcome advice. There is a "Study Skills" video in the SCR (in the top cabinet drawer); the TV and video machine (or the Conference Rooms) should be booked with the Conference Manager in advance.

Directors of Studies are responsible for communicating the views and advice of other supervisors to their students and for examination entries. They should, each term, provide a list of supervisors to the Bursar's office. They keep in close contact both with the supervisors of their students (in order to anticipate problems) and, in the case of problems, with the undergraduate's Tutor. Directors of Studies ensure that students complete self-assessment forms.

In the form of a fine, students pay for supervisions missed without good reason and these should be reported both to the Bursar's Office and the student's Tutor. Directors of Studies also communicate examination results to their students.

The Tutorial Office is the office through which most of this work may be handled and which will provide subject lists of students with Tutors at the start of the year. Copies of supervision reports for Tutors will be sorted by Tutorial Office, which is also responsible for examination entries.

Directors of Studies may be consulted by students wishing to change into or from their subject. They have the right to accept or refuse students wishing to change to their subject but such decisions, which must be reported to the Education Board or to the Council, are taken after consultation with both the current Director of Studies and the Tutor concerned.

Cases of unsatisfactory work should be dealt with promptly and, if serious, reported to Council. College policy is that any student who fails a University examination is sent out of residence. We seek to prevent this course of action by early warnings. There is an appeals procedures in which Directors of Studies are involved but it is their responsibility to try to prevent
unsatisfactory work as early as possible.

The relevant section of the Library is a further responsibility and Directors of Studies are asked to keep their book stocks up-to-date. They should urge their students to be public-spirited and honest in their use of the Library.

b) Admissions

Admissions decisions are the responsibility of the Director of Studies in each subject in consultation with other Directors of Studies within a subject group. The Admissions Secretary will contact and circulate Directors of Studies with information about both candidates and procedures.

The Admissions Tutor hopes Directors of Studies will be present at Schools' Open Days which play an important part in attracting students to the College. If a particular Director of Studies cannot come to an Open Day it is her or his responsibility to find a substitute.
SCHEDULE B.2

Duties of Tutors

Tutors carry general responsibility for most aspects of students' lives that are not covered by the Directors of Studies. Whereas many students have different Directors of Studies in successive years, they should ideally have the same Tutor throughout; ultimately, the Tutor could reasonably expect to be the person with the broadest knowledge of any one student. Tutors should make efforts to get to know their tutorial pupils, and maintain an up-to-date file on each one of them, in accordance with the Data Protection Act 1998, which will be stored in the Tutorial Office after the student concerned has left the College. Tutors will often act as referees for their pupils to help them find suitable employment; when they are unavailable to act in this way, their files will often continue to be used for the concoction of references for many years. The Tutors form a team who consult together over problems, as well as co-operating on the provision of rotas, and covering for one another during periods of leave.

Tutors are the College Officers empowered to deal on students' behalf with the University Central Administration. They thus deal with such matters as residence, degrading, allowances, and applications, as well as making arrangements for examinations to be sat under special conditions, submission of dissertations, warning letters, and such like.

Because they carry general responsibility for their students' overall academic progress, Tutors receive copies of supervision reports and undertake negotiations with Local Education Authorities. If students have work problems, or wish to change subject, they should discuss these matters with their Tutor as well as the Director of Studies.

Tutors also deal with a range of welfare and financial problems. Tutors vet applicants for College hardship funds (see Ordinance XIII.5.(e): Buss Fund). They also assist students in applying for Student Loans, and other sources of financial assistance (Access, Newton Trust). They are available for consultation on personal problems, and if a student is unwell, the Tutor should be informed and pass the information on to the Director of Studies. In all these areas, Tutors should exercise discretion, and seek to advise their pupils in their best interests, having regard to both the personal and the institutional implications of their advice.

Tutors deal in the first instance with all disciplinary matters other than those of unsatisfactory work, which are the responsibility of Directors of Studies. They enforce the regulations set down in the Student Guide, instructing the Bursar's office to fine their pupils in cases of infringement. Generally, however, the Tutor will act as a pupil's official friend and defence: before the Council, or outside the College (should this arise) with the police.

