



INFORMATION FOR
UNDERGRADUATES
2011~2012

Please read and keep this booklet so that you will be able to consult it as necessary during the year. You are expected to be familiar with, so that you can abide by, the various rules it describes.

Please note also The Student's Handbook at
<http://www.cam.ac.uk/staffstudents/studenthandbook>

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1. A SHORT HISTORY OF KING'S COLLEGE

The King's College of Our Lady and St Nicholas in Cambridge was founded in 1441 by King Henry VI and munificently endowed. The Founder's statutes provided for a Provost and seventy poor scholars, together with ten chaplains, six singing clerks, and sixteen choristers. The perpetual sung worship to be provided by these chaplains, clerks, and choristers was to be complemented by the pious studies of the scholars. Sixty of the seventy scholarships were reserved for theology and four for canon law, leaving only two each for medicine, astronomy, and civil or Roman law. However, the College in its early years was already more than a production line for clergymen. Eleven out of the twenty-two Cambridge men who became medical doctors before 1500 were Kingsmen, three of whom became physicians to the sovereign. Scholarships were initially restricted to boys from Henry VI's other educational foundation, Eton College, and for centuries the exclusive connection with Eton gave the College an idiosyncratic but also a close and informal character, since undergraduates already knew their elder contemporaries and even some of the Fellows before they came up.

The original site of the College lay between the present Chapel and Senate House Passage. The first College buildings were begun in 1441 on what is now the site of the western quadrangle of the Old Schools, opposite Clare College. In 1443, Henry VI began to buy up the site of the present Front Court and Back Lawn. He had always meant the College to be built south of the Chapel and on a grand scale but a shortage of money and the Wars of the Roses prevented this. However, he did acquire ground across the river, including Scholars' Piece, the walks beside Queens' Road as far as Garret Hostel Lane, and the site of Clare College gardens (ceded to Clare in the seventeenth century).

King Henry laid the foundation stone of the Chapel in 1446 but the work came to a standstill when he was deposed in 1461, with the Chapel only about 60 feet high at the east end sloping away to about six at the west, and still temporarily roofed. The Founder's stonework in the Chapel is recognisable by being white (magnesian limestone from Yorkshire), while later work is in slightly darker Northamptonshire oolitic limestone. When Henry was deposed the College lost about half of its endowments and had to pay its income to the royal exchequer, and assets were sold to raise funds to meet the costs of legal challenge to the expected dissolution. At least one third-year undergraduate, Michael Palmer of the year 1458, was killed at St Albans fighting in a futile attempt to save his Founder's crown. But work on the Chapel was resumed in 1476, and continued with the help of contributions from the victorious Yorkist kings Edward IV and Richard III. The five eastern bays had been built and roofed by 1485. Then work stopped again until 1508 when Henry VII provided funds and promised to see the Chapel finished. The fabric with its superb fan vaults was completed after his death in 1515. It was completed by 1544, largely at the expense of Henry VIII who gave the magnificent windows, the Choir stalls, and the screen that separates the Chapel and Ante-Chapel. The price for this Tudor patronage is that in contrast to the austere and majestic stonework in the Choir, the Ante-Chapel is a riot of secular heraldry and political propaganda. The Solomon who greets the Queen of Sheba in one of the Ante-Chapel windows is unmistakably a portrait of Henry VIII.

King's survived the Reformation, and the long years of religious conflict, relatively unscathed. Sir John Cheke, installed as Provost by his own pupil Edward VI, had to go into exile under Mary after supporting Lady Jane Grey, and was forced to recant his Protestantism when threatened with the stake. Three Kingsmen were burnt as heretics by Mary, and twelve more went into exile in Germany or Switzerland. Under Elizabeth, Provost Baker, found in

possession of ‘Popish’ books, ornaments, and vestments, was let off with a warning. However, he had to flee the country four years later when, in addition to being detected in the same offences, he was accused by his juniors in the College of peculation. With disarming probity he returned the College horses he had used to make good his escape.

In this period the Scholars were complemented among the undergraduate body by Sizars, poor undergraduates who financed their studies by working in the College, such as by waiting in Hall, and also by Fellow Commoners, rich men’s sons willing to pay fees for the advantages, social as well as intellectual, of a university education.

King’s took the Royalist side in the Civil War, and there was an unsuccessful attempt to send College plate to King Charles. The Roundheads, however, prevailed early in East Anglia, and Provost Collins was deposed. He had offended Puritan sensibilities by supporting Sunday games and by suggesting that a hungry-looking communicant be given an uncommonly large piece of consecrated bread. Fortunately, the Provost imposed in his stead was not a strict Puritan but instead was Benjamin Whichcote, the learned and generous Cambridge Platonist from Emmanuel College, who characteristically insisted on half of his stipend going to his deposed predecessor.

According to the Founder’s statutes, the Provost was to be elected by the Fellows, but until 1689 he was in practice nominated by the Crown. In 1689, however, the Fellows succeeded in asserting their independence by refusing to accept William III’s nominee, who, sadly, was one Isaac Newton of Trinity!

The eighteenth century was a period of intellectual torpor throughout Oxford and Cambridge. The great intellectual advances in British life of that period were made for the most part by amateurs outside the universities, or in Scotland. But progress was made towards realising something of the Founder’s grand vision for the College as a physical space. In 1724, James Gibbs redesigned the Front Court, although he was only able to complete the west range of his scheme, the present Gibbs’ Building. The court was not finished until 1828, when William Wilkins built the screen (where the old Provost’s Lodge and Choir School had been) and Gatehouse, A and D staircases, the Hall, the Library, and what is now the Old Lodge. Wilkins’ preference for the classical style was overruled by the College’s ‘modern’ insistence on Gothic Revival. The north end of Wilkins’ range was extended, along King’s Parade, by Sir Giles Gilbert Scott’s Chetwynd Building, completed in 1873. Bodley’s Court, the Provost’s Lodge, and part of Webb’s Court stand on what was once a garden belonging to the Carmelite Friars and which the College bought in about 1542. The east and south ranges of Bodley’s Court were completed in 1893 and most of Webb’s Building (O, P, Q, and R staircases) in 1909; the top floors of Webb’s were added in 1957 by David Roberts. In 1927, Kennedy added a north range to Bodley’s (S and Y) and built the present Provost’s Lodge in Webb’s Court. The Keynes Building, which was the largest scheme undertaken by the College for a century and a half, was completed, to designs by Fello Atkinson of James Cubitt & Partners, in 1967. The original Garden Hostel, designed by Geddes Hyslop, was completed in 1950, and the new part of the Market Hostel, by Kenneth Capon of Architects’ Co-Partnership, in 1962. The Garden Hostel extension, to designs by Nicholas Ray, was added in 2001. The most recent substantial building works undertaken by the College were the renovation of the north section of King’s Parade in 2004, where a court was created behind the shops, and the complete renovation of Market Hostel in 2009–10.

In the mid-nineteenth century the College began a series of reforms that saw the institution take on something of its modern character. The curriculum, which had been dominated by Classics even more than in the rest of the University, was broadened, following gentle reforms in that direction at Eton. Annual College examinations and prizes were introduced in the 1820s and 1830s, ending the practice whereby Kingsmen could proceed to a degree and to a Fellowship without passing any exams at all. Soon after, Kingsmen were sitting University examinations along with students from other colleges. In the 1860s new statutes finally opened King's to non-Etonians, the first two of whom arrived in 1865. The first non-Etonian Fellow was elected in 1873: W. P. Brooke, father of Rupert Brooke and brother of a future Provost. In 1872 an Exhibition Fund was established in the College to help support the ablest non-Etonians, who were initially ineligible for Scholarships. In 1886 the Supplementary Exhibition Fund was created, to provide help in times of financial hardship to undergraduates of all backgrounds. The educational and social background of undergraduates broadened rapidly, and following the repeal in 1871 of the University Test Acts, which had closed the Universities to all but practising Anglicans, King's soon became known as 'the Nonconformist College'. The instinct to be different was plainly very strong.

