



Notes for Members 2022-2023

<http://www.st-edmunds.cam.ac.uk/>

Charity Registration Number 1137454

Introduction

The Notes for Members are provided as a user-friendly guide to St Edmund's College and its activities. This guide does not replace or supersede the Statutes and Ordinances or College policies.

Members of the College are advised to familiarise themselves with the website, where there is a great deal of further information that is updated regularly.

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I The College and Its Membership

I.1 Origin and Development of St Edmund's College

The College was originally founded as St Edmund's House in 1896 by the 15th Duke of Norfolk in close collaboration with Baron Anatole von Hügel and St Edmund's College, Ware. This followed a period when Roman Catholics were being readmitted to the University of Cambridge, for the first time since the sixteenth century, after repeal of the Test Act in 1871. The twentieth century brought a progressive widening in the character of the College and admission to this community, with its unique set of Christian and historical traditions, is now open to anyone.

In 1965 St Edmund's became one of the first Graduate Colleges of the University. From 1969 the College matriculated women. Since 1973 the College has been able to matriculate, in addition to its research and postgraduate students, a limited number of mature and affiliated students proceeding to the Cambridge B.A. The name was changed to St Edmund's College in 1986. In 1996 the University recognised St Edmund's as a full College of the University and the Royal Charter, approved by Her Majesty the Queen was granted in 1998. Over the past 25 years the College has developed its buildings to increase student accommodation and provide better facilities.

More complete descriptions of the history of the College are available on the College website at <http://www.st-edmunds.cam.ac.uk/history/> and the book "St Edmund's College: A Commemorative History" can be bought from the Development Office.

The College is dedicated to St Edmund of Abingdon (c1180-1240), the first Oxbridge don to be canonised. St Edmund was a Master in Theology at Oxford, subsequently Treasurer of Salisbury Cathedral whilst it was being built and was consecrated Archbishop of Canterbury in 1234. He mediated between the King and rebellious nobles on the Welsh border to avoid civil war and died in Soisy, France in 1240, almost certainly on the way to Rome for an official visit. He is buried at Pontigny in France. Although some of his actions strike one today as out of key with those expected of a saint, as when he excommunicated the Earl of Arundel for impounding two of his hounds, which had strayed onto the Earl's land during hunting, he appealed to the popular imagination as a learned, humble and holy man. His life is described in *St Edmund of Abingdon* by C.H. Lawrence (OUP, 1960).

The College now comprises the Master, 65 Fellows and 795 fee-paying students along with senior members, visitors and staff.

I.2 Members of the College

There are several categories of membership. Since much of the terminology used in referring to members dates back several centuries, and can seem very daunting when first encountered, a brief explanation is given here.

I.2.1 Fellows

The word 'Fellow' (Latin: socius) originally meant a man who lived off the college endowment and who shared with their 'fellows' a corporate responsibility for the teaching and welfare of the paying students or 'commoners'. It is the body of Fellows comprising the Governing Body which constitutes St Edmund's as a college. Apart from the Bursar, Senior Tutor, Dean, Development Director and Admissions Director, the senior Fellows are not paid a full-time salary by the College, but give their services gratuitously and/or on a part-time basis.

The Governing Body Fellowship comprises Fellows and Research Fellows. Fellows typically hold an academic post in the University of Cambridge, although some academic-related and senior administrative staff can be elected as Fellows too. Research Fellows are normally post-doctoral researchers in the University.

The term "Fellow", when used in College, generally refers to Governing Body Fellows (as above). However, the wider senior membership of the College also includes:

Emeritus Fellows who are Fellows of the College of a certain seniority who have reached the retirement age, having served as a Fellow for 20 years.

Life Fellows who are Fellows of the College of a certain seniority who have reached the retirement age and who have made an outstanding contribution to the life and work of the College, having served as a Fellow for 25 years.

Honorary Fellows who are persons of conspicuous merit or who render or have rendered signal service to the College.

Visiting Fellows and Scholars from other universities who have been elected into Visiting Fellowships, typically for up to one year of sabbatical leave in Cambridge.

Bye Fellows individuals closely associated with the College whose election appears to the Governing Body to be in the interests of the College in pursuing its charitable objects or operational functions.

Fellow Commoners for whom a status is given for such a period as is appropriate to any person who engages in special activity approved by the Governing Body.

1.2.2 Senior Members

The further categories of senior membership are as follows:

Senior Member is a specific category of senior College membership, typically awarded to members of the University of some standing.

Visiting Scholars are teachers in other universities and colleges who have been given membership of St Edmund's during sabbatical leave, typically for periods between 8 weeks and a year.

Postdoctoral Research Associates (PDRAs)/Associate Members are typically postdoctoral research workers attached to a University department or associated institution.

Senior Research Associates and Research Associates are established academics, or those working in academic-related fields, who wish to pursue high level academic research within an organisation or institute that has a formal link with the College.

Visitors of the Senior Combination Room are typically people in senior positions with no attachment to the University or College system in Cambridge, who are linked to the College through certain privileges.

1.2.3 Junior Members

Students are the postgraduate, undergraduate and affiliated students of the College *in statu pupillari* (see 2.9 and glossary).

The postgraduate student members of the College fall into two categories:

- (1) Research students who are taking courses leading to research degrees such as the PhD, MPhil, and some Diplomas.
- (2) Other postgraduate students who are taking courses leading to various postgraduate degrees, diplomas and certificates such as the LL.M., the Certificate in Education, the MAST, MMath, clinical degrees and some Diplomas.

The postgraduate students may have been undergraduates of the College or of another Cambridge college, or may be postgraduates of other universities. A postgraduate student, if not a Cambridge graduate, has B.A. Status while at Cambridge, but any postgraduate student aged 24 or more has M.A. Status while at Cambridge (see 2.4).

The undergraduate members of the College are those who are working for the B.A. degree.

Affiliated students are postgraduates of other universities who pursue undergraduate courses here for two years in order to gain a Cambridge B.A. degree (as a second first degree).

All members of the College *in statu pupillari* are required to conform both to University Regulations and to the College Regulations. They formally agree to do this when they sign the Matriculation Register (see 2.2).

1.2.4 Visiting Students

These are postgraduate students from other universities who are spending time in Cambridge engaged in research or training and have been granted the benefits of membership for the duration of their stay. (See Section 2.3 for fee information.)

Students visiting under the Erasmus scheme are also welcome in the College. All applications are dealt with initially by the University's International Office.

1.2.5 Resident Members

This term applies to a member of the College in any of the above categories. Being 'in residence' does not mean one is necessarily living on the premises of the College.

1.2.6 Alumni Members

When students matriculate they become a lifelong member of the St Edmund's Alumni Society. This is designed to promote interaction between all members of the College, both past and present. The Society is keen to support Alumni who wish to connect with old friends and arranges numerous social events throughout the year both in College and further afield. For more details please email: development@st-edmunds.cam.ac.uk and further information can be found on the alumni web pages: <http://www.st-edmunds.cam.ac.uk/alumni>

1.3 Government of the College

The College is owned and governed by the Master and the Fellows. Emeritus, Life, Honorary, Visiting, and Bye Fellows, together with Fellow Commoners are not part of the Governing Body or Council of the College. The Governing Body consists of the Master and Fellows of the College and has ultimate authority for the government of the College as a place of education, religion, learning and research. The Governing Body meets at least once in each Full Term. The Council consists of the Master, the Vice-Master, the Bursar, the Senior Tutor, the Dean and the Secretary of the Governing Body who are members ex officio and, six Fellows elected by and from the members of the Governing Body. These 12 members of Council stand as the College's charity trustees, and bear ultimate corporate responsibility for the operations of the College as a registered charity. In addition, two resident Junior Members of the College, sit on the Council, but are not charity trustees. The Council meets several times each term.

1.3.1 College Officers

The Master is Chairman of the Governing Body and the Council; they are thus able to keep in close touch with various officers in their work.

The Vice-Master deputises for the Master in their absence and undertakes other duties assigned by the Governing Body. They are also a member of many of the College's Committees.

The Senior Tutor has overall responsibility for Tutorial matters in their various aspects (see 2.1 – 2.19). They also have overall responsibility for matters relating to the education, discipline and welfare of the Junior Members of the College.

The Bursar is responsible for the non-academic administration and for the financial and domestic management of the College.

The Dean is responsible for the College Liturgy in accordance with the current rites and ceremonies of the Roman Catholic Church and works closely with the Tutors on matters of student welfare. He is Chair of the Dean's Committee and is always happy to meet students to discuss personal or pastoral matters.

The Development Director is responsible for leading the College's fundraising and alumni relations activities.

The Secretary of the Governing Body is responsible for ensuring that notice of the meetings of the Governing Body and the Council are given, and for keeping minutes of the proceedings and decisions of these meetings.

The Praelector presents members of the College to the University for matriculation and for degrees.

The Dean of Discipline is responsible, in conjunction with the Senior Tutor, for the discipline of student members and for their proper behaviour within the College, and performs such duties as the Council may determine.

The Admissions Director is responsible for processes concerning the admission of students.

The Deputy Admissions Director provides support for the admissions process and deputises for the Admissions Director where appropriate.

The Tutors each have pastoral and academic responsibilities for a group of students allocated to them (a 'side') and share in responsibilities relating to the education, discipline, health and welfare of the Junior Members of the College.

The Rooms Tutor is responsible, working alongside the Domestic Bursar and Head of Facilities, for allocating accommodation in College (see 3.2) and sub-let houses according to the established accommodation policy.

The Finance Tutor is responsible for advising on financial matters, how best to allocate the Tutorial budget and meets with students in financial hardship.

Directors of Studies (see 2.6) are responsible for overseeing the academic progress of students working for the B.A. and other undergraduate degrees. They appoint students' supervisors for individual/small group tuition, and provide advice on choosing courses to be taken. Fellows of the College are often prepared to direct studies in their own subjects. The title 'Director of Studies' is also given to members of other Colleges appointed for this purpose.

The Treasurer is responsible for implementing the investment policy formulated by the Council.

The Fellow Librarian is responsible for the College Library.

The Steward is responsible for arrangements for formal entertaining, in the form and at the level agreed by the Steward's Committee, the Finance Audit and Resources Committee and the Council. They are responsible for the good order of the Senior Combination Room and for chairing the Stewards' Committee.

The Fellows' Stewards assist with and are responsible for formal entertainment in the College and are members of the Stewards' Committee.

The Wine Steward is responsible for the ordering, purchasing, recording and serving of wine for the formal entertainment provided by the College. The Wine Steward is a member of the Stewards' Committee.

The Fellow Archivist is responsible for the safe and efficient housing, listing and curation of the College archives and their accessibility to appropriate persons.

The Director of the Von Hügel Institute is responsible for the overall direction and leadership of the Von Hügel Institute (see 1.5).

The Green Officer is responsible for the propagation of environmental policies of the College.

The Keeper of Works of Art shall be responsible for the cataloguing and care of works of art owned by, and entrusted to, the College, for making available information about these works of art, for the promotion of art within the College and for chairing the Works of Art Committee.

The Post-Doctoral Research Associate Convenor shall be responsible for recruiting potential post-doctoral research associates, welcoming those successfully elected to the College and for co-ordinating events for them.

1.3.2 Committees of the Council

The principal committees of the College are as follows:

The Statutes and Ordinances Committee advises the Council on revisions to the Statutes and Ordinances of the College.

The Nominations Committee is responsible for reviewing the composition of the Fellowship and identifying new needs, preparing information on possible candidates for Fellowship, scrutinising applications, nominating to College offices and to membership of other committees of Council and for the admission of Visiting Fellows and other senior members of the College.

The Dean's Committee advises the Council on how best to develop the Roman Catholic tradition of the College within an ecumenical context.

The Education and Learning Committee is responsible for advising the Council upon matters of educational policy and strategy maintain overall responsibility for, and oversight of, the student College experience. This includes working with other relevant committees on admissions policy, overseeing teaching standards, and academic support guidance, the welfare of student members, relations with University Boards, Faculties and Departments in academic matters, advising Council how to respond to requests for relevant advice or information from the central bodies of the University, and for appointing Directors of Studies and supervisors for undergraduate students and for maintaining supervisory oversight of its sub-committees, which are as follows:-

The Library and Study Services Sub-Committee is responsible for maintaining the Library as a resource for all members of the College and for overseeing policy with respect to Library matters, including staffing, and, with the advice of the College Archivist, shall be responsible for the general maintenance of, and for advising on access to, the Archive (see 6.2).

The Welfare and Wellbeing and Sub-Committee is responsible for oversight of welfare and wellbeing matters for all College members.

The Equality Diversity and Inclusivity Committee is responsible for the development and implementation of the College's equality and diversity policy, and for promoting a positive and fully inclusive environment to all members of the College community.

The Finance, Audit and Resources ("FAR") Committee is responsible for the financial affairs of the College, including financial strategy, the management of financial investments, the annual budget, accounts, key areas of income generation (investments, conferences), and for prioritising significant new financial needs. Its responsibility shall also encompass the scrutiny of monthly management accounts, the setting of room rents and meal charges, the recruitment and supervision of College Staff and any other matters arising with respect to the operation of the College, and for maintaining supervisory oversight of its sub-committees, which are as follows:-

The Development and Alumni Relations Sub-committee advises the Council on fundraising progress and strategy and maintaining relations with alumni, interacting with the Alumni Society and arranging alumni-related events.

The Estates Sub-committee is responsible for the oversight of the stewardship and maintenance of the College buildings, gardens and grounds.

To Health and Safety Sub-Committee advises FAR on the College's health and safety ("H&S") arrangements, including ensuring that the College's H&S Policy Statement is at all times fit for purpose, and up to date with reference to prevailing HSE advice upon best practice.

The Remuneration and People Sub-Committee is responsible for advising and making recommendations to FAR on matters of HR policy, including role grading and remuneration for College Officers and College Staff.