The elasticity of the Tutors' role owes its origin to the fact that Tutors used to be in loco parentis, and the ideal Tutor is probably as non-existent as the ideal parent. However, students do at least have the option of transferring to a different Tutor, and theoretically could be passed on by one Tutor to another, though these options are rarely taken up.
DUTIES OF GRADUATE TUTORS

Graduate Tutors carry general responsibility for most aspects of students' lives that are not covered by the Directors of Studies or research supervisors. Graduate Tutors should make efforts to get to know their tutorial pupils, and maintain an up-to-date file on each one of them, in accordance with the Data Protection Act 1998, which will be stored in the Tutorial Office after the student concerned has left the College. Graduate Tutors will often act as referees for their pupils to help them find suitable employment; when they are unavailable to act in this way, their files will often continue to be used for the concoction of references for many years. The Graduate Tutors consult together over problems, as well as co-operating with the Tutors on the provision of rotas, and covering for one another during periods of leave.

Graduate Tutors are the College Officers empowered to deal on graduate students' behalf with the University Central Administration. They thus deal with such matters as residence, degrading, allowances, and applications, as well as making arrangements for examinations to be sat under special conditions, submission of dissertations, warning letters, and such like.

Because they carry general responsibility for their students' overall academic progress, Graduate Tutors receive copies of supervisors' reports and undertake negotiations with funding bodies. If a student has work problems, they should be discussed with the appropriate Graduate Tutor.

Graduate Tutors also deal with a range of welfare and financial problems. They vet applicants for College hardship funds (see Ordinance XIII.5.(e): Pillman Fund). They also assist students in applying for Student Loans, and other sources of financial assistance (e.g. Access funds). They are available for consultation on personal problems, and if a student is unwell, the Graduate Tutor should be informed and pass the information on to the student's Director of Studies or research supervisor. In all these areas, Graduate Tutors should exercise discretion, and seek to advise their pupils in their best interests, having regard to both the personal and the institutional implications of their advice.

Graduate Tutors deal in the first instance with all disciplinary matters other than those of unsatisfactory work. They will act as a pupil's official friend and defence: before the Council, or outside the College (should this arise) with the police.
SCHEDULE B.4

Duties of the Tutor for Admissions

1. The Tutor for Admissions shall draft that part of the Agenda concerning matters of admissions and prepare, in consultation with the Admissions Secretary, any papers which may be required for meetings of the Education Board. The Tutor for Admissions shall check the Minutes of the Education Board which relate to Admissions before circulation.

2. The Tutor for Admissions shall circulate Directors of Studies from time to time concerning specific matters relating to admission problems, and shall if the need arises, with the help of the Admissions Secretary, process the results of any enquiries. The Tutor for Admissions shall receive complaints about the admissions procedure, operation of the pool, and also suggestions for the improvement of its organisation.

3. Each Michaelmas Term Council shall decide on the numbers to be admitted in the following October, together with guidelines on the numbers to be admitted in each subject. The Admissions Tutor shall liaise with the Senior Tutor on any proposals to Council. The Tutor for Admissions shall consult the Senior Tutor about any relevant decisions from the Senior Tutors' Committee and the Admissions Forum on numbers and the division, for example, between the Arts and Science subjects. These consultations and decisions from the Senior Tutors' Committee and the Admissions Forum shall be subject to any decisions that Council has made, or may make, concerning numbers.

4. Where College has a non-Fellow as a Director of Studies, the Tutor for Admissions shall organise the interviewing arrangements. This organisation shall be done in consultation with the Admissions Secretary.

5. The Tutor for Admissions shall be responsible for general subject co-ordination with respect to admissions.

6. The Tutor for Admissions shall be responsible for ensuring any necessary arrangements for the selection of candidates from the August pool in the event of a shortfall in the numbers of candidates obtaining the grades offered by Girton earlier in the year.

7. The Tutor for Admissions may be asked to answer letters from schools dealing with University or College policy, together with letters of complaint; these will be referred to the Tutor for Admissions by the Admissions Secretary. If the query raises a new problem on Admissions policy the Tutor for Admissions shall refer the matter to the Education Board.

8. The Tutor for Admissions shall be responsible for resolving problems relating to matriculation of all those entering College.
9. The Tutor for Admissions shall be solely responsible for problems arising from the admission of overseas students (for example decision on status for the purpose of fees), organising the selection and subsequently sorting out matriculation problems of Junior Year Abroad students. The Tutor for Admissions shall be responsible for the Erasmus Project, at the undergraduate level save that the Tutor for Admissions shall consult with the Director of Studies in the relevant subject. The Tutor for Admissions shall be the convenor and chair of the Overseas Bursaries Committee. The Tutor for Admissions shall be responsible for the publicising and organisation of the Emily Davies Bursaries scheme, and shall be the convenor and chair of the Bursaries Committee.