In the first half of the twentieth century, the College was closely associated with the 'Bloomsbury' phenomenon, a set of London-based artists, writers, and critics, through Fellows such as Roger Fry, Maynard Keynes, and Dadie Rylands. Keynes, as Bursar, made a fortune for the College, and he also bequeathed to it the fortune he had made for himself. The Bloomsbury connection was continued after the Second World War when E. M. Forster, who had been an undergraduate at the turn of the century, returned into residence as an Honorary Fellow, and remained until his death in 1970. After the Second World War an increasing number of Fellows were recruited from outside, and the College took the lead in attracting undergraduates to Cambridge from backgrounds and schools with little or no experience of Oxbridge education, and in recruiting more graduate students, especially from outside Cambridge. A Research Centre, established under Provost Annan in 1962, supported research in areas not catered for elsewhere in the University, in new and emerging intellectual fields, and in interdisciplinary projects. The first woman Fellow of King's was elected in 1970, and, in 1973, King's (along with Clare and Churchill) became the first of the formerly all-male colleges in Cambridge to admit women as undergraduates. In the 1980s, King's was one of a handful of Colleges who founded the Group to Encourage Ethnic Minority Applications (GEEMA), now a University-wide scheme. In the 1990s, the College became conscious that its autonomy and distinctiveness, and the continued pursuit of excellence and openness, would require a recovery of financial independence, something which had been eroded during the decades of initially generous state funding. The establishment of a Development Office has had the effect of encouraging the members who are resident in Cambridge to be more communicative and welcoming towards the wider College community and beyond.

King's has formal ties with Eton, Winchester, and New College Oxford dating back to 1444, a four-way relationship known as the *Amicabilis Concordia*, and with Berkeley College Yale since 1938. It also has informal ties with Coleg Harlech in Wales and with Queen Mary University of London dating from the Second World War and runs an exchange programme with the Universities of Heidelberg and Siena. In recent years three undergraduates have come annually from Notre Dame, Indiana, for a year and four from Harvard for the Lent and Easter terms.

Living members of the College include many distinguished men and women in various fields of learning, the arts, and public life. Past members of the College include: John Frith (d. 1533),

theologian and Protestant martyr; Sir Francis Walsingham (d. 1590), secretary of state and organiser of Elizabeth I's spy service; also the same sovereign's court jester, John Pace; Sir John Harrington (d. 1612), translator of Ariosto, friend of Shakespeare, inventor of the water-closet; Orlando Gibbons (d. 1625), composer and musician; William Oughtred (d. 1660), Fellow, inventor of the signs for multiplication and proportion and of the slide-rule; Charles, second Viscount Townshend ('Turnip Townshend', d. 1738), statesman and agricultural reformer; Sir Robert Walpole, first Earl of Orford (d. 1745), first British prime minister; Sir William Draper (d. 1787), only Fellow of King's to win a battle (captured Manila in 1762); Charles Pratt, Earl Camden (d. 1794), Lord Chancellor; Horace Walpole (d. 1797), writer, antiquarian, and aesthete; Charles Simeon (d. 1836), Fellow, Bursar, Dean, and Vice Provost, celebrated evangelical and inspiration for countless missionaries; John Bird Sumner (d. 1862), much more orthodox Archbishop of Canterbury; William J. Cory (d. 1892), Fellow, poet, and university reformer; Rupert Brooke (d. 1915), Fellow and poet; Frank Ramsey (d. 1930), Fellow, mathematician, and philosopher; Roger Fry (d. 1934), Fellow, art theorist, and painter; M. R. James (d. 1936), Provost, bibliographical scholar, and author of ghost stories; Karl Pearson (d. 1936), maverick pioneer in, among other things, statistics and eugenics; John Maynard Keynes (d. 1946), Fellow and Bursar, economist, statesman, and patron of the arts; Sri Aurobindo (d.1950), Indian sage and philosopher; Alan Turing (d. 1954), Fellow, mathematician, wartime cryptographer, and one of the originators of the computer; Edward Dent (d. 1957), Fellow, and pioneer musicologist; Sir John Marshall (d. 1958), archaeologist, discoverer of the Indus Valley civilisation; A. C. Pigou (d. 1959), Fellow, pioneer in welfare economics; Sir Arthur Waley (d. 1966), translator of Chinese and Japanese poetry; E. M. Forster (d. 1970), Honorary Fellow, novelist, and writer; Patrick Blackett (d. 1974), Fellow, Nobel laureate in physics; Philip Noel-Baker (d. 1982), MP, three times Olympic athlete, and winner of the Nobel Peace Prize; Sir Edmund Leach (d. 1989), Provost, social anthropologist; Patrick White (d. 1990) novelist and Nobel laureate in literature; Richard Stone (d. 1991), Fellow and Nobel laureate in economics; Sir Bernard Williams (d. 2003), Provost, moral philosopher. An engaging portrait of King's in the late twentieth century may be found in *A Book of King's* edited by Karl Sabbagh, published in 2010.

2. THE STRUCTURE OF THE COLLEGE

King's formal constitution is set out in the **Statutes**, and supplemented by lesser rules of procedure known as **Ordinances**. The Statutes are binding, legal rules, descended from those which King Henry VI laid down when he founded the College in 1441, and they can be changed only with the permission of the Queen in Council: that is to say, they have the force of an Act of Parliament. The Statutes define the King's College of Our Lady and Saint Nicholas in Cambridge as 'a place of education, religion, learning, and research'.

The head of the College is the **Provost**, Professor Ross Harrison. The Provost chairs major committees and is responsible for the good government of the College. The Provost must live in the College (in the Provost's Lodge) during Full Term, and is the only person allowed to live in the College with his or her family. On the resignation, retirement, or death of a Provost, a new Provost is elected by the Fellows.

The Provost's deputy is the **Vice-Provost**, Dr Basim Musallam. The Vice Provost is elected from among the Fellows for a period of five years, and takes over in the Provost's absence.

By Statute, there must be at least 46 **Fellows** of the College. In recent years, there have been around or just over 100. Most Fellows belong to one of four categories: Research Fellows (generally young post-doctoral scholars), Ordinary Fellows (mostly University Lecturers or Readers, but some employed entirely by the college to supply undergraduate supervision), Professional Fellows (who hold Professorial appointments in the University), and Life Fellows (those who have been Fellows for at least twenty-five years and have normally retired from University teaching positions). All Fellows apart from Life Fellows are expected to take part in undergraduate teaching within the college. The principal Educational Officer is the **Senior Tutor**, Professor Robin Osborne, who, with a small team of Tutors has overall responsibility for the educational work of the College. The Administrative Officers among the Fellowship include the **Dean**, the Rev'd Dr Jeremy Morris; the **First Bursar**, Dr Keith Carne, who is responsible for the College's finance and budgets and runs the administration; the **Organist and Director of Music**, Mr Stephen Cleobury, the **Librarian** Mr Peter Jones, and the **Head of Development** is Ms Julie Bressor.

Governing Body

All the Fellows, with the Provost as chairman, make up the Governing Body, which is the sovereign decision-making body in the College. The Governing Body also includes four representatives elected annually from among the undergraduate and graduate students. The Governing Body meets twice each term.

College Council

The day-to-day running of the College is handled by the College Council, which meets fortnightly on Tuesday afternoons during Full Term, and oversees all educational and financial matters. Chaired by the Provost, and with the principal College Officers (the Vice-Provost, the Senior Tutor, and the First Bursar) in attendance, its members are elected by the Governing Body, in the case of Fellows, and by Junior Members (in the case of graduate and undergraduates).

Committees

In addition to the Council, other **standing committees** include the Investment Committee, which oversees the College's investments, the Finance Committee, which draws up the initial annual budget and monitors expenditure, the Buildings and Safety Committee, which looks after the College's buildings, and many more (e.g. Catering, Computing, Chapel, Gardens, Library). Virtually all committees include undergraduates and graduate students as well as Fellows. All are responsible to the Council and/or the Governing Body.