The Steward's Sub-Committee is responsible for liaising with the College Kitchen on matters such as the variety and quality of food at all meals including formal meals and for the formal arrangements for College Guest Nights and Formal Halls. It shall also be responsible, together with the Master, for formal arrangements for College functions such as the Norfolk Commemoration and Garden Party and, together with the Praelector, for the receptions preceding or following Congregations.

The Research Committee is responsible for the College's overall research policy and the exploration and development of appropriate research opportunities and initiatives, referring matters for approval by the Council as appropriate, for advising the Council on strategic matters relating to the research activities of the College and for maintaining supervisory oversight of its sub-committees, which are as follows:-

The Research Ethics Sub-committee is responsible for considering all ethical aspects and implications of research that is likely to be undertaken under the aegis of the College, including advising upon the ethical and reputational implications of research events to be hosted by the College.

The Shackle Sub-committee is responsible for administering the Shackle legacy fund.

The Woolf and Faraday Institute Sub-committee is responsible for managing the respective Academic Agreements with the Woolf and Faraday Institutes with the College. The sub-committee seeks to discuss collaborative education projects, maintain good relations, close connections and effective communication.

The Von Hügel Institute Committee is responsible for advising the Director of the Institute on all matters relating to the activities of the Institute.

1.3.3 The Visitor

The College Visitor is the Archbishop of Westminster.

1.4 The Combination Room

St Edmund's College Combination Room (CR) is an association comprising all scholar and student members who are in residence; it does not include Fellows. The primary purpose of the CR is to promote the social welfare of its members by providing amenities and facilities for them, and to maintain and improve the physical, academic and social environment of St Edmund's College.

Every CR member pays a CR Subscription. Partners of CR members may share benefits by paying an additional £15 per term CR fee. Partners identified to us in advance who will be living onsite will be auto-enrolled for the CR Subscription. Partners not living onsite will need to apply for the CR Subscription. This will give access to CR facilities, but will not constitute full college membership.

In fulfilling its purpose, the CR maintains and facilitates communication between its members and the College Council through its two elected representatives to the Council. CR representatives also sit on some other College committees. It also maintains links with other student organisations in Cambridge.

All policies and programmes of action of the CR are determined at the regularly scheduled meetings (noted in the College Calendar), which all members and partners are encouraged to attend.

Further details of the functions of the CR are given in its Constitution which may be found on the College website.

1.4.1 Code of Practice

The CR must operate in a fair and democratic manner and be accountable for its finances in accordance with the provisions of the Education Act 1994. The Activities of the CR must be in accord with its written constitution of which the provisions of Part 8 shall prevail if there is any conflict with a provision in another Part of the Constitution.

1.4.2 Notice

St Edmund's College brings to the attention of all student members:

- (a) the existence of the above code of practice and the written constitution of the CR;
- (b) the allowed activities of the CR may be restricted by the law relating to charities;
- (c) under Section 43 of the Education (No 2) Act 1986 the College has produced a Code of Practice governing meetings on College premises which may be found on the College website (see Appendix 7 of <http://www.st-edmunds.cam.ac.uk/notes-members>).

Students may elect not to be members of the CR. To do this, they must give notice in writing to the President of the CR within one week of the start of the Michaelmas Term. The CR President will then write to the Finance Department to advise them that the CR fees will be waived for that student. If the College is required to provide a student with services of a kind which the CR provides for its members, the cost will be determined by the Finance and General Purposes Committee in each individual case and charged an amount up to the level of CR subscription.

1.5 The Von Hügel Institute for Critical Catholic Inquiry

The Von Hügel Institute for Critical Catholic Inquiry (VHI) is an interdisciplinary research institution, which was founded in 1987 to preserve and develop the Roman Catholic heritage of St Edmund's College. The VHI carries out research on contemporary issues from the perspectives of Catholic thought and culture. It was named in honour of the Baron Anatole von Hügel, one of the College's founders. The Acting Director is Dr Vittorio Montemaggi.

The Von Hügel Institute was founded with the following objectives:

1. To preserve and develop the Roman Catholic tradition of the College as an important part of its life by research and analysis.
2. To foster substantial academic work in the relations of Christianity to society.
3. To contribute to an understanding of and the promotion of a more just, inclusive, sustainable and peaceable society.
4. To act in a broad ecumenical spirit with a view to fostering understanding between Christians, between people of different faiths, and all those who share a concern for a better society.

The VHI is committed to an ecumenical approach in regard to the appointment of staff and in collaboration with persons and institutions of different denominations, different faiths and all those who share a concern for a more just and inclusive society.

The VHI contributes to the vibrant intellectual life of the College and University and wider afield by its high-level research programmes, conferences, seminars and workshops as well as in the form of seminar papers, reports and publications. The VHI organizes a number of major public lectures. The annual VHI Lecture explores the relationship between Catholic thought and contemporary society. The Lattey Lecture (co-sponsored by the Catholic Biblical Association) explores the relationship between Catholic Biblical Studies and Catholic Social Teaching. In addition, each year there is a Lecture Series which addresses a particular theme.

The VHI's members include College Fellows, Senior Research Associates, and Research Associates, as well as College Visiting Fellows and Visiting Scholars.

1.6 Seminars, Lectures, Discussions and Conversazione

The College regularly organises interdisciplinary seminars, etc., during term time. Such seminars not only foster interdisciplinary discussion within the College, but also enable the College to make a corporate contribution to the academic life of the University and provide an opportunity for members to give a talk to the community about their academic work or social interests. The College welcomes approaches from those wishing to speak.

1.7 Green Templeton College, Oxford

The College is 'twinned' with Green Templeton College, Oxford, giving members of the two colleges certain reciprocal privileges. The Vice-Master is happy to provide further information if required.

2 Academic Administration and Procedures

2.1 Admission

The Tutorial Committee admits new members as 'resident members of the College', whether living in or out (see 1.2.5), for a specified number of terms or years. Students are admitted into residence for a specific degree course and for the normal period of that course, for example a PhD is usually taken to be 3 years (9 terms) or 4 years (12 terms). Any student wishing to change their course or extend their period of residence must request approval of their own Tutor and the Senior Tutor in addition to dealing with the relevant University bodies. Postgraduate Students will find this is generally done via CamSIS. Further information is available on the St Edmund's College website and Undergraduates should also see section 2.19.3 of this booklet.

2.1.1 Immigration Regulations – Passport Inspection and Visas

All students with a Tier 4 visa or Student Visa are required to produce their passports and visas for inspection and scanning on arrival at the College. During their course of study a number of points of contact must be made with the college and their faculty. Points Based Immigration rules apply to all nationals from outside the EEA and Switzerland. Up to date information is available from the International Office website: www.iso.admin.cam.ac.uk.

Students are written to by the Tutorial Office termly as a reminder of their immigration obligations, but it is the responsibility of the individual to ensure emails are responded to and timely action is taken. Depending on your nationality you may also be expected to make contact with the Police. The International Student Office will inform you if this is the case.

Helpful information about Immigration and other matters is available from the UKCISA webpage: <http://ukcisa.org.uk>. The UK Council for International Student Affairs provides advice and information to international students studying in the UK and to staff who work with them.

Students with a Tier 4 visa or Student Visa undertaking supervision or Invigilation work are required by these regulations to sign a contract with the College. To obtain a contract please contact the Tutorial Office.

2.2 Matriculation Formalities

To qualify for formal membership of the University all students are required to sign the matriculation form and the College members' book. This will be carried out during the Admissions and Matriculation Ceremonies at the beginning of the academic year. If you are unable to attend any of the Admissions and Matriculation Ceremonies please contact the Tutorial Office so they can arrange for you to sign the appropriate form and College Book. If you are studying with a Tier 4 visa or Student Visa, you cannot matriculate until your documents have been scanned (see 2.1.1). Matriculation must be completed by half-way through the first term of residence (the 'division' of Term). In some cases it may be necessary to produce documentary evidence of qualification to matriculate. You will be written to if this is the case.

All new College members are required to sign the College Book, which confirms amongst other things that they will abide by the rules of the College, as set out in the policies and the Statutes of the College (see 1.2.3 and Chapter 12, Appendix 1).

2.3 Academic Fees and Charges

2.3.1 University Composition Fee

(1) Undergraduates

For more information, see the University website: <http://www.undergraduate.study.cam.ac.uk/fees-and-finance/tuition-fees>

The responsibility for ensuring the correct fee status rests with the student. The College will determine the fee based on the information provided by the student for the course they have applied to study (see 2.19.3, 2.3.2).

(2) Postgraduates

For more information, see the University website: <http://www.graduate.study.cam.ac.uk/finance/fees>

2.3.2 Alumni Society

Lifetime membership of the Alumni Society is provided for a one-off fee of £52. Half of the charge goes directly to the Alumni Society and the remainder is used to provide direct administrative support to the Alumni Society.

2.3.3 College Fees and Charges

The Undergraduate College Fee for students who matriculate in 2022-23 is £10,449 and is charged annually at the start of each academic year.

The Undergraduate College Fee is payable by all Overseas Undergraduates and MAST students, and also by Home and EU undergraduates who have previously been awarded a degree (ELQ) by any university or higher education awarding body. Overseas students in courses in Medicine and Veterinary Medicine will pay the Undergraduate College Fee for both pre-clinical and clinical years.

The Undergraduate College Fee is not payable by i) Home and EU students studying for a first or higher degree; ii) Home and EU students studying for a degree in Medicine, Veterinary Medicine or Architecture.

For students who matriculate from 2016-2017 and who intermit for more than one year (including multiple intermissions that add up to more than one year), the fee year will be reset to the year in which they return from intermission.

All newly matriculating students who are not funded through a governmental or other recognised body, shall be required to pay a full year's fees at the beginning of the Michaelmas Term.

The following charges apply to students during 2022-23:

Alumni Society (once only)	£52.00
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CR Dues	£75.00
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The student is liable for these fees; they are not part of the tuition fee.

2.3.4 Normal charge for Visiting Fellows, Visiting Scholars, Visiting Students

The following charges apply to visitors during 2022-23:

Alumni Society (once only)	£52.00
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College Fee	£500.00 per term for Visiting Fellows £250.00 per term for Visiting Students and Scholars
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CR Dues	£25.00 per term
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2.4 B.A. and M.A. Status

The status of B.A. and M.A. is granted to postgraduate members of the College who do not already hold a Cambridge B.A. or M.A. for the period of their residence (see 1.2.5). It qualifies members and their spouses for use of the University Centre (see 10.2), and some privileges in the use of libraries and museums. Affiliated and mature students have the status of undergraduates.

2.5 Academic Dress

This is obligatory on various formal occasions, including special services in the Chapel, Matriculation Ceremonies, formal dinners and degree ceremonies. Members are strongly recommended to purchase a gown on arrival (second-hand gowns are sometimes available). There are different gowns corresponding to different categories of members of the University, as follows:

- (a) Members of the College with Cambridge degrees wear the gown of their degree.
- (b) Members with M.A. or B.A. status (see above) wear the M.A. or B.A. gown but with the 'strings' (the fastening tapes inside the front of the gown) removed.
- (c) Affiliated students and undergraduates wear the College undergraduate gown (available from various College outfitters in the city).

Hoods are worn with gowns for some events (e.g. the Admissions and Matriculation Ceremony in the Chapel). Hoods are never worn in the Dining Hall.

'Scarlet' occasions (announced in the College Calendar) involve the wearing of their festal gowns by holders of Cambridge doctoral degrees (Ph.D. or higher doctorate). On such occasions, doctors of other universities may wear their own doctoral gowns. Doctoral hoods are worn as appropriate (e.g. in the Chapel for the Admissions & Matriculation Ceremony).

2.6 Supervisors and Directors of Studies

2.6.1 Postgraduate Degrees

Supervision of postgraduate students is the responsibility of the Departments and Faculties of the University. Respective Degree Committees appoint supervisors for those studying for postgraduate degrees. If you have any queries or concerns please contact your Tutor in the first instance.

2.6.2 Undergraduate Degrees

The Tutorial Committee of the College appoints a Director of Studies for each subject and student reading for the B.A., LLM, MAST or MCL degrees. The Director of Studies arranges with the student the papers to be taken, advises on lectures, and assigns supervisors for each paper who will set essays, problems or other tasks and fix times for 'supervision', normally held regularly during Full Term. Students must attend all supervisions arranged for them and complete the tasks assigned. The Director of Studies is responsible for the overall academic programme and progress of the student. Termly supervision reports on each student are prepared by supervisors for the College and the Tutors and are made available on CamCORS. Any cause for concern is reported to the Senior Tutor. See Appendix I I, Enhanced Student Support. Directors of Studies will normally see each of their students at the beginning and end of each term. If you have any queries or concerns please contact your Director of Studies and/or Tutor in the first instance.

2.7 Contacting Tutors, Supervisors and Directors of Studies on Arrival

Shortly after arriving at the College all students (undergraduate and postgraduate) will receive the name of their personal tutor whom they should contact as soon as possible. This is also noted on CamSIS. Postgraduate students should contact their supervisors in their Departments and undergraduate students should contact their Directors of Studies as soon as possible, before the start of Full Term, so that all these arrangements may be made in good time as supervisors, become booked up early in the term.

If a Tutor or Director of Studies requests to see a student, then the student must attend. If the student is unable to attend they must notify the Tutor, Director of Studies or Tutorial Office. Supervisions are not optional. Students must attend supervisions. If unable to, for example, because of sickness, they must inform the supervisor, Director of Studies, Tutor or the Tutorial Office. Students who miss more than one supervision without good cause may be charged the standard supervision cost.

2.8 The Tutorial Department

Tutors provide pastoral support and advice and are a vital first point of contact for students. All students will be given contact details for their Tutor and are encouraged to contact them directly.

The Tutorial Office supports the Senior Tutor and the Tutors. It is responsible for all administrative work concerning matriculation, student queries, graduation congregations, examination entries and results, tutorial awards, supervision reports. The Tutorial Office is situated on the first floor of the Norfolk building and the opening hours are 9.00am – 12.30pm and 1.00pm – 5.00pm (4.00pm on Fridays).