10. The Tutor for Admissions shall be responsible for maintaining contact with schools. This may entail visits to schools, attending school conferences and talking to visiting pupils, teachers and parents. The Tutor for Admissions shall also be responsible for the Open Days for Schools held in College in consultation with the Admissions Secretary. The Tutor will be on duty on Open Days and usually gives a general talk on admissions procedure and policy, as well as receiving particular teachers and presiding over talks given by present students to sixth formers. If the practice of talks by present students to sixth formers continues, the Tutor for Admissions should consult with the students about procedure, etc.

11. The Tutor for Admissions shall be responsible for the preparation of the material circulated to schools and with the Senior Tutor shall be responsible for the College Prospectus. The Tutor for Admissions shall also be responsible for the preparation and updating of material in the undergraduate admissions section of the Girton College web site. The Tutor for Admissions shall consult with the Senior Tutor about the Girton entry in the Cambridge Admissions Prospectus and with the Graduate Tutors about the Girton entry in the Cambridge Graduate Studies Prospectus.

12. The Tutor for Admissions has responsibility for authorising payments from the Schools Liaison Fund in accordance with Ordinance X.3(b), and is an ex officio member and chair of the Schools Contact Committee.

13. The Tutor for Admissions shall be responsible for preparing an annual report for the Annual Review.

14. The Tutor for Admissions shall represent the College at Admissions Forum meetings, and provide the necessary liaison between Girton and that Forum. The Tutor for Admissions shall prepare any necessary papers that may result from these meetings for Council.

15. The Tutor for Admissions is an ex-officio member of the Academic Policy Committee.

16. The Tutor for Admissions has overall responsibility for the conduct of admissions interviews in Girton, including ensuring that new interviewers are properly supervised and trained.
SCHEDULE C

VALUES OF STIPENDS, ALLOWANCES, AWARDS AND FINES

1. College Officers' Stipends
2. Official Fellows' Allowances and Expenses
3. Research Fellows' Stipends and Allowances
4. Supervision Fees
5. Graduate Awards
6. Undergraduate Awards
7. College Fines
8. Chaplain's Expenses
SCHEDULE C.1

Stipends Attaching to College Offices

For the Academic Year Commencing 1 August 2012

1. Lecturers' Stipends

UTO Scale:
Cat. A  £5,516 in Year 1 rising to £7,158 in Year 10
Cat. Aa £3,677 in Year 1 rising to £4,792 in Year 10
Cat. X  £2,758 in Year 1 rising to £3,594 in Year 10

Pensionable under USS

CTO Scale:
Cat. D £27,578 in Year 1 rising to £39,257 in Year 12

Senior CTO scale:
Cat. D £37,012 in Year 1 rising to £44,166 in Year 7

2. Directors of Studies' Stipends

Pensionable under USS: £11.54 pspm (£138.53 pspa)

3. Tutors

Undergraduate: Year 1 £90.93 (per student rising to Year 3 £100.46 per annum)

Graduate: £117.00 (per student per annum)

Pensionable under USS

4. Other College Offices

Senior Tutor £13,191*
Tutor for Admissions £8,745*
Vice-Mistress £2,624*
Secretary to Council £8,745*
Praelector £1,520
Registrar of the Roll £10,600
Director of Music £9,074*
Editor of Annual Review £6,027
Dean for Student Discipline £1,520

*Pensionable under USS

Approved by Council 13 July 2012
SCHEDULE C.2

Allowances and Expenses of Fellows under Title A (Official Fellows)

For the Academic Year commencing 1 October 2012

1. **Research Expenses (see Ordinance IV.1(b))**: Annual allowance: £300

Claims may be made only on the basis of receipts/invoices for actual expenditure up to the annual allowance stated above. The annual allowance may not be carried over. Amounts claimed under this entitlement will be reported to the Inland Revenue.

2. **Dora Mason Fund (see Ordinance IV.1(c))**: Annual allowance: £500

Claims may be made only on the basis of receipts/invoices for actual expenditure up to the annual allowance stated above. The annual allowance may not be carried over. Amounts claimed under this entitlement will be reported to the Inland Revenue.

Senior Research Fellows and Non-Stipendiary Fellows may also claim from the Dora Mason Fund.

3. **Entertainment Expenses (see Ordinance IV.1(a))**

Claims may be made on the basis of receipts of internal re-charges up to each of the following annual limits. The limits are higher for internal re-charges in order to encourage entertaining within College. Where claims are made for a mixture of cash and internal re-charges, the limit for claims for internal re-charges will abate pro rata to the amount of cash claimed. Claims may be made under more than one heading as appropriate.