Senior Members

Six years and one term after matriculation, all those who have taken a Bachelor of Arts degree become eligible to take the degree of Master of Arts. All members of the College with an MA or higher degree (an MPhil, PhD, etc.) are Senior Members of the College, and are kept informed through an Annual Report of the educational and general condition of the College and the activities and achievements of other members, and they have standing invitations to visit as the College's guests. Relations with Senior Members are handled by the Vice-Provost and the Director of Development.

Junior Members

Members of the College who are resident in Cambridge and studying for a degree are classified as Junior Members and are said to be *in statu pupillari*. There are around 400 **undergraduates**, almost all studying for the BA degree. Junior Members also include **graduate students** (students reading for a higher degree: MPhil, PhD, etc.). There are around 250 graduate students in King's.

By Statute, there must be among the Junior Members at least 48 **Scholars**, who include Choral Scholars and those elected to Scholarships following excellent performance in University examinations. New Scholars are admitted by the Provost in an annual ceremony in the Chapel.

Student Representative Bodies

At matriculation, all students are eligible to become members of **King's College Graduate Society (KCGS)** or **King's College Students' Union (KCSU)**. These bodies have a duty to represent and promote the needs and aspirations of Junior Members within the College. They administer a range of facilities, which include the Boat House, sports fields, squash courts, dark room equipment, and televisions, and funds are also provided for particular activities and clubs. A portion of each student's College Fee is allocated annually by the College Council to fund KCGS and KCSU. Each body has its own management committee with a number of officers who are elected annually.

Both bodies are governed by the 1986 and 1994 Education Acts, which require, *inter alia*, that student union premises and facilities not be denied to anyone on the grounds of their beliefs or politics, that students have a right not to be a member of the union or to be represented by it, and that students who decide to opt out may not be unfairly disadvantaged in the provision of services or otherwise. The College has a responsibility for ensuring that all students are aware of these rights.

Health & Safety

King's College Health Safety and Compliance Policy sets compliance standards and meets its legal obligation to ensure so far as reasonably practicable the health, safety and welfare of all those who are employed by the College and those who may be affected by what it does. A copy of this policy is available from the Health, Safety and Compliance Officer.

As students, your obligations and responsibilities are contained in this booklet. You are required by the College to act in accordance with the matters recorded in this booklet as they affect you and what you may be doing and how this impacts upon others.

The undergraduate and graduate members of College Council and of Committees are the most appropriate people through whom to raise any concerns. But pressing concerns over the way in which the College operates in this important area should be addressed in writing to the Health Safety and Compliance Officer.

Administration and Staff

College has over two hundred full-time and part-time staff. The staff most directly involved in education – those in the Tutorial Office, the Library, and the Computing Office – are described in the relevant section below. Other branches of the administration, and key staff within them, are as follows.

The **College Office**, in the Old Lodge, contains the Provost's office, the Accounts Department, and the offices of the Bursars. The First Bursar's Assistant is Ms Jane Readman. Mrs Joanne Preston is the Personnel Manager and responsible for all personnel matters.

The offices of the **Catering Department** are on the first floor of the Keynes Building. The Catering Manager is Mr Jason Waterfield. He and his staff are responsible for catering in the College and for arranging conferences. The Buttery Manager is Mr Vincent Fusiello. The Bar Manager is Mr John Dunlop. The Butler, Mr Mark Smith, keeps the College's wine and silver; his office is in the Pantry.

The **Maintenance Department** is on Q staircase. The Clerk of Works, Mr Peter Young, is responsible with his staff for maintenance, minor building works, and redecoration. The **Housekeeping Department** and the Housekeeping and Furniture Manager, Mr Andrew Packman, are based on Q staircase. The Head Gardener is Mr Duncan Baxter.

The **Porters' Lodge** is run by the Head Porter, Mr Carl Hodson. Senior Porter is Noel Parris and Porters are Christopher Clarke, Marcus Barrett, Philippe Hengl, Ian Gray, Anton Kondraatjev, Aldona Malizewska, Michael Page, Brett Scrivener, Stephen Turkentine, Peter Welford and Mike Young. The telephonist is Terri Hall. You will find that you need the help of the Porters on a wide range of matters, many of them seemingly trivial; but you should remember that the Porters' main responsibility is for the security of the College and the safety of its members. You should always follow their instructions promptly (should you ever want to query them, do so politely, and do so later!). In emergencies, especially outside office hours, the Porters should always be contacted at once.

Equal Opportunities

King's College pursues a policy of equality of opportunity in education and in employment. The overall implementation of this policy is primarily the responsibility of the College Council; all members of the College, and members of the staff, are required to assist in its implementation. More immediate tutorial involvement is maintained by Dr Lori Allen, the Equal Opportunities Tutor.

The College seeks to provide an environment for students, staff, and Fellows free from unlawful or otherwise unjustifiable discrimination (which can include harassment) and to foster mutual respect and consideration. It repudiates any form of harassment of either women or men on grounds of sex, sexual orientation, race, ethnic origin, colour, religion, disability, nationality, or national origin. The College regards harassment of any form as prejudicial to mutual respect and it seeks to ensure that such harassment does not arise.

Data Protection

The College holds personal data on students in its computers, and is registered for the purpose under the provisions of the Data Protection Act (1998).

Complaints Procedure

The College welcomes comments and suggestions from students. Students wishing to make a suggestion or comment about the functioning of the College, including educational and academic arrangements, the conduct of Senior Members or staff, the provision of domestic and financial services, and the services or activities of the student representative bodies (KCGS and KCSU), may do so informally by contacting the person in charge of the relevant area, or by raising the matter with a Tutor or the Senior Tutor. Occasionally, however, a student may wish to make a complaint, in which case he or she should do so by following the code of practice, a copy of the full text of which is available from any Tutor, the Tutorial Office, or the Chaplain, and is on the College website

at:<http://www.kings.cam.ac.uk/intranet/students/complaints.html>. The College expects that normally complaints will be dealt with informally in the first instance, either directly with the persons concerned, or through a Tutor or the Chaplain. In cases where a matter cannot be resolved informally, the code of practice provides for a formal complaint, usually in the form of a letter to the Senior Tutor, who will then initiate an investigation, and also for appeals to the College Council. Students with a complaint should seek to bring it to the attention of the College using the procedure outlined in the code of practice as soon as possible following the occurrence of a problem.

3. EDUCATION

Term and Full Term

The academical year begins on 1st October. It is divided into three Terms, Michaelmas, Lent and Easter (there is an additional Research Term during the summer when undergraduates generally are not present). Formal teaching, e.g. lectures, practicals, and supervisions, takes place only during a shorter period called Full Term. The Michaelmas and Lent Full Terms are each about 60 days long. The Easter Full Term is usually 53 days. The dates of Full Term vary from year to year, but each Full Term begins on a Tuesday and ends on a Friday. Lectures begin on the first Thursday of Full Term and end on the final Wednesday. The dates for 2011-2012 are:

	Full Term	Term
Michaelmas	4 October - 2 December	1 October - 19 December
Lent	17 January - 16 March	5 January - 24 March
Easter	24 April - 15 June	17 April - 25 June

Undergraduates must be in residence during the whole of Full Term (see below, under 'Residence Requirements'), and must devote themselves full-time to their studies.

Tutors and Directors of Studies

You will come across a wide range of Fellows of the College in different circumstances, but there are two groups of Fellows who are particularly responsible for your welfare, both academic and personal: the Tutors and your Director of Studies (DoS).

The team of Tutors has overall responsibility for your educational and general well-being while you are in Cambridge. Tutors offer advice not only about academic study in general, but also on problems, academic or personal, serious or not, arising out of College or University life. If you find yourself in difficulty and wish to ask for help from the College, if you are in doubt about whether a proposed course of action is allowed by College rules, or if you need advice about your life in College from someone not directly involved in your academic subject, you should normally consult a Tutor. Tutors also normally represent students in any formal dealings with the College and the University. You may consult any of the other Tutors, in confidence, on any matter that may arise, but it is normally appropriate to consult the Assistant Tutor if your concern is with accommodation, the Bursarial Tutor if your concern is financial etc. One Tutor or other has a 'Tutorial Hour' each weekday, and you should make use of that hour if your concern is urgent; or you should email tutor@kings.cam.ac.uk asking to see a Tutor and a Tutor will contact you suggesting a time to meet. A list of all Tutors, with their rooms and how they may be contacted, is given in the next chapter.