2.9 Keeping Term and Leave of Absence

Those *'in statu pupillari'*, are required to 'keep term' as part of the requirement for their degree. A student is deemed to have 'kept' a term by residence if he/she has resided within the University Precincts during not less than three-fourths of that term. The University's statutes require that undergraduate students keep nine such terms by residence before being allowed to graduate. In practice, this means that undergraduates have to be resident during the whole of Full Term (59 nights in Michaelmas and Lent, and 52 during Easter term) and postgraduate students on taught courses are also expected to be present.

If a student intends to go away from the College for any period during Full Term, he/she must get permission from the Senior Tutor via their College Tutor. PhD students must inform the Tutorial Office if they are not in Cambridge and leave of absence must be applied for via CamSIS if this period will exceed 2 weeks. PhD students are entitled to vacation periods (usually 8 weeks) but this should be cleared with your Supervisor and the Tutorial Office informed. <http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status>.

Details of the dates of Term and Full Term may be found in the College Calendar and the University's 'Cambridge Students' web page <http://www.cambridgestudents.cam.ac.uk>

2.10 Examinations and Academic Progress

After consultation with the Director of Studies, students taking Tripos, Certificate, MPhil or Diploma examinations must record their exam entries on CamSIS during October. The responsibility for correct entry lies with the student. Please contact the Director of Studies, or the Head of the Tutorial Department as quickly as possible in case of doubt. Exam entries need to be confirmed by the student in the Lent Term via CamSIS. Students should raise any queries with the Head of the Tutorial Department in the first instance.

2.10.1 Examinations – Illness and other ‘Grave Cause’

If a student is ill or encounters adverse conditions which might affect or have affected their examination results, please contact the Tutorial Office immediately. This is particularly important if you are unwell on the day of an examination. In the event that an exam appeal is made, it is essential to have medical or other contemporary evidence. Students are advised to speak to their Tutors about any long-term conditions or concerns throughout the year.

2.10.2 Sitting Examinations under Special Conditions

If a student requires adjustments to the Examination process (e.g. extra time, use of a computer), they must discuss this with their Tutor during Michaelmas term. The Tutorial Office will then apply to the Examination Access and Mitigation Committee on the student's behalf. Diagnostic evidence is required to support such requests and should be obtained during the Michaelmas Term. The Disability Resource Centre is an extremely helpful resource and should be contacted as early as possible in the Michaelmas Term with regards to support which may be available (<http://www.disability.admin.cam.ac.uk>).

Late applications (received after the deadline) to sit examinations under special conditions, regardless of the cause, may attract a fee to cover invigilation and the delivery of exam papers. It may also not be possible to put all arrangements in place.

2.10.3 Examination Failure and Ordinary

Students will not necessarily be allowed to continue with their undergraduate course if their academic progress is not satisfactory, ie if they attain an Ordinary or Fail. Their progress throughout the year, supervision reports and examination results will be considered by the Tutorial Committee and a recommendation made for each student. The College's code of practice with regard to failure in a Tripos examination is set out in Ordinance 30, 4.4.

If a student fails a Tripos examination they are not usually allowed to continue to the next year of that Tripos as per the Statutes of the University <https://www.admin.cam.ac.uk/univ/so/>

In the case of severe ill health a review of a student's progress and fitness to study may be conducted usually in conjunction with the 'Enhanced Student Support' guideline document, details of which can be found in Appendix 11.

2.10.4 Intermittent

Students are encouraged to discuss their academic progress with their Tutor. If any student feels unable to continue for health, financial, academic or other personal reasons, they should discuss the possibility of intermitting or withdrawing with their Tutor. In order to return to the College at a later stage various guarantees must be produced – details will be sent out by the Tutorial Office. The College reserves the right to set an internal examination to test the student's academic ability before agreeing to support the application to return.

2.10.5 College Mock Exams

All first year undergraduate students (including affiliated students) will be required to sit a College Mock exam in the Lent Term, on the Monday falling before the start of Full Term. Details are in the College Calendar (<https://www.st-edmunds.cam.ac.uk/college-life>).

2.11 College Letters

The College will provide letters for students to confirm proof of registration as a student. For undergraduate students, these letters can be requested in advance, using a form on the College website (<https://www.st-edmunds.cam.ac.uk/content/collegebank-letter-request>). It is unlikely letters can be prepared on the day of request and students are advised to request letters as far in advance as practical.

Postgraduate students should request letters through their CamSIS self-service in the first instance.

2.12 Procedure for Receiving Degrees

All arrangements for the degree ceremony fall under the remit of the Praelector. Students approved by their Degree Committee or the Board of Graduate Studies are presented by the Praelector before the Vice-Chancellor or his/her Deputy at a congregation of the Regent House. The dates on which the College will be presenting members in 2022/23 are 22nd October; 25th February; 1st April; 29th April; 20th May; 1st July (General Admission); 22nd July. General admission on 1st July is reserved solely for Undergraduates.

All students will need to register themselves on CamSiS via the self-service portal in order to graduate. It is the individual student's responsibility to make sure that the appropriate Degree Committee or the Board of Graduate Studies has approved their degree well in advance of their chosen graduation date and to make sure all the necessary arrangements with the College have been made before notifying family and friends.

The dress code, set by the University, must be strictly obeyed. There are two options viz: dark suit (dress), white shirt (blouse), black shoes (and stockings); white bow tie and bands are compulsory if a shirt is worn; the correct academic gown and hood. Fuller information is displayed on the College web site <http://www.st-edmunds.cam.ac.uk/graduation-and-ma-eligible-graduates> and on the University's web site. Those who seek a dispensation from these norms should inform the Praelector at the earliest opportunity so that the Proctors' permission might be requested. Students who propose to take their degrees on the days of General Admission (at the beginning of July) or the MPhil at the July ceremony are strongly advised to hire the necessary dress well in advance owing to the high demand at this time. Academical dress may be hired from Ede & Ravenscroft (70-72 Trumpington Street), Ryder and Amies (22 King's Parade) and A.E. Clothier (5a Pembroke Street). Up to three guests (2 for the MA graduation) may be invited to attend the ceremony; a ticket system applies to prevent overcrowding. No charge is made for tickets.

Graduands are required to attend a rehearsal in the College chapel. During this ceremony one of the Fellows will examine the graduands' dress to ensure that it conforms to the requirements of the University of Cambridge. After the rehearsal and inspection of dress, the Praelector will lead the graduands to the Senate House.

Members of the College may graduate in person or *in absentia*. Should a student not wish to receive his/her degree in person, they are asked to let the Praelector know their plans well in advance via the Tutorial Team. Students receiving their degree *in absentia* are admitted to their degrees automatically at the beginning of the congregation and the certificate is usually sent to the student in the week following the ceremony. The College makes no charge for the receiving of degrees. A student who has not fully paid all College bills is not eligible to receive his/her degree.

2.13 Degree Celebrations

For members taking degrees, the College arranges a small celebration before the ceremony. This generally takes the form of a light lunch. The timetable for graduations is arranged by the University. When the College is presenting its candidates in the late afternoon or early evening, afternoon tea may be served instead of lunch. Graduands will be informed of arrangements by the Praelector.

Bookings for lunch/afternoon tea maybe made at the time of registration for graduation via the Self-Service menu on CamSIS or by contacting the Tutorial Team. Graduands may arrange to have up to three guests at the lunch/afternoon tea. They should contact the College Reception during the week before the graduation to make payment for any guests. Graduands are not charged to attend themselves. The Tutorial Team will advise graduands of the cost of lunch/afternoon tea.

2.14 College Teaching

Postgraduate members of the College may wish to know that opportunities occasionally exist for them to give some College supervisions either in St Edmund's or in other Colleges. Further information may be obtained from the Senior Tutor or the Director of Studies in their subject area. They should also view the guidance for supervisors.

https://www.seniortutors.admin.cam.ac.uk/files/supervisors_guidance.pdf

2.15 Academic and Personal Awards

The College has limited funds for awards and travel grants relating to academic study for St Edmund's students. Applications should be made in good time (with the support of the Tutor and Director of Studies/Supervisor) via the online ticketing system. Please see the College website for specific timings and grants. A sub-committee of the Tutorial Committee convenes to discuss all applications and students are written to with the outcome of their application. Students may always contact their Tutor or Tutorial Office if they have queries.

2.16 Data Protection & GDPR

The College has a Data Protection Policy, which may be found on the College website.

<http://www.st-edmunds.cam.ac.uk/data-protection>

2.17 Use of the College Shield

Council has agreed that the College Shield can be used by Members for specific and agreed presentation purposes. Members can apply for permission by contacting their Tutor who will put in a formal request to the Development Director on their behalf. The Development Office can provide a copy of the Shield suitable for printing purposes. A high resolution copy is available upon request.

2.18 Equal Opportunities

The College has an Equality and Diversity Policy, which may be found on the College website. (See Appendix 3 of <http://www.st-edmunds.cam.ac.uk/notes-members>).

2.19 Procedure for Dealing with Comments, Suggestions and Complaints from Students

2.19.1 Overview

The College welcomes comments and suggestions from students. Students wishing to make a suggestion or offer a comment about the College's support, either academic or non-academic, should do so by contacting the person responsible for the relevant area.

Occasionally, students may wish to make a complaint about the support they receive, and this section sets out the procedures for making a complaint to the College.

The College anticipates that complaints will normally be resolved informally in the first instance, under suggestions and comments. This is known as 'local resolution'.

Students with a complaint should bring it to the attention of the College using the relevant form and the procedure outlined (see Appendix 13) as soon as possible following the occurrence of the problem and in any event within 28 days. Many complaints can be resolved quickly and effectively and College's procedures have been developed with this in mind.

The College recognises that it has a duty to provide fair and unbiased procedures for examining and resolving complaints, and to ensure that its procedures are free from any partiality arising from personal or institutional conflict of interest or from other sources of bias.

No student will be disadvantaged by having raised a complaint, but the College expects that students will not make frivolous, vexatious or malicious complaints. Students who are considering making a complaint may wish to seek help or advice from the persons listed in section 2.19.8.

A student may wish to raise a matter that is not within the control of the College but within that of another institution, e.g. the University or another College. In this case, please refer to the guidance provided by the Office of Student Conduct and Complaints (OSCCA): <https://www.academic.admin.cam.ac.uk/education/student-operations/office-student-conduct-complaints-and-appeals-oscca>

Guidance can also be found from the appropriate contact within the Faculty or College. Advice can be sought from any of the persons listed in section 2.19.8. You may also wish to discuss this with your Tutor, who may ask the Senior Tutor to take this up on your behalf if appropriate.

2.19.2 *Examination Appeals and Reviews*

Students should be aware that a separate procedure exists for appealing to the University in a case where a student feels that he or she has been disadvantaged or unfairly classified in a University examination. Please be aware that these are time sensitive and information is available on the University website:

Exam Reviews: <https://www.studentcomplaints.admin.cam.ac.uk/examination-reviews>

Examination Allowances /Appeals: <https://www.student-registry.admin.cam.ac.uk/about-us/EAMC>
<https://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/after-examination/examination-allowances-graduate>

Further information may be obtained from the Tutorial Department.

2.19.3 *Changing Tripos*

This is never a decision that should be taken lightly, but very occasionally, students already in Cambridge on a course of study may find that their original interests have shifted and they may feel that another Tripos is a better fit for them. Please note that there is no automatic right to change Tripos and not all requested changes can be permitted. Any associated fee changes are the responsibility of the student. Please refer to 2.3.1. Further information concerning the process is available on the St Edmund's College website:

<http://www.st-edmunds.cam.ac.uk/changing-tripos>.

2.19.4 *Harassment*

Students with a complaint relating to harassment of any kind can find additional information in the College's Guidelines on Harassment and Sexual Misconduct (see Appendix 8). The College follows the University Code.

Independent advice may also be obtained from OSCCA. Students are invited to look at the University's advice <http://www.breakingthesilence.cam.ac.uk>, and <https://reportandsupport.cam.ac.uk/>.

2.19.5 *College Policy*

Complaints on specific matters of College policy should be made via completion of the form provided and submitted to the Senior Tutor in the usual way. See Appendix 13 for details.

2.19.6 *Confidentiality*

Every attempt will be made to maintain the confidentiality of a complainant. However, where a complaint is of a personal nature against an individual, it is likely that the complainant's identity will be revealed at some stage in all but the most exceptional cases, in order for a fair investigation to be conducted. The College will endeavour to inform an individual complainant of the extent to which their identity is likely to be revealed at each stage of the procedure.

To assist in the process of auditing the quality of its services and responsiveness to student comments, suggestions and complaints, the College will monitor complaints. The College undertakes to respect the confidentiality of complainants in this exercise.

2.19.7 *Complaints Procedure*

Stage one: If you experience a problem with any support provided by the College or anything else within the control of the College, you should first raise the matter with the person actually providing that support. If local resolution does not resolve the situation satisfactorily, you should approach the person responsible for that Department. You may do this directly or through the Senior Tutor or Bursar. A prompt response can be expected.

Stage two: In cases where you feel that the nature of the complaint is too serious to be dealt with via local resolution by yourself, or where, after the relevant Head of Department has been approached, a satisfactory conclusion has not been reached, the College form should be completed and submitted to the Senior Tutor. An initial response can be expected from the Senior Tutor, or their appointed Deputy within 7 days of its receipt (within full term), and a considered response with any recommendations outlined, should be received within 28 days (within Full Term). It is expected that this would normally close the complaint. A copy of the form will be kept on file, together with a note of any recommendations, action taken and the notification to the Student.

If you are required to attend in person as part of the investigation into a complaint, you are entitled to be accompanied by a member of the College or University. This could be: any Fellow; a fellow student, including one of the officers of the CR; or an officer of the Graduate Union.

It is hoped that very few complaints would remain unresolved after the written response from the Senior Tutor or their appointed Deputy. However, where this is not the case, students should respond in writing to advise that this is the case within 21 days of being notified to request a review of the process and complete the review form which is sent direct to the Master's office. The Master will undertake an independent assessment of the case through the offices of the College Council and come to a conclusion on the matter. A full and considered response to the complaint should be completed within forty days of the first day of Full Term following receipt, any subsequent remedy implemented with the minimum of delay, and you will receive a completion of procedures letter.