<table>
<thead>
<tr>
<th>Office</th>
<th>Maximum cash claim</th>
<th>Equivalent maximum internal recharge</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Mistress</td>
<td>£250</td>
<td>£350</td>
</tr>
<tr>
<td>Vice-Mistress</td>
<td>£200</td>
<td>£280</td>
</tr>
<tr>
<td>Senior Tutor</td>
<td>£150</td>
<td>£210</td>
</tr>
<tr>
<td>Bursar/Junior Bursar</td>
<td>£50</td>
<td>£70</td>
</tr>
<tr>
<td>Secretary to Council</td>
<td>£50</td>
<td>£70</td>
</tr>
<tr>
<td>Director of Music</td>
<td>£150</td>
<td>£210</td>
</tr>
<tr>
<td>Librarian</td>
<td>£50</td>
<td>£70</td>
</tr>
<tr>
<td>Warden of Wolfson Court</td>
<td>£50</td>
<td>£70</td>
</tr>
<tr>
<td>Praelector</td>
<td>£25</td>
<td>£35</td>
</tr>
<tr>
<td>Official Fellow</td>
<td>£25</td>
<td>£35</td>
</tr>
<tr>
<td>Research Fellow</td>
<td>£25</td>
<td>£35</td>
</tr>
<tr>
<td>College Lecturer</td>
<td>£25</td>
<td>£35</td>
</tr>
<tr>
<td>Undergraduate Tutors (per student)</td>
<td>£5</td>
<td>£8.25</td>
</tr>
<tr>
<td>Graduate Tutors (per student)</td>
<td>£5</td>
<td>£8.25</td>
</tr>
</tbody>
</table>
Directors of Studies (per student)* £12.50 £26
College Officers with line management responsibility for staff (per staff member) £12.50 £26

*Directors of Studies may claim this amount per student for the entertainment of both their own undergraduates and graduate students in the same discipline.

4. Room Change Allowance (see Schedule A3): £150

5. Car Mileage Rate: As per staff mileage rate.

Approved by Council 13 July 2012

SCHEDULE C.3

Stipends and Allowances of Research Fellows

For the Academic Year commencing 1 August 2010

1. Stipends:
   Pre-PhD: £18,117 Year 1
             £19,185 Year 2
             £20,237 Year 3
   Post-Doctoral: £19,185 Year 1
                 £20,237 Year 2
                 £21,565 Year 3

   Pensionable under USS.

2. Research Expenses:
   3-Year Allowance: £2,500 (pro-rata for shorter periods)

   This allowance is payable in one or more instalments. For details of entitlement, etc. see Ordinance IV.2(e).
3. **Living out allowance**: £2,100, non-pensionable

3. **Child Allowance**: £525 p.a. for first child only, non-pensionable

4. **Other Earnings**: Any income additional to the above should be reported to the Council. Council will normally grant permission for not more than 6 hours paid teaching per week.
SCHEDULE C.4

Supervision Fees:

For the Academic Year commencing 1 October 2006

1. **Cost per Student:**

<table>
<thead>
<tr>
<th>Number in Group (n)</th>
<th>Cost per student per hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>23.03</td>
</tr>
<tr>
<td>2</td>
<td>14.11</td>
</tr>
<tr>
<td>3</td>
<td>10.75</td>
</tr>
<tr>
<td>4</td>
<td>8.24</td>
</tr>
<tr>
<td>5</td>
<td>6.81</td>
</tr>
<tr>
<td>6 or more</td>
<td>35.04/n</td>
</tr>
</tbody>
</table>

2. **Payment to Supervisor:**

<table>
<thead>
<tr>
<th>Number in Group</th>
<th>Rate per hour (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>23.03</td>
</tr>
<tr>
<td>2</td>
<td>28.22</td>
</tr>
<tr>
<td>3</td>
<td>32.25</td>
</tr>
<tr>
<td>4</td>
<td>32.96</td>
</tr>
<tr>
<td>5</td>
<td>34.05</td>
</tr>
<tr>
<td>6 or more</td>
<td>35.04</td>
</tr>
</tbody>
</table>
SCHEDULE C.5

Studentship and Graduate Scholarships:

For the Academic Year commencing 1 October 2006

1. Studentships:

   One special Studentship (using any of the Foundation names) will be offered with a value of up to that of a State Studentship plus approved University and College fees.

   Other Studentships and Scholarships of less value to be awarded at the discretion of the Graduate Awards Committee.