All undergraduates have a Director of Studies who is normally a Fellow of the College, although in a few smaller subjects there are 'external' Directors of Studies, who are usually Fellows of another College.

Your **Director of Studies** will oversee your progress in your academic subject, will advise on the lectures to attend, on vacation reading, and on preparation for examinations. He or she will organise your supervisions (see below) and other College instruction, which may include seminars and classes. If you find you are struggling with your academic work, that you are not

understanding the material or managing to keep up with the volume of work set, you should consult with your Director of Studies. The names of Directors of Studies in the various subjects may be found in the relevant section below.

Teaching Arrangements

University instruction consists of lectures, seminars, demonstrations and practical work. This is organised by and normally takes place in Faculties and Departments of the University, and members of all Colleges participate together. The annual lists of University lectures are published on the University website. You may attend lectures in any subject (with very few exceptions – the only constraint is your own timetable.) Graduate Students may find it particularly useful to attend undergraduate lectures in cognate areas. The Faculties and Departments are also responsible for setting the papers for Tripos Examinations, past copies of which may be consulted in the College Library.

Supervisions are the mainstay of College teaching. They usually last for an hour, with students either singly or in small groups going over, with a teacher appointed by the Director of Studies, some written work completed by the students in advance. The point of supervisions is to advance from the position you have got to by your independent efforts. Supervisions provide an opportunity for you to clarify any aspect of your work that you are unclear, puzzled, or intrigued about. Your supervisors will normally give written comments on your work, but you should also take notes on the discussion: do not assume you will remember the points that are made. The supervision system is extremely flexible and you should try to make the most of this. You are expected to take responsibility for your own learning.

Supervisions are arranged by Directors of Studies and undergraduates should not approach or make arrangements with supervisors without the permission of their Director of Studies. Work should be submitted as required for supervisions, and all supervisions must be attended. Anyone unable to attend a supervision, because of illness or for any other reason, **must notify the supervisor in advance** (normally by e-mail copied to their Director of Studies). Failure to do so except in real emergencies may result in a student being charged for the missed supervision (£35). If supervisions are missed, work is not submitted in advance, or submitted work is of an unacceptable standard, supervisors are expected to report this immediately and your Director of Studies will discuss the matter with you. Repeated failure to attend supervisions or to submit adequate work on time, students will be subject to serious disciplinary action. Supervisors write reports at the end of every term on each student. These reports guide your Director of Studies and the Senior Tutor as to your progress, and are open to you so that you can assess your own progress.

Qualifying for a Degree

In order to qualify for a degree, undergraduates must: (a) pass their necessary University examinations, (b) fulfil the residence requirements of the University, and (c) receive the recommendation of their College for having conducted themselves well during the period of their studies.

- (a) Your Director of Studies will explain which examinations you must pass to qualify for your degree. The regulations can be found in the University's Guide to Courses. Most of the principal examinations are held during the Easter Term and are called **Tripos Examinations**; timetables are published in advance. The College Council elects to Scholarships those who excel in the examinations.

- (b) **Residence Requirements** for proceeding to the BA degree are that an undergraduate shall have kept nine Full Terms of actual residence. To 'keep' Full Term undergraduates must be in Cambridge every night. If they spend a night away from Cambridge during Full Term, they must make up the Full Term period by residing for extra nights during the rest of Term. In order for a day to count towards residence (except the day on which you leave at the end of each term, which also counts), you must spend the following night in your Cambridge accommodation. Undergraduates who need to spend a night away must get the permission of a Tutor and must sign the Exeat and Rediit books at the Porter's Lodge (see below).
- (c) Anyone whose **general conduct** falls persistently below the standard expected may be required by the College Council to leave the College, and the College will not recommend for a degree anyone who brings him or herself or the College into disrepute.

Plagiarism

Copying of someone else's work without due indication and acknowledgement (quotation marks and footnotes) is plagiarism. So is re-wording someone else's work in order to present it as your own without acknowledging your intellectual debt. **Plagiarism is a breach of trust and a serious offence against some of the most central values of academic life.** In examinations and formal assessed work it is regarded by the University as a most serious form of 'unfair means' (i.e. cheating). The University's Court of Discipline has the power to deprive culprits of membership of the University, and to strip them of any degrees awarded by it. Plagiarism is equally serious in unassessed supervision work. It is an insult to the supervisor to whom it is submitted, it is dishonest, and it is a waste and abuse of the educational opportunity of studying here. The College regards plagiarism in supervision work as 'neglect of study' and disciplinary action will be taken. The College Council has the power to require culprits to withdraw permanently from the College.

It is your responsibility to make sure that you acknowledge intellectual debts. This may mean substantially revising some study habits you have learned at school. Some students fall into plagiarism by taking excessively full notes, or by marking up or highlighting photocopies of articles or courses or lecture notes, and then using these excessively faithfully in writing. These are bad study habits in any case. Your notes should consist in the main of a summary in your own words, and this should be clearly distinguished from direct quotations and other information you need to record verbatim such as mathematical formulae, etc. If you download material from the Internet, keep a note of the source from which it comes, in case you wish to refer to it. You should take your own notes on this material, as you would from an article or from a book. (In fact, because Internet material has generally been subject to little editorial control, you should treat it with extra scepticism.) Copying Internet material directly into an essay is plagiarism.

If a supervisor detects or suspects plagiarism, he or she will report this to the Director of Studies and to the Senior Tutor. You will then be expected to submit all future work electronically to the Senior Tutor's Assistant for electronic checking. If any further incident of plagiarism is detected you will be asked to leave the college.

Further guidance about how to conform to proper academic conventions and how to avoid plagiarism is available at <http://www.admin.cam.ac.uk/univ/plagiarism/> .

Change of Subject

The Tripos system means that it is often possible to change subject during a BA degree, although this is normally possible only after completing a Part I exam.

Anyone considering changing subject must first consult the Director of Studies in the new subject and discuss the possible move with one of the tutors. The permission of the Senior Tutor will be required, and this will be given only when there is a good reason. You also need permission from the Senior Tutor if you wish to remain for a **fourth undergraduate year** of residence, if your initial subject is not a four-year course. In subjects such as Engineering and Natural Sciences, where students can graduate after either three or four years, permission to remain for a fourth year is conditional on satisfactory academic performance (i.e. achieving a 2.1 or better).

In exceptional circumstances, on the recommendation of the College, the University may grant permission for students to **degrade** or **intermit** (i.e. to leave Cambridge for a period before returning to continue their studies). The usual reason for this is acute ill health. If you foresee any grave circumstances that might prevent you from continuing with your studies, you should consult one of the Tutors as soon as possible. When necessary, the Tutor will correspond with Local Education Authorities (LEAs) on these matters; you should not write to LEAs on your own account without prior discussion with a Tutor.

Failure in Examinations

Undergraduates who fail in a University examination will, other than in exceptional circumstances, be required by the College Council to leave the College. In such cases, a student may appeal to and appear before the Council if he or she wishes.

The University does not allow students to re-take Tripos examinations. In special circumstances (e.g. grave illness), the College can apply on a student's behalf to the University for a student to be 'allowed' a Tripos examination. This allows the student to proceed to the next year's study without having passed the previous year's examinations. Normally, however, a student who fails a University examination has to leave Cambridge. Fortunately, this is very rare.