In some cases, the first stage may already involve the Senior Tutor. Should the complaint remain unresolved at the end of that stage, or in the event that a complaint is against the Senior Tutor, the form should be sent direct to the Master.

2.19.8 Persons from whom help may be sought

Help and advice may be sought from anyone listed below with a specific role to assist students.

- The Senior Tutor
- The Tutors
- The Bursar
- Members of the CR Executive
- Supervisors/Directors of Studies
- Secretary of relevant Degree Committee, or other Departmental Graduate Adviser
- Students Union and Advice Services
- Office of Student, Complaints and Appeals

If you are dissatisfied with the final outcome, and the College's internal procedures have been exhausted, students can consult OSCCA. It may also be possible to apply for a review of your case to the Office of the Independent Adjudicator for Higher Education (OIA), an external ombudsman (see section 9.2.5).

3 Accommodation

3.1 Accommodation Categories

There are seven categories of single study bedrooms / single studios on site, along with a number of double occupancy studios, main site flats, 3-room and 4-room apartments and maisonettes. The rooms are assigned to categories as follows:

Category 1

Category 2

Category 3

Category 4

Category 5

Category 6

Category 7

Category 8

Category 9

Category 10

Category 11

Room rents (categories 1-7) cover light, normal heating, cleaning, provision of adequate room furniture, maintenance and security.

Residents in the main site flats, maisonettes and apartments (categories 8-11) are responsible for the payment of gas and electricity charges and Council Tax.

Further information is available on the College website at <https://www.st-edmunds.cam.ac.uk/rents>.

3.1.1. Membership of the ANUK Code of Practice

The College has signed up to the ANUK/Unipol National Code for Educational Establishments: <http://www.nationalcode.org>

3.2 Allocation of Rooms

The Rooms Tutor, in conjunction with the Domestic Bursar, is responsible for allocating College accommodation and endeavours to apply fair principles of application in meeting the needs of members. Further information is available on the website.

3.2.1 Room Changes

All single rooms are allocated to individual students. Room changes will only be permitted in exceptional circumstances, normally on medical or psychological grounds. If a student wishes to make a case, they should consult their Tutor.

3.3 Rent Scales

The rent paid for a single room covers the provision of all utilities and services. Rooms are banded to reflect the size, facilities, and other features. The rents for the bands are set out on the website. <https://www.st-edmunds.cam.ac.uk/rents>

No guarantee is given to maintain or hold increases at any particular level, although the College will always strive to minimise increases. When charges are revised the increases are not necessarily the same for all categories, so that for example, rents might increase by a different percentage to meal charges. The College cannot and does not give any undertaking of any kind, which would prevent its Governing Body from introducing new charges not shown here or from increasing charges in the future.

3.3.1 All Students

For undergraduates, the contract for accommodation (licence) is normally from the start of Michaelmas Term until the end of June. For postgraduates studying for an MPhil or similar degree, the licence period is normally until the Congregation (graduation) towards the end of July. For postgraduates studying for a PhD, the licence period is normally 12 months.

3.3.2 Full Term Dates 2022/2023

	BEGINS	PAYMENT DUE IN FULL
Michaelmas Term	4 th October	4 th October
Lent Term	17 th January	17 th January
Easter Term	25 th April	25 th April

Accounts for fees and charges for accommodation for each term are presented at the beginning of each full term and are due for payment immediately. Students must ensure they have sufficient funds to pay each term's account in full, including their first payment on arrival in Cambridge.

Caution money (a refundable room deposit) is charged at the start of residence each year and is the equivalent of x30 days the Daily Rate. On departing college a Caution Money Form must be completed and emailed to housekeeper@st-edmunds.cam.ac.uk <https://www.st-edmunds.cam.ac.uk/rents>. The cost of repairs and excessive cleaning to the room or other debts to College may be offset by the deposit.

More information about payment of bills can be found on the College website <http://www.st-edmunds.cam.ac.uk/payments>. Students encountering financial difficulties after arriving in Cambridge should consult their Tutors and/or the Finance Tutor as soon as possible.

3.3.3 Members' Guests

Occasional guest rooms are available for Fellows' and students' private guests. Such rooms must be booked via the Rooms Administrator. A charge will be made for the use of the room. Cancellations must be made in advance, otherwise the room will be charged to the member's account.

All students must sign-in any guests at Reception. This is necessary to comply with fire and safety regulations. Full details of what is permissible is within the contract which you sign at the beginning of your tenancy. If you are unsure, a copy will have been emailed to you and is also available on your Accommodation Portal.

If College staff and others, in the course of their normal duties, encounter a person unknown to them, they may enquire as to their identity; students and their guests must comply with this request. Students must accept full responsibility for their guests. Since space is limited, guests may not park their cars on College premises except to load and unload.

3.3.4 Official Visitors

Official Visitors (Visiting Fellows & Visiting Scholars), alumni and the guests of College members are able to book accommodation at college, subject to availability. Guests and non-academic related accommodation will, in addition, be charged VAT at the prevailing rate.

3.3.5 Rentals

For rental periods exceeding 30 days a deposit (caution money) of 30 x Daily Rate rent applies as a precaution against possible loss of or damage to College property, decoration, fabric, carpets and furnishings. This deposit, less any charges, is credited to the final bill. Rents are payable monthly in advance.

Rental periods exceeding 3 months will be charged at the college's standard accommodation rate, rather than trigger the visitor/guest rates.

3.4 Rules for use of College Buildings

3.4.1 Keys/Card Access

Students are issued with keys or cards for access, as applicable. Keys issued to students are subject to a £10.00 deposit, refundable upon return of the keys. Students must not give their keys or cards to any other individual, including another member.

To avoid being locked out, members are advised to carry their University card or rooms keys with them at all times so that they may enter at any time of the day or night.

3.4.2 Care of Fabric and Furniture

Furniture or carpets may not be moved from one room to another, or put in corridors, or moved outside the building, and curtains are not be taken down. Personal furniture (including inflatable beds) or curtains may not be brought into any student accommodation. Rooms must be maintained in an acceptable state. Nails and drawing pins, sellotape, Blu-tak and White-tak damage paintwork and may therefore not be used to fix posters, pictures, etc. to the walls. Blu-tak and White-tak may only be used on non-painted wooden surfaces.

Occupants will be charged for any damage to the fabric, decoration, furniture or fittings. Charges will reflect the real cost of repair or replacement, and are therefore likely to be high. There may also be an additional furniture penalty in recognition of the extra work caused for the College staff. Charges for damage to communal areas such as kitchens will be split equally among the students living there.

3.4.3 Reporting Breakages and Maintenance

Breakages and necessary repairs should be reported via the online support service provided through the College website, <https://webapps.st-edmunds.cam.ac.uk/support>.

3.4.4 Cleaning

Members are responsible for keeping their rooms in a reasonable state of cleanliness and order. College staff must be allowed access to rooms to empty the bins and clean the sinks. A cleaning schedule is placed within all common areas throughout the College to ensure members are aware of scheduled areas to be cleaned.

Rooms should be left clean and tidy when they are vacated. Failure to do so could result in a charge for cleaning and prohibition from having a room in College in the future. Please note this applies to the booking of Teaching and other rooms as well.

3.4.5 Animals

No animals may be kept on College premises. Requests to bring an Emotional Support Animal (ESA) on-to University and/or College property will not normally be granted but would be considered on a case by case basis. Decisions to allow (or not to allow) an ESA onto University and/or College property will take into account relevant factors, such as the reasons for the request and supporting medical evidence, the health, safety and welfare of members of and visitors to the University and/or the College, arrangements to ensure the health, safety and welfare of the ESA and of other animals, adequacy of training, insurance arrangements, the cost implications of any agreed arrangements and, where appropriate, laboratory requirements, licence conditions and any other relevant considerations.

3.4.6 Storage of Personal Property

- (1) The College has very little space for storage. Members living in the College must keep all of their property in their rooms. Those members living out are not permitted to bring their property into College for storage. Members going down at the end of the academic year or leaving the College must make arrangements to remove all their property before leaving. If necessary, arrangements must be made to use commercial storage in Cambridge. Any property left at the College may be disposed of.
- (2) It is not permitted for members to store property of any description in the kitchens (except in the cupboards), hallways or under the staircases or in any staircase or landing cupboards. This would be potentially dangerous should a fire occur, and exit from the staircases could be hazardous if inflammable materials are stored in these places. The safety of residents in this respect is of paramount importance.

3.4.7 Cooking

Because of hazards to personal safety and the risk of damage to furnishings and fittings, cooking is not allowed in College rooms (apart from those with dedicated cooking facilities, such as studios in Mount Pleasant Halls), except for the use of electric kettles, which must be used on a tray. All other appliances may only be used in the communal kitchens, studio flats and apartments; refrigerators and conventional electric ovens must not be brought into College.

Any electrical equipment brought into the College that has not been PAT tested will be removed, as will all fridges, microwaves, heaters and any other electrical items deemed to be unsafe for use within your accommodation.

Please note that environmental health legislation lays down stringent regulations for mass cooking. Please contact the Domestic Bursar if you have any questions about cooking for a group.

3.4.8 Energy Saving

Energy is expensive and the College aims to improve energy efficiency. Please help by switching off lights when leaving rooms. The background central heating system should normally provide adequate warmth. In exceptional circumstances, written authorisation may be granted by the Head of Facilities for a resident to keep a fridge (free of charge if for medical reasons) or portable air conditioning unit in their room. This will be subject to a charge of £80 per year to cover utilities.

3.4.9 Night Access

Members are advised to carry their University Card or room keys with them at all times so that they may enter at any time of the day or night. Night Porters work in both Reception and the Mount Pleasant Halls Lodge, offering a 24/7 point of contact in case of emergency, in the first instance. At times when the Night Porter may be on patrol, the main Reception door will be locked. In these instances, access can be gained through the Norfolk Building A & B doors.

3.4.10 Noise

A resolution has been passed by the Combination Room to the effect that 'after 11.30pm anyone can require music to be turned off in neighbouring rooms'. This resolution, in the words of the CR President, 'should be understood as expressing the Combination Room's hope that members will continue to seek to respect each other's right to study, sleep or celebrate, according to taste'. This rule applies to all people living in College accommodation, whether they are a member or not.

4 Safety and Security

4.1 Fire Regulations

4.1.1 Objectives

- (1) Evacuation and safety of personnel.
- (2) Extinction of fire.

A fire action notice will be found on the inside of every door and also displayed on the notice board in each room.

4.1.2 Preparation for an Emergency/Awareness of Safety Procedures

All members of the College should familiarise themselves with:

- (1) the location of the Fire Alarm panels, emergency exits and assembly points
- (2) these regulations.

Note that:

- Fire doors must be kept closed at all times
- Fire extinguishers must not be removed from their cases unless needed
- An alarm must always be treated as a genuine emergency

It is mandatory to attend the fire and safety introductory talks at the beginning of the year. If you have any questions about fire or safety please contact the Head of Facilities or the Head Porter who will provide further information.

4.1.3 Discovery of Fire

The Fire Alarm panels are connected directly to the smoke and heat sensors. In the event of a fire alarm being activated, the Cambridge Fire Authorities are automatically notified, and fire engines will be dispatched to the College immediately (see 4.1.5, 4.1.6).

4.1.4 Calling the Fire Brigade

If an individual sees a fire, they should notify Reception/MPH Lodge, or dial 999 from the nearest telephone (see location of the phones 6.4). No coins or phone cards are needed. When the operator answers, say: 'Emergency. Fire at St Edmund's College, Mount Pleasant, Cambridge.' State where the fire is and be prepared to answer any further questions. To avoid any confusion with Edmund House, Milton, the words 'Mount Pleasant' must be included. As soon as possible inform Reception/MPH Lodge (see also 4.2).

4.1.5 Extinction of the Fire

- (1) This is the business of the Fire Service.
- (2) The person who discovers the fire should not attempt to use an extinguisher before informing Reception/MPH Lodge or telephoning the Fire Service.
- (3) Do close the door if fire is in a room if this can be done safely.

4.1.6 Evacuation of the College

- (1) *Exit:* On hearing the fire alarm, everyone must evacuate the building by the nearest exit. Do not use the lifts. At night, it may be necessary to take out some clothing or covering, but there should be no delay to collect private property.

- (2) *Evacuation:* Everyone should proceed immediately to the Fire Assembly Point posted outside the relevant building. They should keep to the right on all stairs and corridors. When the alarm is sounded, no one should remain inside the building. Do not attempt to re-enter the building for any reason.

4.1.7 At the Fire Assembly Point

(1) *The Norfolk Building*

Assembly Points: On arrival at the Norfolk Building Fire Assembly Point (on the grass in front of Reception entrance), occupants should remain within the area posted.

(2) *Bene't House*

Assembly Points: On arrival at Bene't House Fire Assembly Point (next to the Bene't House bike storage) occupants should remain within the area as posted.

(3) *White Cottage*

Assembly Points: On arrival at the White Cottage Assembly Point (on the grass in front of the Norfolk Building) occupants should remain within the area as posted.

(4) *Richard Laws Building*

Assembly Points: On arrival at the Richard Laws Fire Assembly Point (on the grass outside Richard Laws Building) occupants should remain within the area as posted.

(5) *Brian Heap Building*

Assembly points: On arrival at the Brian Heap Fire Assembly Point (on the grass in front of Brian Heap Building) occupants should remain within the area as posted.

(6) *Mount Pleasant Halls (Block A, & B)*

Assembly points: On arrival at the MPH Block A & B Fire Assembly Point (on the grass in front of the Norfolk Building) occupants should remain within the area as posted.

(7) *Mount Pleasant Halls (Block C, D, E, F & G)*

Assembly points: On arrival at the MPH Block C, D, E, F & G Fire Assembly Point (on the grass outside the MPH Lodge/main courtyard) occupants should remain within the area as posted.