2. Graduate Scholarships:

   £500
SCHEDULE C.6

Undergraduate Awards:

For the Academic Year commencing 1 October 2008

1. Scholarships and Senior Scholarships:
   - Other than Final Year: £400
   - Final Year: £150

2. Prizes: £100

3. Book tokens: £30

4. Prizes under Special Regulations:
   - Thérèse Montefiore: £200
   - Laurie Hart: £200
   - Rima Alamuddin: £100
   - Eileen Alexander: £50
   - Janet Chamberlain: £75
   - Ridding Reading Prize: £100
   - Elisabeth Hill: £100
   - Charlton Award: £50
   - Anita Banerji: £100
   - Barbara Wrigley: £100

5. Doris Russell Scholarship: £4400

6. Travel Awards:
   - College Scholarship: £500 (three awards)

Awards of varying amounts as determined by the Travel Awards Committee each year:

Rosemary Delbridge
Eileen Ellenbogen
Sheila Spire
Monica Wilson
Adela Marion Adam
E.M. Pooley
Dorothy Tempest
Dorothy Chadwick
E.M. & F.A. Kirkpatrick
Kythe Waldram
Johanna Stevenson

J.K. Brightwell
Judith Eccleshare
Edith Helen Major
Mary Morrison
Marina Shakich

Jean Grove Travel Award
Charlotte Rycroft Award

Prizes of £50-150
See Ordinance XIII 2.(a)
See Ordinance XIII 5.(e) 5.

7. **Music Awards** for the year commencing 1 October 2011

   per annum

   i. College Music Scholarship £100
      Expenses for music lessons £500

      (The above values shall be reduced by the value of any other College or
      University music award held concurrently with the Scholarship)

   ii. Jill Vlasto Choral Exhibition £100
       Expenses for singing lessons £250

   iii. University Choral Award £100
        Expenses for singing lessons £250

   iv. Daphne Bird Instrumental Awards £50
       Expenses for music lessons £400

   v. University Instrumental Awards £75
      Expenses for music lessons £400

   vi. LGA Music Award £100
       Expenses for music lessons £500

   vi. College Organ Scholarship £250
       Expenses for music lessons £150

   vii. Braggins Organ Awards Scholarship at Council's discretion
Exhibition or Bursary (max. £150 plus lesson expenses)

In addition to the College Music Scholarship, up to 8 awards may be made at the annual competition for College Choral and Instrumental awards, provided that no more than 4 Choral Exhibitions are awarded in any year.

Approved by Council, 18 February 2011
SCHEDULE C.7

College Fines

For the Academic Year Commencing 1 October 2006

1. For Late Payment of College bill

   Fines of £20 for late payment; after 10 days interest charged at base rate plus 10%.

2. For Missed Supervisions

   £15 for each missed supervision.

3. Library Fines

   i) Removing reference books from Girton Library: £10 per volume

   ii) Unauthorised removal of books from Library or Wolfson Court Reading Room: £5 per volume

   iii) Late return of books: 40p per volume per day

   iv) The late return of reference books borrowed overnight, as described in Schedule A.1 item 7, shall be fined at the rate of 10 pence per hour on the first day and then £1 per day

   v) Replacement library cards are normally charged at £1 each.
**SCHEDULE C.8**

**CHAPLAIN'S EXPENSES:**

i) **Commons:** The Chaplain has full dining rights;

ii) **Entertainment:** An annual allowance up to a maximum of £1,300 will be paid against a return of expenses by the Chaplain to the Bursar's Office. (This allowance is not automatically tax-free; the Chaplain should keep appropriate receipts in order to satisfy her/his tax inspector);

iii) **Travel Expenses:** Mileage for car travel necessarily and exclusively undertaken on College business will be reimbursed at the staff mileage rate. Claims should be submitted to the Bursar's Office.

**CHAPEL EXPENSES:**

i) **Visiting Preacher:** Necessary travel expenses will be reimbursed at second-class public transport fare rates or the staff mileage rate as appropriate. The visiting preacher will be invited to the evening meal as a College guest (the Chaplain should sign in for her/him);

ii) **Sunday Evening Refreshments:** The cost of sherry and fruit juice provided by the Chaplain after Sunday Evensong may be charged as Chapel expenses.

iii) **Chapel Committee Expenses:** The Chapel Committee may claim up to £200 per academic year from the Bursar's Office for Chapel expenses. This allowance will be expected to cover all items such as Freshers Party, Chapel Suppers, publicity, and Committee suppers. All claims are to be authorised by the Committee Chairman or Deputy Chairman.

The above expenses are chargeable to the Chapel Fund.