Libraries

The **College Library** (which includes the **Rowe Music Library**) is in Webb's Court. Opening hours when members of staff are present are weekdays 9am to 5.30pm. Entry to the Library at other times is by the University Card. The Library may be closed for some time over Christmas and the New Year – details will be circulated in advance. The Library is open to all members of the College and books may be borrowed. In addition to being a working library for students, the Library houses many rare books and special collections of manuscripts, and music. The **Librarian** is Mr Peter Jones, and the **Assistant Librarian**, Mrs Wai Kirkpatrick, is in charge of the day to day running of the Library. It is advisable to look in the College Library for any recommended course books before buying them. Students are encouraged to recommend the purchase of books that they find are needed for their courses.

Members of other colleges may not use the College Library except with special permission. Do not invite friends from other colleges to use the Library, and if you see anyone in the Library whom you think may not be a member of the College, please inform the Library staff.

The **University Library** is open from 9am to 7pm on weekdays (until 4.45pm on Saturdays) and from 9am to 10pm for the first six weeks of the Easter Full Term. All students may consult books in the University Library. Third and fourth year undergraduates may borrow books for up to two weeks. Most Departments and Faculties also have their own libraries. For further information about libraries, museums, etc., see the University website, and the University Guide to Courses and Cambridge University Libraries Directory, both of which are available in the College Library.

Computers

The College's **Computer Officers** (Michele Portelli & Mark Andrews) have their offices on the third floor of the Keynes Building. They are available to help with students' enquiries concerning College computing facilities, at computer.officer@kings.cam.ac.uk.

The **Turing Room** (in the basement of E staircase in Gibbs' Building) is for undergraduate and graduate use and contains a number of computers (all linked to the University's network and hence to email accounts) together with printing facilities (for which charges are made). Access to the Turing Room is by the University Card. Printing is charged by a top up credit system. Further information can be found online at <http://www.cam.ac.uk/cs/pwf/print/credit.html>

All College rooms have a **network connection terminal**. You will need to apply online for an IP address to use this for connecting your own computer to the Internet through the University network.

You are provided with and have to sign for a **computer account and email address**. These allow access to the College and University computing networks. By signing for your computer accounts, you are agreeing inter alia to the following conditions:

- a. Your account is personal and must not be used by another person.
- b. You may not use your account for commercial purposes. Specifically, you may not quote a 'cam.ac.uk' email address in a commercial context.
- c. You may not interfere with another user's facilities, this includes generating excess loads on the network.
- d. You may not use the Internet for illegal activities such as sending or receiving pirated media, or for pornography and you may not send bulk unsolicited email ('spam').
- e. You must ensure that your computer is automatically updated with operating system updates as they are released AND that your computer has Anti-virus software which is updating automatically.

This is a summary of the main restrictions governing use of the College and University computing facilities. Details of all the regulations are provided in the following web pages:

<http://www.cam.ac.uk/cs/ipcond/index.html>

<http://www.admin.cam.ac.uk/committee/isss/rules/isss.html>

<http://www.admin.cam.ac.uk/committee/isss/rules/guidelines.html>

<http://www.admin.cam.ac.uk/committee/isss/otherguidelines/network/cudnrules.html>

<http://www.ja.net/documents/publications/policy/aup.pdf>

Scholarships and Prizes

In July, following the principal University examinations, the College Council elects junior members to Scholarships and it also awards prizes. In addition, the College holds regular competitions or makes awards for the following prizes:

Bertram Faulkner Prize, for a member of the College who makes a significant contribution to fields of musical scholarship, performance, composition, or criticism.

Gollin Book Prize in Music. This prize was founded in 1948, in memory of Edward Marcus Gollin of 1928, who was Secretary of KCMS.

James Essay Prize. The James Prize was instituted in 1786 by the Rev T. James (Fellow and Tutor and later Headmaster of Rugby). Originally it was awarded for declamations. Subsequently, it became an Essay Prize. Until 1963 the competition was compulsory for all undergraduates.

John Rose Prize, for a short essay explaining a difficult scientific principle.

Rowe Prize, for undergraduates reading science or philosophy and showing an original, creative, and enthusiastic approach.

Rylands Prize. Using funds from the George Rylands Fund, which was established in 1989 with a donation from the late Sir John Plumb, this prize has been awarded since 2004 for the best entry to the annual Rylands Art Exhibition, open to all Members and staff of the College.

Susie Gautier-Smith Prize is awarded to a student making a large contribution to drama. This prize was founded in 1996 in memory of Susie Gautier-Smith, an undergraduate 1983-86.

Tilley Prize, for exercises in French. This prize was founded in 1944 in memory of Dr Arthur Augustus Tilley, Scholar of 1871 and eventually Senior Fellow who, as Lecturer in French from 1896 to 1922 built up the Modern Languages side of the College.

The University also offers prizes and scholarships for musical and literary compositions, reading, or performance in examinations. Details of these are published in the University Reporter, but a short list is printed at the end of the University Handbook.

After Graduation

Undergraduates who are interested in doing **research** at Cambridge or elsewhere after graduation should take an early opportunity to discuss the matter with their Director of Studies. In particular, it is advisable to begin to discuss funding early in your final undergraduate year. Advice is also available through many University Departments or Faculties. There are a number of funding bodies for awards that provide financial support for research. These awards are not dependent on your parents' income and cover both fees and living costs. Arts students apply for awards from the Arts and Humanities Research Board; economists and social scientists apply for Economic and Social Research Council awards; scientists and mathematicians for various Research Council or similar awards through their University Departments. Students wishing to go to **overseas universities** after completing their course at Cambridge should consult their Director of Studies and the Bursarial Tutor at least a year ahead about awards for which they may be eligible.

The College has funds available for **studentships**, awarded competitively each year, for students wishing to undertake postgraduate work at King's. Information on these is available from the Graduate Tutor's secretary.

The **University Careers Service**, Mill Lane, has a large range of facilities including an excellent information room that can be visited at any time. Appointments can also be made for personal interviews and advice, or for assessments using specialised computer software. First- and second-year students are advised to visit the Careers Service quite early in the academic year if they are interested in summer placements.

King's College Association (KCA), which all King's members have the opportunity to join at graduation (life membership costs £5), organises a number of evenings when non-resident members of the College return to share their experiences of working in particular fields. Details of these meetings are circulated in advance.

4. THE TUTORS AND THE TUTORIAL OFFICE

The Tutorial Office is located on the ground floor of F Staircase, in Gibbs' Building. The educational life of the College is administered from here. If you have any questions about life in the College and are not sure whom to ask, please come and ask in the Tutorial Office where someone will be able to help you. Messages may also be left there or appointments made for any of the Tutors or Directors of Studies. The Tutorial Office is open from 9 am to 1 pm and 2 pm to 5.30 pm Mondays to Fridays.

Tutors

The Tutors have regular times, posted outside the Tutorial Office and on the Tutorial notice board outside the Porters' Lodge, when they are available to see students without appointments on a first-come, first-served basis. Tutors may also be contacted through the Tutorial Office (see below) during office hours or by sending an email to: tutor@kings.cam.ac.uk. In cases of emergency at other times, please ask the Porters to contact one of the Tutors.