(8) *Geoffrey Cook Building*

Assembly point: On arrival at the Brian Heap Fire Assembly Point (on the grass in front of Brian Heap Building) occupants should remain within the area as posted.

(9) *Roll Call*

Once at the Fire Assembly Point, everyone comes under the orders of the Fire Warden. The Fire Warden collects the residents list from Reception. His/her duties will be assumed by one of the following:

(a) College Reception/MPH Lodge Staff

(b) Night Porter

Fire Warden

(d) the Senior Fellow present

The Fire Officer will conduct a roll call. Until the emergency is declared to be over, no one may leave the Assembly Point without the consent of the Fire Warden.

4.2 Summoning Help Outside Office Hours

The following information is intended to help in summoning assistance outside office hours (see also 5.2, 5.3, 6.1).

- (1) Reception/MPH Lodge should be contacted in the first instance.
- (2) If Reception/MPH Lodge is unavailable, please contact the Night Porter's phone number if you require assistance out of hours. Out of Hours Telephone: 07879116877
- (3) There is both an alarm bell and a telephone in the lifts in the Norfolk, Laws, Heap, and Library Buildings, and Mount Pleasant Halls. If help is required follow the instructions displayed in the lift.

4.3 Security

Responsibility for security rests with all students, fellows, staff (including contractors and agency staff) and with visitors to the College. In particular, everyone should report all activity (suspected or real) of a criminal nature, unacceptable behaviour, or any suspicious activity immediately to the Porters lodge/Reception staff [who will contact the appropriate College officer](#).

For the most part, a College is a relatively safe environment. However, thefts and other intrusions do occasionally occur, and it is important that all Members take sensible precautions to minimise the potential harm.

- (1) Members must lock their rooms when they leave them. This applies even for short absences. Members are asked to take great care of their keys and University cards. Loss of a University card must be reported to the Head Porter immediately.
- (2) Valuable items should not be left on view, especially in ground floor rooms.
- (3) Unknown persons should never be allowed into a room.
- (4) The Reception and Porters' Lodge provide 24 hour coverage. Duties include the patrol of the buildings and grounds, which makes it necessary for the member of staff to be away from the Porters' Lodge periodically.
- (5) All entrance doors must be locked after entering the building. If a member discovers any external door open after 11pm or not automatically closed, please inform the Porters' Lodge immediately.
- (6) All windows on the ground floor of the Norfolk Building, Laws Building, Heap Building, Cook Building, Bene't House and the White Cottage must be closed and locked at night. The windows of ground floor rooms must also be locked whenever the room is empty.
- (7) If a member sees a suspicious person in the College premises they should, as appropriate, ask them to identify themselves or refer the matter to the Porters' Lodge immediately (see 6.1.)
- (8) All matters or concerns relating to security should be referred immediately to the Head Porter during the day and report to the Porters' Lodge at other times.
- (9) A number of CCTV cameras are installed in College buildings and grounds. Images from these are recorded for the purposes of crime prevention and public safety and are reviewed within the context of our data protection policy. The system is operated by the College and any queries should be directed to the Head of Facilities or the Head Porter.

4.4 Safety

The College seeks to ensure, as far as is reasonably practicable, the safety of all students, staff, visitors and contractors, while within College premises. The Bursar is responsible for the effective operation and enforcement of safety procedures and the Safety and Wellbeing Committee reports to the College Council on safety matters.

Responsibility for safety rests with all persons who study, work or visit the College. However it is the responsibility of all staff and students of the College to report incidents which have caused damage or injury, and to comply with requests such as risk assessments prior to engaging in particular types of activity. For example Members must exercise great care in the use of equipment likely to cause danger (see, 3.4.7). Incident reporting is crucial to ensure continuous improvement of safety systems and the development of a safety culture within the organisation.

4.5 Safety and Supervision of Children

- (1) Children under 18 on the premises must be supervised at all times. Please note that some areas may not be suitable for children to play in. Parents are responsible for ensuring that their children are only permitted to play in areas that the parents feel are appropriate.
- (2) In particular please note that children or other Members or guests should not play or otherwise engage in noisy activity in the courtyard between the maisonettes and the College buildings. This is a quiet area where people are studying or working in their rooms.

4.6 Smoking and E-Cigarettes

The College has a non-smoking policy. Smoking (including e-cigarettes) is not allowed anywhere in the College (including student rooms and the Bar) except in designated areas.

4.7 Insurance of Personal Effects

College has taken a policy of insurance with Endsleigh, which covers personal effects. It is important to consult the policy to ensure it is sufficient for your needs. It is open to all residents including conference visitors.

4.8 Bicycles

A University Ordinance requires that bicycles which are the property of members of the University must be identified with a College name and number on the frame. The Porters' Lodge will allocate a number on request.

Bicycles should be stored in the racks situated adjacent to the College car park, Richard Laws Building and Mount Pleasant Halls bicycle storage. Bene't House is reserved for staff and students living in Bene't House. Bicycles must not be taken into students' rooms or brought into the College buildings. Cycling within the College grounds beyond the racks is not permitted.

Theft of bicycles is rife in Cambridge and they should always be securely locked when left unattended, both on or off the College grounds. It is advisable to include bicycles in insurance cover for theft.

Mount Pleasant is part of the Cambridge Inner Ring Road and carries dense and very heavy traffic. Please note it is a one-way system. It is highly dangerous and illegal to cycle against the traffic flow. Cycling on the pavements is also illegal. The wearing of protective and highly visible clothing is strongly encouraged. The use of front and rear lamps is required by law after dark, see <https://www.gov.uk/highway-code>.

4.9 Cars

Most undergraduates, unless they can provide evidence of special circumstances, will not be permitted to keep a car in Cambridge. Permission will only be given for those requiring a vehicle in Cambridge due to a disability or other special circumstances. Please apply via your Tutor. If they are in support, you may then obtain a form from the Tutorial Office, which should then be filled out and returned to the Tutorial Office in order that the Senior Tutor may decide if a parking space in College is warranted. If the Senior Tutor decides it is, you will then need to apply to the Proctors' and Marshal's Office for a [motor vehicle license](#).

Postgraduate Students (and those of M.A. status) should note that although eligible to have a car in Cambridge, this does not automatically entitle you to keep a car at College. Postgraduate Students should apply to their Tutor (with evidence of special circumstance). If your Tutor is in support you may then obtain a form from the Tutorial Office which should be filled out and returned to the Tutorial Office in order that the Senior Tutor may decide if a parking space in College is warranted. If the Senior Tutor decides it is you will then need to apply to the Proctors' and Marshal's Office for a [motor vehicle license](#).

If permission is granted by the Proctors' and Marshal's Office evidence will need to be taken to reception who will issue you with a permit. Please note however that this is subject to availability and we cannot guarantee car parking spaces.

Further information may be obtained from the College Noticeboard and also on the web: <https://www.proctors.cam.ac.uk/motor-control>

All visitors to the College should report to Reception to obtain permission to park in the College Grounds.

The University Proctors' and Marshal's Office can fine a student a three-figure sum if a car is parked illegally.

Please note that any parking offences reported to the Senior Tutor may be referred onto the Dean of Discipline.

5 Health Care

5.1 Medical Care

The University of Cambridge does not have a dedicated medical practice and all students are required to register with a local GP (General Practitioner) on arrival. The nearest medical practice to the College is located at 1 Huntingdon Road (Tel: 01223 364127).

Mental health care is available in the University via the University Counselling Service (Tel: 01223 332865), which provides professional and confidential counselling services for academic, social and personal problems. Appointments should be made via the Counselling Service website <https://www.counselling.cam.ac.uk>.

The College Counsellor is available once a week at College during Full Term. Appointments should be made via the University Counselling Service website, <https://www.counselling.cam.ac.uk>

5.2 The College Nurse

The College Nurse can be contacted by email: nurse@st-edmunds.cam.ac.uk. Full details of her office hours can be found on the College website, together with helpful information: <http://www.st-edmunds.cam.ac.uk/college-nurse-and-additional-sources-support>.

5.3 Medical Emergencies

Most GPs in Cambridge participate in an out-of-hours emergency service which can be contacted via a patient's registered doctor's practice. Urgent medical help out of hours is available by calling NHS111, or by phoning 999 for an emergency. The nearest Accident and Emergency department is at Addenbrooke's Hospital.

5.4 Dental Care

There is no University Dental Service and unfortunately NHS dentists in Cambridge tend to be heavily over-subscribed and private dentists can be expensive. You can find out which practices are taking patients by using the NHS search facility, <https://www.nhs.uk/Service-Search>

5.5 Notification of Sickness

In the event of prolonged sickness (particularly during the Exam Time) please notify the Tutorial Office, College Nurse or your Tutor. Please be advised that a medical letter will be needed in the event of any examination appeals or extensions to deadlines.

Please notify the Tutorial Office (or your Tutor) if you need to go to hospital for any reason.

5.6 Medical Insurance

Overseas Visiting Scholars and Students who intend to be in residence in this country for less than six months will not be entitled to medical care free-of-charge under the National Health Service. It is recommended to obtain medical insurance which is effective from the date of arrival, unless they are already adequately covered under a valid insurance scheme. The College is not responsible for medical expenses incurred by students. Those students applying for a Tier 4 student visa and coming to the UK for 6 months or longer will be required to pay an immigration health surcharge as part of their visa application fee to access NHS care, <https://www.gov.uk/healthcare-immigration-application>

5.7 Anaphylaxis

The College Nurse should be informed if a student is allergic to particular substances.

5.8 Policy on HIV and AIDS

The University issues guidelines annually on HIV/AIDS and recommends that Colleges should formulate policies based on them. This College's policy is reviewed annually, incorporating new evidence and advice provided by medical bodies and the University's working group. The policy is formulated to promote the safety of all members of the College and its employees. It can be found on the College website. (See Appendix 10 of <http://www.st-edmunds.cam.ac.uk/notes-members>).

5.9 Further Information

For further useful information about matters of a medical, personal and psychological kind, see www.studentwellbeing.admin.cam.ac.uk.

The Dean and Tutors are available for confidential discussion of any personal difficulties.

6 College Facilities

6.1 Reception and MPH Lodge

The Main Porters' Lodge is situated on the ground floor of the Norfolk building.

Porters are available onsite 24 hours a day, 7 days a week, and are the main point of contact for general enquiries and assistance.

6.2 The College Library

The library is situated at the top of the Library Building. With a mezzanine floor, the split-level design provides a light and open space for reading and study. Intended for the use of St Edmund's members only, it is accessed using the University card. Additional study space is available in the Norfolk Study Room.

The acquisitions policy is to add useful works of reference and to provide core textbooks where students indicate a need. Recommendations for purchase should be sent to the College Librarian and this can be done via the College's website. The Student Librarian (elected by the student body) represents the views of students on the Library Committee

Holdings are listed in the University's online iDiscover catalogue, which can be accessed on the web. Books may be borrowed (except those that are marked REFERENCE) using the automated circulation system, which requires the scanning of both the reader's barcode and the barcode in the book. Instructions are provided. Books may be also returned using the automated system or they should be placed in the box on the upper floor of the library. As the library does not have staff continually present, borrowing is a matter of trust and co-operation between readers and the Fellow Librarian.

Food and drink may not be consumed in the library nor is smoking permitted in any circumstances. Readers are asked to maintain the good order of the library and return books to the appropriate place on the shelves. They are also asked to keep the library a place of quiet and to be considerate to others working there.

Donations of relevant books are welcomed, but anyone wishing to present a book should follow the guidelines displayed in the library. Under no circumstances should donations be left without prior contact with library staff.

6.3 College Computer Rooms—Email and Computing Facilities

PC and Macs on the University's Managed Cluster Service (MCS) are available for student use in the Norfolk Library and the Library building. Accounts on these will be created when new users first collect and reset their UIS password as per the instructions below. Further information about this service is available on <https://help.uis.cam.ac.uk/service/desktop-services> and, if required, local assistance can be obtained from the IT Office or the CR Student Computer Support Officer.

Food and drink may not be consumed in the Computer areas.

Access to IT accounts and email facilities are arranged by the University prior to arrival, by email, and, if required, a special login is available on the MCS computers (above) to help with password collection and reset. To start this process log on to an MCS computer with the username *signup* (no password).

Wireless **eduroam** networking is available throughout the College site, the wider University and beyond. It can be accessed by configuring devices for the service following the instructions on <http://www.st-edmunds.cam.ac.uk/eduroam>.

Rooms in College, including the flats and maisonettes, that have RJ45 twisted-pair Ethernet connections, can also use the sockets labelled A or C to access the Internet. Any PC or Mac with an appropriate Ethernet port and software may be connected to the Network, but any other device will require specific permission from the IT Office.

For further details see <http://www.st-edmunds.cam.ac.uk/it/welcome>

6.4 Telephone

Outgoing calls can be made on the University Telephone Network telephones located in various College buildings.

Building	Number
Norfolk	36091
Richard Laws	36092
Brian Heap	36093
Bene't House	36094

These telephones can be used to make free calls to University extensions and to 'freefone' numbers, including those used by phonecards and services offering credit card calling facilities.

Callers from outside the University can access these lines by dialling an extra '3' before these five-digit numbers, prefixed by the Cambridge area code (01223) if appropriate.

6.5 Postal Arrangements

Members should check their pigeonholes regularly. This is particularly important for students living out, as it is usual in Cambridge to communicate via the College. Students are asked to note that each student's pigeonhole is the one below his or her name.

Letters for the Master or Fellows should be left at the Porters' Lodge.

Letters to be posted should be stamped and can be left at the Porters' Lodge. Porters will ensure the items are collected by the duty postman. Please note that the Porters do not sell stamps. The nearest Post Office is on Histon Road, and many retail outlets also sell stamps.

Due to lack of space, members not living in College accommodation should not arrange for large parcels to be delivered to the College.

Students who receive parcels from outside the EU may be charged VAT, Customs or Excise Duty. You can find more information on the types of goods subject to charges on the <http://www.gov.uk> website. Charges may apply to goods you have ordered or received as a gift. Occasionally the courier will charge VAT or duty to the College and the student must reimburse the College on request.