Professor Robin Osborne is a classicist. He is the Senior Tutor.
Room: F2 (Tutorial Office). Email: senior.tutor@kings.cam.ac.uk

Dr Jennifer Regan-Lefebvre is a historian. She is Assistant Tutor and has particular responsibility for accommodation issues. Room: G5. Email: jr525@cam.ac.uk

Dr Jeremy Morris is a historian and Dean of Chapel (see below). He is Tutor for Graduate Studies. Room: H2. Email: graduate.tutor@kings.cam.ac.uk

Dr Stefan H Uhlig is a scholar of English. He is the Admissions Tutor.
Room: H3. Email: sh136@cam.ac.uk

Dr David Munday is a physicist and also the Bursarial Tutor.
Room: E3. Email: djm1@cam.ac.uk

Dr Lori Allen is an anthropologist. She is the tutor with particular responsibility for equal opportunities. Room: Y6. Email: laa29@cam.ac.uk

Lay Dean

Dr John Barber is a historian and political scientist. He is Lay Dean and responsible for implementing discipline and giving permission for student events and parties. Room H2.
Email: laydean@kings.cam.ac.uk

Dean

Rev'd. Dr Jeremy Morris is a historian. He officiates at services in the Chapel and deals with related matters. Room: H2. Email: dean@kings.cam.ac.uk

Chaplain

Revd Richard Lloyd Morgan is a professional opera singer as well as being a priest. He works in an informal way among students and staff, getting to know people and offering help and support on a personal basis. As priest in the Church of England, he works with the Dean of Chapel on services and related matters. By long tradition, the Chaplain is not a Fellow and is not

involved in the administration of the college, except in as far as it concerned the college Chapel.
Room: S1. Email: chaplain@kings.cam.ac.uk

Praelector

Dr Nicholas Marston is a music scholar. He is concerned with the administration of matriculation and with presenting candidates for admission to degrees in the University when they have completed their studies. Email: njm45@cam.ac.uk

Designated Premises Supervisor

Dr David Munday is the College Designated Premises Supervisor ("licensee") and all sale and consumption of alcohol, all public entertainment, music, film projection, and performances etc. in any part of the College are subject to his approval. He must be consulted as well in advance as possible. Room E3. Email: djm1@cam.ac.uk

Tutorial Office Staff

Janet Luff is the Senior Tutor's Assistant. She oversees the Tutorial Office and handles correspondence and messages for Prof Robin Osborne.

Room: F2. Tel: (3)31336. E-mail: janet.luff@kings.cam.ac.uk

Maria Bossley is the PA to the Bursarial Tutor. She deals with student loans, grants, and financial queries and can take messages for Dr David Munday. She also deals with CamCORS (supervision database).

Room: F1 (rear). Tel: (7)67487. Email: maria.bossley@kings.cam.ac.uk

Patricia Edge is the Tutorial Assistant. She maintains the database for the College collection of art, and assists in the Tutorial Office.

Room: F2. Tel: (3)30164. Email: patricia.edge@kings.cam.ac.uk

Kristy Guneratne is the Undergraduate Admissions Administrator and Schools Liaison Officer. She handles applications for undergraduate admissions and assists the Admissions Tutor. She also visits schools to talk about the admissions process and encourage applications and runs the Open Days within the College.

Room: F2. Tel. (3)1417 Email: undergraduate.admissions@kings.cam.ac.uk

Bronach James is the Secretary to the Praelector and to the Lay Dean. She handles arrangements for admission to degrees in the University. She also organises arrangement for depositing luggage in trunk rooms during vacations.

Room: F2. Tel: (3)31236. Email: bronach.james@kings.cam.ac.uk

Tom Cumming is the Accommodation Officer. He handles student accommodation and all room bookings and can take messages for Dr Jennifer Regan-Lefebvre. Room: F2. Tel (7)69473. Email: accommodation.officer@kings.cam.ac.uk

Caroline White is the Tutorial Assistant for Graduates. She handles applications for Graduate Admissions and the administration for current graduates and correspondence for the Graduate Tutor.

Room: F1. Tel (3)331421. Email: caroline.white@kings.cam.ac.uk

5. DIRECTORS OF STUDIES AND OTHER TEACHING OFFICERS & FELLOWS

*Italics denote a Director of Studies. * denotes an external Director of Studies*

Anglo Saxon, Norse and Celtic	<i>Dr Judy Quinn* (Faculty)</i>
Archaeology & Anthropology	<i>Professor Caroline Humphrey</i> <i>Dr James Laidlaw</i> Dr Perveez Mody Professor Robert Foley Adam Higazi Professor Alan Macfarlane Dr Anastasia Piliavsky
Architecture	<i>Dr Felipe Hernandez</i> Dr Nick Bullock
Asian & Middle Eastern Studies	<i>Dr Lori Allen</i> <i>Dr Amal Marogy* (Faculty)</i> Dr Basim Musallam Professor Yasir Suleiman
Chemical Engineering	<i>Dr Geoff Moggridge</i> <i>Dr. Sarah Rough</i>
Classics	<i>Professor Simon Goldhill</i> <i>Dr Rosanna Omitowoju</i> <i>Professor Robin Osborne</i> Professor John Henderson Dr Mairead McAuley
Computer Science	<i>Dr Simone Teufel</i> Dr Ken Moody
Economics	<i>Dr Guilherme Carmona</i> <i>Dr Aytek Erdil</i> <i>Dr Elisa Faraglia</i> <i>Mr James Trevithick</i> Professor Bob Rowthorn Professor Hamid Sabourian
Education	TBA

Engineering	<i>Dr Nick Atkins</i> <i>Dr Tim Flack</i> <i>Dr Cesare Hall</i> Dr Tawfique Hasan Professor Cam Middleton Professor John Young
English	<i>Professor Pete de Bolla</i> <i>Dr Stefan H Uhlig</i> <i>Dr Nicolette Zeeman</i> Dr Rowan Boyson Dr David Hillman
Geography	<i>Dr Jude Browne</i>
History	<i>Dr Jennifer Regan-Lefebvre</i> Dr Stephen Alford Dr Victoria Harris Dr Istvan Hont Peter Jones Professor Gareth Stedman Jones Dr Michael Sonenscher Professor Megan Vaughan
History of Art	<i>Professor Jean-Michel Massing</i>
Law	<i>Dr Brian Sloan</i>
Linguistics	<i>Dr Napoleon Katsos*</i> Dr Bert Vaux
Management Studies	<i>Dr Matthew Jones* (Judge Institute)</i>
Mathematics	<i>Dr Nathanael Berestycki</i> <i>Professor Anne Davis</i> <i>Professor Martin Hyland</i> <i>Professor Richard Jozsa</i> <i>Dr András Juhasz</i> Dr Keith Carne Prof Herbert Huppert Dr Jonathan Pridham Dr John Stewart
Medical Sciences	<i>Professor Ashley Moffett (Pre-Clinical)</i> <i>Dr Sarah Crisp (Clinical)</i> Dr. Francesco Colucci

Professor James Fawcett
Professor Barry Keverne

**Modern and
Medieval Languages**

Dr Bill Burgwinkle
Dr Rory O'Bryen
Dr Godela Weiss-Sussex
Dr Alexander Etkind

Music

Dr Nicholas Marston
Mr Stephen Cleobury
Professor Iain Fenlon

Natural Sciences

Dr Sebastian Ahnert (Physics/related subjects)
Professor Michael Bate (Biological Sciences)
Dr. Andreas Bender (Chemistry)
Dr Jules Griffin
Dr David Munday
Dr Camille Bonvin
Richard Merrill
Professor Anne Cooke
Professor Chris Gilligan
Professor Gillian Griffiths
Professor Richard Lambert
Dr Sarah Lummis
Dr Elizabeth Murchison
Dr Rob Wallach

Philosophy

Dr Anna Alexandrova
Lorna Finlayson
Professor Ross Harrison
Jessica Leech

**Politics, Psychology
& Sociology**

Dr Christopher Brooke
Dr David Good
Dr Darin Weinberg
Dr John Barber
Professor John Dunn
Dr Sharath Srinivasan
Dr. David Stuckler

**Theology and
Religious Studies**

The Revd Dr Jeremy Morris

6. DISCIPLINE, PERMISSIONS, AND REGULATIONS

Matriculation is the procedure by which students become members of their College and of the University (*in statu pupillari*). In so doing, they agree to abide by the Statutes of both institutions. In the University the Proctors, and in the College the Tutors and Deans, have statutory powers of discipline which normally extend to such sanctions as fines and removal from College accommodation for breaches of rules or anti-social behaviour. Anti-social behaviour includes conduct that endangers, inconveniences, shocks, frightens, or provokes other members of the College, its staff, or visitors. The Bursar and Lay Dean also have power to charge for damage to property.

The Statutes of King's include the following:

1. All persons *in statu pupillari* shall:
 - observe the statutes, and obey all Ordinances and Regulations and all other orders, instructions, rules or regulations as may from time to time be issued by a duly authorised Officer;
 - apply themselves diligently to their studies;
 - show due respect and obedience to the Provost, Council, the College Officers and any person charged with directing their studies;
 - pay the fees and charges due from them to the College when requested to do so, and
 - conduct themselves in an orderly manner.

2. If any person *in statu pupillari* shall fail to behave in the manner prescribed in Section 2 of this statute, or shall act in a manner which is prejudicial to good order, the good name or the good governance of the College, the Council, or any College Officer so authorised by the Council, may impose such proportionate penalty on that person as the offence may in their judgement deserve.

3. The Governing Body shall specify by Ordinance the procedures for regulating and reviewing disciplinary decisions of College Officers, and of the Council. Such procedures shall afford the person subject to a disciplinary decision the right to a fair hearing and shall make provision, where the reviewing body considers it appropriate, for the original disciplinary decision to be quashed or a lesser or a greater penalty substituted.

The Lay Dean normally deals with disciplinary matters, in the first instance but he or she may refer a case to a Board of Discipline.

Removal from the College ('sending down')

A Board of Discipline may fine an individual, or remove him or her from College, either temporarily or permanently. This is known as being sent down. Any person who has been sent down may appeal against this to the College Council. He or she must do so within fourteen days of the Board's decision having been received, and he or she has the right to appear before

the Council in person, accompanied, if he or she so wishes, by a Tutor or by another Fellow of his or her choice.

Criminal Offences

The College will not tolerate criminal offences (including offences that involve drugs, assaults, wilful damage to property, frauds, or offences which adversely affect the safety and well-being of staff, other members of College, or visitors), actions bringing the College into disrepute, or persistent behaviour that is intolerable to other members of the College community. Any complaints received that allege behaviour of a criminal nature will be referred directly to the Police.

For further information on disciplinary matters, see the College's Statutes & Ordinances and the Compendium of University Regulations (available in the Library).

Absence from Cambridge, *Exeat* and *Rediit* Books.

Undergraduates wishing to spend one or more nights away from College must (a) consult a Tutor and (b) complete the *Exeat/Rediit* book in the Porters' Lodge. **In addition to providing evidence required for satisfying University residence requirements, this procedure provides the only indication that an undergraduate is away from the College intentionally and not because of an accident, and the primary means by which an undergraduate away from Cambridge can be contacted in an emergency.** Undergraduates wishing to spend **more than** one night away from College **must** obtain Tutorial permission by going to see a Tutor. **Failure to conform to these requirements will result in a fine.**

At the end of each term undergraduates must sign the *Exeat* book, declaring that they have been in residence for the prescribed number of nights (60 in the Michaelmas and Lent Terms and 53 in the Easter Term). This applies equally to students living out of College.

When an undergraduate returns into residence from vacation or *Exeat*, the *Rediit* book in the Porters' Lodge must be signed immediately (failure to do this may incur losing days of residence and having to make them up outside of Full Term). If an undergraduate living out of college returns too late to sign the *Rediit* book that night, the book must be signed the next morning.

Paid Employment

Students are expected to devote themselves full-time to their studies during Term. You may not accept paid employment during Term without the prior written approval of one of the Tutors. The College will normally give permission, subject to continuing satisfactory academic progress, for very limited work in College (such as library invigilation), but not for other employment. Students who find themselves in financial hardship should contact the Bursarial Tutor.

Animals

Animals may not be kept in, or brought into, the College, hostels, or lodgings.

Bicycles

All students' bicycles must be marked with a number allocated by the Head Porter. Any bicycle left anywhere in College not marked with a King's College number will be removed by the Porters, and disposed of at the end of the Research Term.

You are not permitted to ride a bicycle in the College grounds. Bicycles may not be taken into the Front Court, Bodley's Court, or elsewhere in College, including the path through the Fellows' Garden. Bicycles may be left only in the bicycle racks: any left elsewhere will be removed. Except with the Head Porter's permission, no other vehicles may be brought into the College.

The use of skateboards, scooters, and rollerblades is not permitted in College.

Collections

No collection, for charitable or other purposes, may be held in the College without permission of the Council. Permission is given only in exceptional circumstances.

Noise and Disturbance

Music, stereos, televisions, etc. must not be played in College or hostel rooms (private or public) between 11.00pm and 8.30am or at any other time in such a way as to disturb others, nor played anywhere in the College grounds or University precincts or on the river.

Disturbing other members of College is a serious matter; anybody who finds that he or she is being unreasonably disturbed should, if the matter cannot be amicably resolved directly, have no hesitation in informing the Porters, a Tutor or the Lay Dean, who will usually warn the person responsible in the first instance. Any student whose behaviour in College or hostel rooms repeatedly or persistently disturbs other residents will be fined or otherwise punished by the Lay Dean, and may be required to leave College accommodation.

Forbidden Items

Explosives may not under any circumstances be kept, nor fireworks used anywhere in the College or its hostels or lodgings. The use of paraffin heaters and lamps is forbidden, as is the use of disposable barbeques. Firearms (including air-guns) are prohibited anywhere on College property. Failure to obey these prohibitions would be regarded by the College Council as a serious disciplinary offence.

Gowns

Although gowns are required for a few official University occasions, most undergraduates have no need to attend these. You are advised not to buy a gown until you are able to judge whether you really need to own one.

Motor Vehicles

Parking and vehicular access are extremely limited in Cambridge, and the City Council and University have agreed that no student may keep a motor vehicle for use in Cambridge without the permission of the Senior Tutor and the Motor Proctor of the University. Permission is not normally given to undergraduates.

Parties

If you wish to hold a party with ten or more people attending in College, whether in your own room or in a College meeting room, **permission must be obtained in advance in person from the Lay Dean**. The Tutorial Office will provide a form, which must be completed and signed by all relevant officers including the Lay Dean, and then given to the Head Porter **at least five days** before the party is to be held. Various conditions govern parties and these are given in detail on the forms available from the Tutorial Office. In general, they require the party organiser to show due consideration toward other people living nearby and to College staff, to restrict the number of people attending, to **ensure that the party finishes by midnight** and, where a party is being held in a College meeting room, to ensure that relevant Licensing Regulations are complied with. The organiser will be held responsible for any breach of these conditions and for any damage that results from the party. **Parties are not permitted during the Easter Term Quiet Period.** This period runs from halfway through the Easter Term until the end of the Tripos examinations.

Roofs

Climbing on the roofs of College buildings is dangerous and strictly forbidden.

Selling Goods

No goods may be offered for sale within the College grounds without the prior permission of the Council.

Smoking

Smoking is not allowed in college with the following exceptions: smoking is allowed on the terrace outside the Beves Room, in the designated smoking area in Chetwynd court, and in such private rooms as are not designated non-smoking, except when others are present in that room as part of a working relationship.

Visas

The College are legally required to monitor overseas students with visas under the Points Based Immigration Tier 4 scheme. Further information will be available to you on arrival.

7. THE CHAPEL

A place of worship, a focus of College ritual and life, the home of the College's internationally renowned choir, an outstanding historical and architectural monument, a venue for a wide range of musical events, Cambridge's main tourist attraction – and your Chapel.

King's College requires no religious allegiance of its members; and you are welcome to attend all Chapel services whatever your own religious beliefs. Services are held during Full Term, part of the Research Term, and at Christmas and Easter. The sung services attract large congregations, while the said services are much more intimate occasions when small numbers enjoy meeting in one of the side chapels. The St Edward Chapel, to the left of the main Altar, is usually open for private prayer or quiet reflection. Several of the other side chapels on the north side house an exhibition on the history of the College and the building of the Chapel.

A booklet giving details of all the services in the Chapel is available to all members of College from the Chapel Administrator or the Porters' Lodge at the start of each term. The worship conducted in Chapel is according to the order of the Church of England. Members of all Christian denominations are welcome to receive communion or a blessing at celebrations of the Eucharist, and people of all faiths or none appreciate the meditative and reflective nature of choral services.