The Porters' Lodge is happy to receive "signed for" deliveries for students, staff and fellows. Deliveries which do not accept the signature of a college Porter in the main Porters' Lodge as adequate will be refused and returned to sender. Please be aware of this when making online purchases, which may require ID. If there are particular cases where exceptions might be warranted, please could you get in touch with reception@st-edmunds.cam.ac.uk and they will be referred to the Head Porter.

6.6 Laundry

Card and Mobile App operated washing machines and tumble driers are available in the College laundrettes located one beneath the College flats (next to the Richard Laws Building) and second one next to the Common Room in Mount Pleasant Halls. An iron and ironing boards are available in the laundry room areas.

Cards for washing machines/driers are available in the Mount Pleasant Halls Laundry Room at an initial cost of £2.00 with top-up procedures available upon purchase. All instructions on how to top-up and use the laundry facilities will be displayed in the Laundry Room. The laundry should only be used between the hours of 8am and 11pm and access is restricted outside these hours.

Any problems with the laundry facilities should be reported via the online support service provided through the College website or <https://webapps.st-edmunds.cam.ac.uk/support>.

6.7 Common Rooms

The main common room is the Combination Room (CR) situated on the ground floor of the Norfolk building. It has a TV, a student-run bar, a pool table and a selection of newspapers and periodicals. There are additional two Common Rooms within the College available for students to use; one small CR (quiet area) located on the ground floor of the Norfolk building and the other in Mount Pleasant Halls next to the Porter's Lodge. The Mount Pleasant Halls Common Room is a shared space for all residents living in Mount Pleasant Halls. There is also a Fitness Centre in the Library Building and Erg Room located in the MPH bike store.

6.8 Snack & Food Outside Dining Hall Hours

The College's coffee shop, Edspresso, offers coffee, tea, breakfast items, sandwiches, cakes and a selection of other grab and go items. Snacks and drinks vending machines are located in 'B' corridor of the Norfolk Building and also in the foyer of the Brian Heap building.

6.9 Bar

The College has a licence to operate a bar and serve alcohol. The Designated Premises Supervisor is the Head Porter. The bar is managed on a day to day basis by the CR Bar Stewards and operated voluntarily by members of the College on a rota system drawn up by the Bar Stewards. The bar is normally open between 9.30pm and midnight. Please see one of the Bar Stewards if you are willing and would like to be considered as a volunteer to tend the bar.

Student volunteers will be required to meet with the College Designated Premises Supervisor to discuss rules, regulations and sign a Bar appointment letter, as well as attend a training session led by the Bar Stewards before being allowed to serve at the bar.

A copy of the Premises licence granted by the Cambridge City Council is displayed in the College bar, together with a copy of the Code of Conduct relating to bar operations. The bar is governed by regulations concerning, amongst other things, permitted hours of opening, behaviour and underage drinking. An official extension to the opening hours can be granted for specific occasions on application to the Designated Premises Supervisor (DPS) - or in his/her absence the Bursar.

6.10 Television

There is a TV and DVD player in the Combination Room. The TV and DVD player may be booked by members in accordance with the rules posted within the CR.

So far as selection of channels is concerned, any general directive has proved impracticable. The choice of channels is best left to the good sense of members of the College.

It is a student's responsibility to obtain a **TV licence** for any device brought into College to watch broadcast television programmes, including using your computer to watch broadcast programmes. A licence is also required for the use of BBC iPlayer for live and playback services.

TV licensing authorities make checks on a regular basis and students are personally liable for any fines imposed. The CR TV licence does not cover individual students. For guidance on TV licences see <http://www.tvlicensing.co.uk>

The TV in the Combination Room should be switched off when the Room is in use before and after formal dinners and during receptions before lunch or tea on the Saturdays when Congregations are held.

6.11 Sporting Facilities

The College is very proud of its sporting tradition, and many members have competed in both College and University teams in recent years, in a wide variety of sports. The College Boat Club is very active and has an arrangement to use facilities at the Cambridge '99 Rowing Club where the College's boats are stored. Details of how to book punts may be found on the CR web site and the punts are located at St John's College. There is a Fitness Room in the Library Building. Members also have access to the squash courts at Fitzwilliam College.

College members wishing to participate in sporting events or recreational activities or who have questions about the College sporting facilities should contact the CR Sports Officer.

Students who represent the University in a particular sport and who are awarded a Blue or Half-Blue are asked to inform the Tutorial office of the award so that a correct record is kept. Blues and Half-Blues are eligible to attend the Norfolk Commemoration, the College's major event of the year. Please see 8.9.12 for further information.

There is a University Sports Centre. Please see <http://www.sport.cam.ac.uk/facilities> for further details.

6.12 Music Practice Facilities

The organ and the grand piano in the College Chapel may be played at times when the Chapel is not in use for services, subject to obtaining written permission from the Dean and booking the Chapel. There is a Music Practice Room in the Library Building. The grand piano in the Garden Room piano may be played for one hour at a time – the Garden Room must be booked for this. Music should not be played after 10pm.

6.13 College Societies

The College has a number of active student societies that have been approved by the College Council. (See Appendix 2, No 6.0, CR Societies, in the CR Constitution of <http://www.st-edmunds.cam.ac.uk/notes-members>)

No Student Society shall be formed without approval from the College Council. The College also has a Music Society for all members and staff.

6.14 Arranging Meetings and Events in College

Any member of the College and University wishing to arrange a meeting or event within the College is requested to email the Conference Co-Ordinator at conference@st-edmunds.cam.ac.uk in the first instance (with a minimum of two weeks notice) and complete a booking enquiry form in order that matters such as availability, co-ordination with other activities, cost, insurance and security can be agreed prior to the event.

Under Section 43 of the Education (No. 2) Act 1986 the College has produced a Code of Practice governing meetings on College premises. It may be found on the College website. (See Appendix 7 of <http://www.st-edmunds.cam.ac.uk/notes-members>).

6.15 Room Bookings

6.15.1 Supervision Rooms

The Teaching Rooms in the Norfolk Building and the Terry McLaughlin and Michael Murphy Rooms in the Library may be booked in advance for supervisions through the Reception (reception@st-edmunds.cam.ac.uk) during the Michaelmas and Lent Terms. Those wishing to use the rooms for non-supervision type purposes will need to complete a booking form with the Conference Coordinator. These Rooms are used for examinations during the Easter Term, so reservations for supervisions may not be possible then.

6.15.2 Private Functions

Please see section 8.6.

6.16 College Dress, Publications and Commemorative Items

6.16.1 Books and Stationery

St Edmund's College, Cambridge 1896–1996, a commemorative history by Michael Walsh, is available for purchase from the Development Office for £2.

Greetings cards and prints featuring the College may be obtained from the Porters' Lodge.

6.16.2 Sartorial and Heraldic Accoutrements

Gowns may be readily purchased at the many outfitters in Cambridge.

College ties are available as follows: shield and striped ties from Ryder & Amies and Clothiers; College badge (Martlet) tie from Clothiers.

Scarves, blazer badges, heraldic shields and other items are also available from these suppliers, to whom enquiries about summer blazers should also be addressed.

6.17 The May Ball

The College acknowledges that May Balls are an aspect of Cambridge student life, and that an annual May Ball may be held in College.

A May Ball may only take place where there is a functioning May Ball Committee, and it is their responsibility to plan the Ball carefully and to ensure it is conducted in accordance with all relevant legal obligations, especially as to compliance and Health & Safety legislation as outlined in the College May Ball and June events documentation.

Preparations on site may commence up to 3 days before the Ball; the site must be substantially tidy within 36 hours after the Ball, and as far as possible be returned to its previous state within 3 days.

Residents in College will not be required to vacate their accommodation during the Ball, but must be aware that there will be considerable disruption especially during the Ball itself. Residents with children may wish to be away during that period at their own cost.

7 College Chapel

St Edmund's College Chapel can be found at the end of the main ground floor corridor of the Norfolk Building. The liturgy celebrated in the Chapel is, by Statute, according to the Roman Catholic rite, though liturgies of other traditions are also celebrated from time to time. Sunday Mass throughout the calendar year is at 10.30am and on weekdays in Full Term as published on the Chapel notice boards. A sung Latin Mass is celebrated on most Fridays of Full Term at 6.15pm. Please also see the notice boards for times of other events. The Blessed Sacrament is reserved in the Lady Chapel, to the left of the sanctuary. The Chapel is open daily and can be accessed either through the main door at service times or from within the College at all other times. All members of the College are welcome to use the Chapel for prayer or simply to take advantage of its peaceful atmosphere. The Dean, Fr Ed Hone, is available to all members of the College at any time. His office is on the ground floor of the Norfolk building, next door to the Chapel at the end of the main corridor. His telephone number in College is 36123 and his email addresses is dean@st-edmunds.cam.ac.uk.

All new members of the College are matriculated and new Fellows are admitted in ceremonies which take place in the Chapel. Occasional concerts are also held in the Chapel. The organ should not be used without permission of the Director of Chapel Music & Organist (see below). The piano in the Chapel may be used for practice with the permission of the Dean. An Inaugural Mass for the beginning of the academical year and a Mass to mark the end of the year, at which, on both occasions, there is an academical procession, take place as advertised.

7.1 Liturgical Celebrations

Mass and other liturgical celebrations are open to all members of the College, visitors to the College, friends from other colleges and our neighbours from the local vicinity. Tea and coffee are served after Sunday Mass in the Combination Room. During Full Term there are occasional guest preachers at the Sunday Mass. Informal prayer meetings are also held in the Chapel at times agreed among those attending. Sung Vespers is celebrated on St Edmund's Feast on the nearest Friday to 16 November. A Carol Service is held at the end of Michaelmas Term. The annual Commemoration of Benefactors takes place in the Chapel during Lent Term. If you would like to contribute in any way to the life of the Chapel, please see the Dean.

7.2 Ecumenical Activities

Although the daily life of the College is rooted within the Catholic tradition, all members of the College are welcome to use the Chapel privately or, in consultation with the Dean, for other events. Each term an Anglican Eucharist is celebrated for Anglican members of the College.

7.3 Chapel Music

There are two choirs which contribute to the musical life of the Chapel: the Chapel Choir and the Chapel Schola.

The Chapel Choir is non-auditioned and open to anyone, regardless of singing experience or ability to read music. Frequency of attendance is entirely up to the individual: members commit to singing services as and when they can. Rehearsals are a mixture of vocal technique, learning to sight-sing, and general musicianship, as well as preparing music for the weekly Sunday Mass. Singing lessons are available to all (free-of-charge), either with the Director of Chapel Music or an external professional teacher. Many students decide to 'try out' the Choir when they first arrive in Cambridge, and then find it comes to play a significant and much-valued part of their College experience and life in Cambridge.

In contrast the Chapel Schola is a group of between eight and ten singers, admitted by audition, who are generally experienced musicians and confident singing just one- or two-to-a-part. The Schola sing Mass or Vespers three or four times a term, providing an opportunity for those who wish to sing to a high standard but who cannot commit to a routine of meeting three or four times a week, for whatever reason. Members are expected to commit to the year's schedule, which also involves special events such as the popular annual Carol Service, and Commemoration of Benefactors. Singing lessons are provided free-of-charge and Choral Awards are available through the Intercollegiate Choral Award Scheme and internally.

While Organ Awards are not currently offered, there are plenty of opportunities for students interested in conducting and/or organ-playing, and tuition is available from the Director of Chapel Music.

Anyone interested in contributing to the musical life of the Chapel is welcome to contact the Director of Chapel Music & Organist, Miss Louisa Denby, on chapel-music@st-edmunds.cam.ac.uk.

7.4 Dress for Formal Events taking place in Chapel

Members of the College wear gowns and hoods in the Chapel for the beginning- and end-of-year Masses, the Feast of St Edmund of Abingdon, the Commemoration of Benefactors and at memorial services and other celebrations, as announced.

8 Catering Arrangements

Catering information will be kept up to date on the website www.st-edmunds.cam.ac.uk/dining.

8.1 Regular Meals and Sunday Lunch

The college coffee shop – Edspresso – is open Monday to Friday, 8am to 2pm, for purchases of all take-away and confectionery products.

Meals are paid for in advance by use of the University Card (see 10.1), which must be presented at the till (see 9.2.1(2)). Debit card payments are also accepted, with external rates being charged for their use.

The price of each menu item on sale in the Dining Hall and Edspresso is displayed on a price-list. Further information about menus and prices is available on the College website.

Members of the College should note that meal charges do not cover the cost that the College incurs in providing a catering service. In line with other colleges, it is College policy to reduce the subsidy by raising the overall meal income gradually by a sequence of increases.

8.2 Times and Dates of Meals and Closures

Full details of these are given in the College Calendar, which is available on the website <https://www.st-edmunds.cam.ac.uk/college-life>. Notification of periods of closure and reduced kitchen service during vacations will be circulated by email.

During the summer vacation (July to September) it is likely that the times and provisions of catering services will be changed to accommodate paying conference visitors.

8.3 Guests

Guests are eligible to attend some meals, but not all. Students are entitled to invite up to two guests a day to any meal from which guests are not excluded or limited (see 8.9 for specific regulations). Fellows and students may invite additional guests provided they consult with the Fellows' Steward in advance. In all cases, guests must be accompanied at the meal by the member of the College hosting them and in whose name the booking has been made. Children under 16 are not admitted to Formal dinners (see 8.9), but are welcome at all other meals and in particular at Family Lunches (see 8.9.1).

Members are responsible for ensuring that their guests are aware of, and comply with, the dress code for Formal occasions in College (see 8.8.1).

8.4 Booking for Meals

For regular meals no booking is required.

Members must book for all Formal dinners by accessing the Meals Booking System on the College's website (<http://www.st-edmunds.cam.ac.uk/dbs>) and following the instructions given there, including entering their name and those of their guests correctly onto the system. In case it is not possible to access the website, members should contact the Fellows' Stewards by email: fellows.steward@st-edmunds.cam.ac.uk. When making your booking online, members should indicate if they wish certain diners to be placed together on the seating plan and any special dietary requirements. The Fellows' Stewards will try to meet all reasonable requests.

8.5 Cancellation of Meal Bookings

Please give prompt notice of any cancellation of booked dining places at Formal dinners. This should be done by using the on-line dinner booking system (<http://www.st-edmunds.cam.ac.uk/dbs/>), up until the system closes, as specified at the time of booking. Last minute cancellations can cause severe difficulties. Full charges will be levied for all cancellations made after the list closes unless the place can be re-allocated to someone on the 'stand by' list at the discretion of the Fellows' Stewards. Those enquiring about the availability of cancelled places should email the Fellows' Stewards (fellows.steward@st-edmunds.cam.ac.uk). All arrangements of this kind must be made through these channels and not between individuals. Bookings found to be in violation of the rules stated here may be cancelled by the Fellows' Stewards.

8.6 Booking of Rooms for Private Functions

Requests for the use of the Dining Hall, Huddleston Room, Garden Room and Okinaga Room for private functions can be made through the Conference Co-Ordinator under the same procedure as detailed in 6.14. Where clashes occur, priority will be given to College academic events. For some private functions the College may be required to charge VAT.

8.7 Special Dietary Requirements

The College will seek to respond to the needs of members with special dietary requirements. Vegetarian options are routinely available. Other special dietary requirements should be discussed in the first instance with the Catering Manager, who will try to prepare appropriate meals if this can reasonably be arranged, though the College cannot guarantee to fulfil all individual requests. Diners must specify any dietary requirements for a Formal dinner via the online dinner booking system. This must be done before booking closes at 12 o'clock noon, four days prior to the Dinner. The College should be informed if a member has a serious food allergy; this should be discussed immediately on arrival with the member's Tutor and with the Catering Manager, who will be able to advise on the ingredients and labelling of College meals.

8.8 Dress Code and Customs for Meals

8.8.1 Dress Code

Members are asked to note the various dress requirements associated with the different categories of event (see 8.9).

Where the notes indicate 'formal' dress, this is to be interpreted as a jacket and tie or lounge suit for men, and the equivalent level of formality for women. The College expects members and guests to wear 'formal' dress when this is indicated.

Where '*formal evening wear*' is indicated, this means 'black tie' for men and evening dress for women. Please note that it is the custom of the Fellowship to dress in formal evening wear when new Fellows or Visiting Scholars are being admitted. These ceremonies may take place at a number of points during the year in addition to the Admissions and Matriculation Ceremony, and are normally held in the College Chapel prior to a Formal dinner. All members of the College are warmly encouraged to attend these ceremonies, which are advertised on the College Notice Board. The fact that Fellows on these occasions will be dressed in formal evening wear for the subsequent dinner does not affect the dress requirement for other members at the dinner.

Academic gowns are to be worn at all Formal dinners, except the Sports Dinner and the Boat Club Dinner. Festal 'Scarlet' (see 2.5) gowns are to be worn at the Admissions and Matriculation Dinners, the Beginning of Year Dinner, the Feast of St Edmund's, the Commemoration of Benefactors, the Norfolk Commemoration, the Ascension Day Dinner and the Graduands' Dinner.

Members in need of advice about matters of dress code for formal dining should contact either the Senior Tutor or the Fellows' Steward. At dinner each day and at Sunday Lunch, formality in dress is welcomed, but not enforced.

8.8.2 Customs

Members are asked to note the various customs associated with College dining.

- Those eating breakfast are asked to refrain from reading newspapers in the Dining Hall.
- It is expected that students and their guests seek to communicate with other members of the community in the Dining Hall. While the common language of the College is English, please be mindful of non-English speakers and include them in your conversations.
- Only food purchased from the College should be consumed in the Dining Hall.
- Plated food should not be removed from the Dining Hall for consumption elsewhere.
- On no occasion should wine be brought into the Dining Hall.
- Smoking and photography are never permitted in the Dining Hall.
- Mobile phones, Laptops and Tablets should be switched off during formal dining.

Formal dinners have a formal beginning and end at which Graces are read and diners should stand. Diners should congregate in the Garden Room for pre-dinner drinks and once the bell is sounded should follow the Master, or presiding Fellow, into the Hall at the invitation of the Butler. Diners should leave the Hall by following the Master, or presiding Fellow, after the end of dinner Grace has been read. Diners should not leave the Dining Hall during the meal without the permission of the Master, presiding Fellow or head of table.

To underline our desire to make Formal Hall a pleasure for the majority, we will impose sanctions on those who do not comply. They will be reminded of the code for Formal Hall by the Fellows' Butler, and if they do not comply, then they will be required to leave. In addition, the members concerned will be prohibited from booking into another Formal Hall for two months and will be reported to the Senior Tutor, who may refer the matter to the Dean of Discipline.

8.9 Notes for Particular Meals

8.9.1 *Family Lunch*

Family Lunch is a traditional Sunday lunch, held during term on the dates shown in the College Calendar. Members are particularly encouraged to bring children. A special menu may be provided for children. There is no specific dress requirement, but formality in dress is particularly welcome.

8.9.2 *Formal Hall*

Formal Hall is a three course meal including wine, held during term on the dates shown in the College Calendar. Members may normally guests, as indicated in the Meals Booking System. Advanced booking is required (see 8.4). Dress is formal and gowns are worn (see 2.5).

8.9.3 *Sports Dinner and Boat Club Dinner*

The Sports Dinner is held at the end of the academical year and is open to all those who have represented either the College or the University during the year in a sports team. Guest attendance is usually limited to sports-related guests, e.g. members of other colleges who have helped the St Edmund's teams in some appropriate manner. Fellows are welcome to attend. Members of the College not involved in sport are welcome if space is available.

The CR Sports Officer organises the selection of the Sportsman and Sportswoman of the year who receive trophies at the Dinner. The CR Sports Officer invites captains of all College sports to speak briefly about their sport at the end of the Dinner. The Dinner is organised by the CR Sports Officer in conjunction with the Fellows' Stewards and advance booking is required. Dress is formal evening wear (men: black tie; women: evening dress) or Sporting blazer. Gowns are not worn.

The Boat Club Dinner held at the end of the Lent term is similar in style to the Sports Dinner. The Dinner is organised by the Boat Club Captain in conjunction with the Fellows' Stewards.

8.9.4 College Guest Nights

College Guest Nights are four course meals including wine, held on the dates shown on the College Calendar. Members may normally invite guests, as indicated in the Meals Booking System. It is particularly appropriate to invite Senior Members of the University as guests to these dinners. Members are invited to introduce guests to the Master or presiding Fellow. Advance booking is required (see 8.4). Dress is formal and gowns are worn. Guests who are members of the University should be asked to wear gowns.

8.9.5 Christmas Dinners

Christmas Dinners are traditional Christmas meals, held at the end of the Michaelmas Term. Members may normally invite one guest to either of the first two dinners, but the third dinner is only open to members and their partners. Advance booking is required. Dress is formal and gowns are worn.

8.9.6 Supervisors' Dinner

This dinner is intended to thank Supervisors and Directors of Studies who have worked with St Edmund's students during the year. The Tutorial Office oversees the dissemination of invitations to Directors of Studies and Supervisors. Research students are asked to invite their Research Supervisors in consultation with the Tutorial Office.

8.9.7 Admissions and Matriculation Dinners; Beginning of Year Dinner; Graduands' Dinners

These are dinners which mark the beginning and end of the academical year. They are open only to members of the College and no guests may attend.

The Admissions and Matriculation Dinners are open only to new members of the College and to Fellows and to Members of the CR Executive. They take place at the beginning of the Michaelmas Term following the Admissions and Matriculation Ceremonies held in the College Chapel. All new members will be allocated to a Matriculation Ceremony and are warmly encouraged to attend the dinner on the same evening. These dinners will be charged in the usual way. Those who are unable to attend are asked to inform the Tutorial Office.

The Beginning of Year Dinner is open to all other members of the College and their partners. Advance booking is required.

The Guest Night and Graduands' Dinner is open to those members of the College proceeding to their degree and other members of the College who have completed their course. Priority is given to graduands. Due to limited space, graduands are not guaranteed a place at this dinner and so are advised to book early. A limited number of guests may be allowed, dependent upon demand. Festal gowns are worn and dress is formal.

8.9.8 College Guest Night/Ascension Day (Scarlet)

The dress code is 'Scarlet' and lounge suits (or equivalent for ladies) are worn for the College Guest Night/Ascension Day dinner.

8.9.9 Fellowship Dinners

These dinners are open to Fellows, including Fellows in Classes A, B, C and D, Honorary Fellows, Life Fellows, Emeritus Fellows, Bye Fellows, Fellow Commoners and Visiting Fellows, by invitation. They are held termly, following a meeting of the Governing Body. Advance booking is required, via the Membership Assistant membership@st-edmunds.cam.ac.uk. Dress is formal; gowns are not worn.

It was agreed at a meeting of Council that the Fellowship dinner following the November Governing Body meeting would include an invitation to spouses and partners.

8.9.10 The Feast of St Edmund

The Feast of St Edmund is celebrated on the nearest Friday to 16 November, and commemorates both the Feast of the Patron Saint of the College, Saint Edmund of Abingdon, and the arrival in the College buildings of the first Master and the first four students on 2 November 1896. The Feast is preceded by Evening Prayer in the College Chapel at which a sermon is given by the Guest Preacher, who is invited each year and is a distinguished member of one of the Christian churches.

The Feast of St Edmund is intended for the members of the College and their partners, no other guests may attend. The College's Development Office will invite up to 20 distinguished outside guests, including the Guest Preacher. Advance booking is required for members; priority will be given to those who have not attended the event in the past. Festal gowns are worn and dress is formal.

8.9.11 The Commemoration of Benefactors Feast

The Commemoration of Benefactors Feast is the main College feast of the Lent Term and will be held in February. The Feast is preceded by a Service in the College Chapel at which a sermon is given by the Guest Preacher, who is invited each year and is a distinguished member of one of the Christian churches.

The Commemoration of Benefactors Feast is intended for the members of the College. The College's Development Office will invite up to 20 distinguished outside guests, including the Guest Preacher and significant benefactors to the College. Members may bring one guest/spouse. Advance booking is required for members on the website; priority will be given to those who have not attended the event in the past. Festal gowns are worn and dress is formal.

8.9.12 Norfolk Commemoration

The Norfolk Commemoration is the major College event of the year, and marks the foundation of the College by the 15th Duke of Norfolk, Henry Fitzalan Howard, in collaboration with the Baron Anatole von Hügel. Distinguished outside guests of national and international standing are invited by the College from the academic world and from many other walks of life, e.g. political, diplomatic, artistic and religious.

Attendance is by invitation only. A number of student members are invited to the Norfolk Commemoration. These may include members of the CR Executive, those who have obtained a First in a Tripos examination in the previous year or a prize and those who have obtained a 'Blue' or 'Half-Blue' in a sporting activity. In addition, students that are deemed to have made a significant contribution to College Life can be proposed by the Tutors and Senior College Officers to attend. Any charge made for attending may be paid from a member's University card at the Guest Night rate.

Festal gowns are worn and *formal evening wear* is compulsory. Members of the College are asked to ensure that they have the necessary dress before accepting invitations to the event. Blazers may be worn by holders of 'Blues'.

9 College Discipline and the Payment of Bills

9.1 College Discipline

The College's code of discipline is set out in the Statutes and Ordinances of the College (see Chapter 12, Appendix 1), which can be viewed on the College web page and may be referred to by application to the College Office. College discipline is governed by Ordinance 30 of the College.

The members of the College shall:

- (a) Comply with the Ordinances, and Standing Orders of the College, and with the instructions given by the Officers of the College in the performance of their duties.
- (b) Do nothing intended to disrupt or impede the activities and functions of the College, or to hinder the discharge of their duties by the Officers and employees of the College.
- (c) Not assault or intentionally or recklessly cause any personal injury, including psychological injury, to any other member or any employee of the College or the University.
- (d) Not intentionally or recklessly damage or deface or knowingly misappropriate any property of the College or of any member or employee of the College.
- (e) Act at all times in a way that is respectful of the views of all other College members, and in accordance with the College's Equality, Diversity and Inclusivity Charter.
- (f) Behave at all times in a way which is reasonable and considerate of the health, safety and wellbeing of other College members.

Minor infringements may be referred to the Dean of Discipline. Please refer to the College web site for further information. The Master and the Council shall each have power to forbid any member of the College charged with contravening sub-Ordinance (1.1) and (2.1) of Ordinance 30 to enter on or remain within the precincts of the College pending the determination of his or her case. Serious matters will be referred by the Master, Senior Tutor or their deputy to the Board of Discipline in accordance with Ordinance 30.

9.2 Payment of Bills

The Finance Department supports the Bursar in the administration of the College, for day-to-day accounting, compilation of bills, payments and financial recoveries. College bills must be paid promptly. Any queries about College bills should be taken to the Finance Department in the first instance. It is advisable to sort things out quickly, to prevent interest being charged on late payments.

9.2.1 Timing of Payment

Invoices for fees and charges for accommodation for each term are presented at the beginning of each full term and are due for payment immediately. Students must ensure they have sufficient funds to pay each term's account in full, including their first payment on arrival in Cambridge.

Students with a valid reason to delay payment must contact the Student Finance Office (charges@st-edmunds.cam.ac.uk) as soon as possible and in no circumstances later than 14 days after the first day of full term. Failure to do so will result in interest of 1.5% being charged on overdue accounts.

Late or outstanding accounts mean that disciplinary action may be taken against the student; the College has the power to send down a student in these circumstances. If a student should get into financial difficulties, he/she should consult the Finance Tutor and his/her Tutor in the first instance and as soon as possible.

- (1) **University Composition Fees** and **College Fees** (for self-funding students) and some minor charges (for all students) are payable annually in advance (see 2.3). Invoices will be sent out from the Finance Department accordingly at the beginning of each term. Some self-funding students require annual confirmation from College that they have paid their fees. The Student Finance Office will be pleased to supply this when payment has been made.

(2) **Meals.**

All full-time students are normally required to pay a Kitchen Minimum Billing charge which has been set at a rate of £155 per term (£50 per term for part-time students). This can be drawn down to use for meals in College including formal dining, informal dining, snacks and drinks as well as graduation lunches and teas. This charge is included in your College Bill at the beginning of each term and a credit placed on your University Card. When meals to this value have been consumed, students may pay for further meals by 'topping up' their University Card using the Kappture App or, if that is not possible, at Reception. It is not College policy to refund unspent balances.

The success of the catering operation depends in large measure on the support of members, who are encouraged to take meals in College as much as possible. Kitchen and meal charges can therefore more easily be kept within reasonable limits.

(3) **Rent** (see 3.3). Rent is payable quarterly or monthly in advance.

Students, Visiting Scholars and Visiting Fellows must ensure they have sufficient funds available at all times to pay each term's account in full in advance, including their first payment on arrival in Cambridge.

An interest charge may be applied to accounts not paid in full by the due date.

All bills must be settled promptly, and your attention is drawn to the Code of Practice (see 9.2.4).

9.2.2 Methods of Payment

Payments will be received by the Accounts Office. Please note that GB Pounds Sterling is the only currency accepted by the College. You may pay by the following methods:

- (1) **Direct Deposit/Bank transfer (UK and international).** Payment may be made directly into the College Bank Account. Please be sure to include your name and CRSID as the payment reference so that the payment can be allocated to the correct account.

The College bank details are as follows:

Account: St Edmund's College

Bank: Barclays Bank

Address: 9-11 St Andrew's Street, Cambridge CB2 3AA

Account Number: 13310426

Bank Sort Code: 20-17-68

Swift Code: BARCGB22

IBAN: GB62 BARC 2017 6813 3104 26

Reference: CRSID and Surname

- (2) **Transfermate** On line (international payments from a personal bank account). Follow our website link for more details.
- (3) **Transferwise**
- (4) **UK Debit Card at Reception**
- (5) **UK Debit Card On Line.** To make payments on-line, please go to www.st-edmunds.cam.ac.uk/payments/
- (6) **Cash.** Cash Payments in excess of £500 cannot be accepted for insurance reasons.
- (7) **Cheque.** Cheques are to be made payable to St Edmund's College.

Credit Cards and Non UK Debit Card. Credit cards and non UK Debit cards will **not** be accepted for the payment of College invoices for tuition fees, college fees, rent and other college charges. Instead students may pay by making an online transfer or using Transfermate.

9.2.3 Financial Difficulties

By careful management of their finances, most students, postgraduates and undergraduates, complete their degrees without any undue financial hardship. But occasionally there are circumstances where a few students do not have enough money due to unexpected events. Freshers' information, detailed on the website, gives a general indication of the level of living expenses at Cambridge. It will be appreciated that meals taken out of College may cost more or less than those taken in College.

The College may charge interest on overdue invoices. If there is an unpaid bill, the College will not allow the person concerned to proceed to graduation until the bill is settled.

If a student should get into financial difficulty, he/she should consult the Finance Tutor and their Tutor as a matter of urgency. If his/her Tutor is convinced that the student is in genuine and unavoidable difficulty then a recommendation will be made to the College that interest charges be waived on the unpaid bill. The Tutor will also be able to give advice about possible sources of additional finance.

9.2.4 Code of Practice for the Collection of Student Debts

This code of practice sets out the procedure that will be followed by the Finance Department in presenting accounts for payment by junior members, explains the responsibilities of junior members to pay their accounts promptly, and sets out the action that will be followed in cases of overdue accounts. This code of practice was formally approved by Council at its meeting on 22 July 2019 and represents the current procedure.

- (1) Invoice for fees and charges and room rents will be sent out on or shortly after the first day of Full Term. Invoices will be circulated by email to the student@cam.ac.uk email address as a pdf attachment. If required, a hard copy is available in the Finance Department upon request charges@st-edmunds.cam.ac.uk.
- (2) Invoices are payable immediately but the College allows 14 days for students to prepare and transfer their payments. Students with a valid reason to delay payment must contact the Student Finance Officer within 14 days of receipt of invoice. Failure to do so may result in interest charges of 1.5% per month being levied on overdue accounts. The Student Finance Officer will refer any cases to the Finance Tutor for approval.
- (3) Any students facing financial difficulty must contact the Finance Tutor and their tutor as soon as possible.

Prior to each scheduled meeting, the Financial Tutor shall provide Council with a list of debts over £1,000.

- (a) Council shall determine any additional charges to be made in the case of accounts that are not settled within 14 days of presentation. Currently, an interest charge of 1.5% per month is applied calculated from the date on which the account is presented.
- (b) Nothing in this statement of practice will debar Council from suing for money owed to the College if that seems appropriate.

The Finance Department will carry out credit control on debts lower than £1,000 and will report to the Tutorial Committee those students who do not respond to follow-up correspondence.

Junior members should be aware that the consequences of failing to settle a College account will be that they may be required to go out of residence during a term and will not be allowed back into residence in a subsequent term. In addition, no member will be allowed to graduate if money is owed to the College or the University.

9.2.5 The Office of the Independent Adjudicator

The Department of Education and Skills (a government department) has set up the Office of the Independent Adjudicator (OIA) to deal with student complaints that cannot be resolved through an educational institution's normal mechanisms.

Students with complaints which remain unresolved after exhausting the College's internal procedures can consult the OIA website <http://www.oiahe.org.uk> where the form required to initiate a complaint can be found. No charge to a student is made for the investigation of an unresolved complaint.

I0 University Facilities

I0.1 The University Centre

Postgraduate and affiliated students are entitled to use the facilities of the University Centre in Mill Lane, which include a cafeteria, formal restaurant, bar, coffee lounges and TV room.

I0.2 The University Library

The University Library arranges several introductory sessions at the beginning of each academical year. Details can be found on the University website, <https://www.lib.cam.ac.uk/>

I0.2.1 Admission to the Library

- (1) Undergraduates should present themselves at the Library, situated in West Road, with their University Card which will be validated.
- (2) Postgraduate students registered by the Board of Graduate Studies should present themselves at the Library with either a letter from the BGS or University Card, where they will be given Library privileges according to their B.A or M.A status.
- (3) Visiting Fellows and Visiting Scholars who wish to use the University Library should complete a form available from the Master's Office, to be signed by the Master and present it at the Library. This will enable them to borrow books.

10.3 University Clubs and Societies

Attention is drawn to the Freshers' Fair and 'squashes', which are held at the beginning of the Michaelmas Term to introduce new students to the enormous variety of clubs and societies which exist in the University. The majority of these societies have their own web pages, which can be found via the University website, <http://www.societies.cam.ac.uk/>

10.4 The University Card

All members will need a University Card. The card enables access to the main College buildings and facilities such as the Library, Laundry, Accommodation and Post Rooms. The card can also be used to gain admission to the University Library and other university buildings.

University cards can be used to pay for meals in the College Dining Hall. Members are advised to carry their university card with them at all times to prevent being locked out. Should you lock yourself out or lose your card, please report to Reception where a temporary access card can be issued to you until you have retrieved your card or ordered a new card.

Members are asked not to present themselves at the University Card Office with any card-related issues due to the volume of work of the Card Office, particularly near and during the first few weeks of term, but to contact the Head Porter, who is the College University Card Representative.

Members who have sent in their photograph near to the start of term are likely to experience a delay in receiving their University card. Cards are generally available to collect from Reception.

University cards are issued by and remain the property of the University of Cambridge (as stated on the back of every card). Cards must be returned to the Bursar's Assistant once you have completed your studies or leave the College/University. Cards are not transferable and you must not use another member's card.

II College Statutes and Ordinances, CR Constitution and Policy Documents

The following documents may be obtained from the College website <http://www.st-edmunds.cam.ac.uk/notes-members>:

- Appendix 1 Statutes and Ordinances of the College which includes: Disciplinary Code for Students and Disciplinary Code for Fellows
- Appendix 2 The Constitution of the Combination Room of St Edmund's College
- Appendix 3 Equality and Diversity Policy
- Appendix 4 Data Protection Statement for Students
- Appendix 5 Confidentiality Statement
- Appendix 6 Safeguarding Policy
- Appendix 7 St Edmund's College meetings on College premises
- Appendix 8 Student on Student Misconduct Procedure
- Appendix 9 Policy concerning personal relationships between staff and students
- Appendix 10 College Policy on HIV and AIDS
- Appendix 11 Enhanced Student Support Procedure
- Appendix 12 Digital Communications Policy
- Appendix 13 Complaints procedure and form
- Appendix 14 Complaint review form

Glossary

Black tie – This term indicates the following items of clothing: Black dinner suit; white dress shirt; black bow tie and black shoes. This clothing can be hired from a number of Cambridge outfitters (e.g. Moss Brothers, 14 St Johns Street). For ‘black tie’ events, women wear formal evening dress.

Bands (part of formal dress for graduation etc.) – a special white linen neck tie worn on some formal University occasions.

Combination Room, CR (place) – a common room (some colleges have separate combination rooms for junior members, postgraduate students and fellows).

Combination Room, CR (body of students) – in St Edmund’s it consists of all scholar and student members in residence (does not include Fellows).

Congregation (of the Regent House) – a meeting at which formal University business is conducted, and degrees conferred.

Director of Studies – assigns supervisors (q.v.) to undergraduates, and advises them in their choice of courses.

Division of term – the half-way point of the term (q.v.).

Easter term – 10 April to 18 June, unless Easter falls on or after 22 April, then the Easter Term shall begin on 17 April and end on 25 June.

Fellow – a member of the governing body of a college, usually engaged in teaching or research within the University.

Full term – the 8 week period within each term when lectures and other formal teaching take place and during which undergraduates are normally required to be in residence.

General Admission – special Congregations (q.v.) held at the end of June each year, at which most new graduates ‘proceed’ to their first degree.

Gown – traditional academical robes still worn on formal occasions. There are many variants, depending on the wearer's college and degree or status.

Hood – these are worn with academical gowns in College Chapel and at the Senate House on formal occasions. Although descended from medieval monastic hoods, they are never worn on the head, but draped down the wearer's back.

In Statu Pupillari – a person in statu pupillari is defined as any member of the University who has not been admitted to some office in the University, to a Fellowship or office of a College, or to a degree which qualifies the holder for membership of the Senate, and is of less than three and a half years' standing from admission to his or her first degree.

Lent term – 5 January to 25 March (24 March in a leap year).

Long vacation – the summer break between one academical year and the next.

Matriculation – formal enrolment in the University.

Michaelmas term – 1 October to 19 December.

Praelector – the Fellow who ensures members of his/her college are duly matriculated (q.v.), and presents them for admission to degrees.

Scarlet – term for festal robes (see gowns) worn on special days in the University Calendar.

Screens – College notice boards.

Send out of residence, send down – to terminate a student's studies at a college owing to serious infringements of discipline.

Senior Combination Room – common room for fellows and other senior members of a college.

Supervision – individual or small-group teaching of undergraduates, advising of research students.

Supervisor – a teacher providing supervisions.

Term – extension of full term, with periods for private study at each side, during which the university is reckoned to be fully functional for official purposes.

Term, to keep – to be resident within the precincts of the University for the prescribed number of days during a term, a traditional requirement for undergraduate students.

Tripes – a University examination leading to an honours B.A.

Tutor – a Fellow responsible for the welfare (personal, social, moral, legal, but not usually academic) and discipline of a group of students in his/her College, and/or for admissions, allocation of rooms etc.

Tutorial side – the students falling under the responsibility of a particular Tutor.

Vice-Chancellor – the resident and active administrative head of the University.

Visitor – a person of eminence and repute to whom appeal is to be addressed in case of disputed questions on which the Governing Body of a college cannot reach a satisfactory decision by internal statutory procedure.

Some Useful Information

The Emergency Services (fire, police, ambulance) can be called on 999. For non-emergency matters, the police prefer to be contacted on 01223 358966.

Urgent medical advice out of hours is available at CAMDOC, Tel: 01223 464242. An emergency doctor can usually be contacted via the medical practice at which you are registered.

INTERNAL

- Tutors can be contacted via email. The Tutorial Administrators are located in the Maisonettes, tel. 336252//767068/336113)
- College Nurse – additional health and wellbeing information is kept updated on the Health & Wellbeing section of the website. Appointments can also be made with the Nurse.

EXTERNAL

- Information about buses, including timetables, is available at: <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/buses/bus-timetables/>.

Details of the Universal bus service linking the University sites on the west of Cambridge to the city centre and Addenbrooke's Hospital can be found at

<http://www.environment.admin.cam.ac.uk/what-are-we-doing/travel/catch-bus>. A discounted fare of £1.00 per journey is available for University Card holders.

For other services within Cambridge and some long-distance services, see Stagecoach Cambus at <http://www.stagecoachbus.com/cambridge> and National Express at <http://www.nationalexpress.com>, for regular services to all the London airports (Heathrow, Gatwick, Stansted, Luton) as well as other routes nationwide.

- Rail Information: can be found on <http://www.nationalrail.co.uk> or by contacting National Rail Enquiries Tel: 03457 48 49 50.
- Taxis: there are many taxi firms in Cambridge, including: Panther (tel: 01223 715715) and AI Cabco (tel: 01223 313131).
- Pharmacies: the nearest pharmacy to the College is on Histon Road (in the shops at the junction of Windsor Road). Boots the Chemist in Lion Yard (tel: 01223 350213) is open until 8pm in the evening (11am-5pm on Sundays). A list of late night pharmacies can be seen here: <https://www.cuh.nhs.uk/news/accident-emergency/alternatives-ae-list-late-night-pharmacies-cambridgeshire>
- Cambridge Rape Crisis Centre: 01223 245888.
- The Samaritans: 01223 364455 (local rate call) or 116123 (free to call).
- University Counselling Service: 01223 332865.
- Convenience Stores: A large selection of foods and other items is available at the Midan Store on Histon Road 8am to 10pm daily, including Sundays (speciality foods, including halal food can be purchased here).