When attending services, arrive a short time in advance. You do not need to join the queue. Instead, mention to one of the Chapel staff that you are a member of the College so that you can be seated in the stalls reserved for College members and located just behind those used by the Choir. The Dean is the Revd Dr Jeremy Morris and the Chaplain is the Revd Richard Lloyd Morgan. The Director of Music is Mr Stephen Cleobury, the Chapel Administrator is Ms Janet Copeland and the Deputy Chapel Administrator is Mr Ian Griffiths: members of the College who use the Chapel are encouraged to introduce themselves to them.

As well as attending services, members of College are welcome to read the lessons and serve at communion services. The Chaplain, who organises this, is always eager to involve more people in these ways; let him know, by e-mail or otherwise, if you would like to help. Resident members of College may be baptised, confirmed, and married in Chapel; again, talk to the Chaplain for details. All members of the College are entitled to visit the Chapel at any time that it is open to the public and can take guests with them, should they wish to do so.

The Chaplain will assist members of any religion seeking social or religious contacts among people of their own faith. There are a number of University Chaplains and religious societies; do ask the Chaplain or in the Tutorial Office if you need advice.

8. FINANCIAL MATTERS

The Bursarial Tutor helps all students with financial matters, whether personal or concerned to do with their studies. He will be glad to discuss any issues and to explore whether the College might help. The College has limited funds that can be used to make loans or grants. They allow members of the College to participate more fully in many different aspects of life here, both academic and non-academic, as well as in cases of hardship. He will arrange a brief meeting with each fresher at the beginning of the Michaelmas Term.

Tuition Fees and Living Expenses

As an undergraduate at King's, you need to pay University and College Tuition Fees, and your own living expenses. Government loans are often available to cover at least part of these costs, and in that case fees are usually paid directly to the College.

For 2011/12 annual undergraduate fees are as follows:

University Tuition Fee

UK and EU students	All subjects	£3,375
Overseas students	Arts subjects	£11,829
	Science subjects*	£18,000*
	Clinical subjects*	£28,632

* £15,480 for continuing undergraduate overseas students studying science and clinical subjects in 2011-12

College Fee

Private and Overseas	All subjects	£4,728
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Details of the financial assistance for new UK and EU students (all known as 'home' students) from 2011-12 are available from the following funding organisations depending on where you are resident.

Students from England: Student Finance England: Tel. 0845 300 5090
www.direct.gov.uk/studentfinance/

Students from Northern Ireland: Student Finance ni. Tel. 0845 600 0662
www.studentfinancenl.co.uk/

Students from Scotland: Student Awards Agency for Scotland. Tel. 0300 555 0505
www.saas.gov.uk

Students from Wales: Student Finance Wales. Tel. 0845 602 8845
www.studentfinancewales.co.uk

Students from the EU: Student Finance Services European Team Tel. +44 (0) 141 243 3570
www.direct.gov.uk/studentfinance/

The University estimates that typical term-time living costs (covering room rent, kitchen and food charges, utilities, clothing, entertainment etc based on an academic year of 30 weeks) for students at Cambridge are circa £7,170 per year. This will therefore require extremely careful budgeting.

It is easiest if you begin planning your finances before the academic year begins. At the start of each of the three terms, you will receive a bill from College for your rent, catering charge, etc. The exact rent will vary in the range £788.54 – £1,427.85 each term. The catering charge in Michaelmas 2011 will be £92.81, but this may be modified in subsequent terms. **This bill must be paid by 24 October 2011.** In addition, you will need funds to pay for food, books, travel and other expenses from October until the end of June. Note that there will be extra expenses when you first arrive in Cambridge. For example, you will be asked to pay Caution Money (£150) on your first bill. This will be refunded after graduation, i.e. when you have completed your degree or course.

Undergraduates from outside Britain and the EU are responsible for their own University and College Tuition Fees, which usually increase annually. They may have been awarded scholarships and bursaries. It is essential that you arrange suitable funding for your entire course, and that you are able to guarantee this to King's before you arrive.

Council Tax

There is no liability for Council Tax if you live in a College room or in a hostel. However, where one person is not a student in other shared accommodation, including College flats, the property becomes liable under UK law for Council Tax although possibly at a reduced rate. For instance, for partners living together and where one is a student and the other is not, a discount of 25% is given, i.e. 75% of the amount still has to be paid. The only relief against Council Tax is available to people on low incomes (including partners of students but excluding the majority of students themselves). Partners of overseas students can also claim Council Tax relief if their income is sufficiently low.

Property and Insurance

Unfortunately, theft from College rooms is not uncommon in Cambridge. The College therefore arranges for insurance cover, both for the period when you are in residence and for anything you leave in a college trunk room over the vacation. The small annual cost of this will be added to the first bill each. You will be separately informed about the details of the cover.

Financial Help for Students

If you are, or anticipate being, in financial difficulty, **always contact the Bursarial Tutor as soon as possible.** There are some additional sources of funds for those in particular need, both from within the College and externally. In particular loans and/or grants can be made from the Supplementary Exhibition Fund. The Supplementary Exhibition Fund is a capital sum, accounted separately from other College funds, and under the administration of the Bursarial Tutor. It is supported principally from donations by former students, many of whom benefitted from the support it provides while they were at King's. The aim is to provide help for members of the College on an individual and confidential basis, to allow them to participate fully in many different aspects of University life, including the development of academic and non-academic interests, and also to help in cases of hardship. Funds are of course limited and cases are considered on their merits. Contact the Bursarial Tutor, who will be happy to provide details and to discuss your particular circumstances.

University Grants may be made available to help students with children at nursery school.

Travel Grants

The College has funds to provide travel grants to students. Applications should be made on the form available from the Tutorial Office, and you will be sent details of when to apply for these. Grants will normally only be made for educationally valuable travel overseas; educational is interpreted in a broad sense. Grants are decided on the basis of recommendations from Directors of Studies.

College Bills

College Bills, covering rent, catering charge etc, must be paid by the due date of each Full Term. The preferred method of payment for all bills is by Direct Debit. The 2011-12 dates for payment will be 24 Oct 2011, 30 Jan 2012 and 8 May 2012.

Fee Bills (if applicable and not paid directly by the Student Loan Company)

A Tuition Fee Bill, covering University and College Tuition Fees, sent out separately, will be due in three equal instalments for overseas students (dates as above). For Home/EU students instalments will be Jan 2012 (two-thirds) & May 2012 (one third).

Late Payment and Penalties

A student who fails to pay a bill by the due date (other than with a dispensation from the Bursarial Tutor) will be liable to automatic financial penalties. Students are not entitled to withhold payment on account of disputes or an expected future refund. A student who fails to pay a bill by the commencement of the term after it becomes due may not be allowed to return into or to remain in residence until the College has received payment of all outstanding bills and fines.

A UK or EU student who fails to provide the Tutorial Office with a copy of his or her "University or College Payment Advice" letter and a "Student Finance Breakdown" letter (Scotland: Award Notice; EU: "Financial Notification" letter or a completed Fee Status Assessment Questionnaire), by the end of the Michaelmas Term (other than with dispensation from the Bursarial Tutor) may be billed personally for private College fees and be liable for a fine of £25. This is because without the necessary evidence for audit the College cannot legally reclaim the appropriate fee from the Public Authorities.

9. COLLEGE FACILITIES

Art Centre

The **Art Studio** (two large rooms on the second floor of A staircase) is used for regular life-drawing and other classes and for exhibitions by King's students and others. The Art Studio Co-ordinator is Natalie McIntyre, who organises activities in the studio. (Email nm471@cam.ac.uk). Permission to sign out the key from the Porters' Lodge is issued by the Art Studio Co-ordinator.

There is a fully equipped **dark room** in the basement of O staircase in Webb's Court.

Bicycle Racks

About 100 bicycle racks are available in the basement of the Keynes Building for the use of students living in College. There are open racks on the cobbles in front of the Porters' Lodge, behind Bodley's Building, and at various hostels.

Common Rooms

The main undergraduate common room is the **College Bar** at the foot of A staircase. This is open to all members of the College and staff. There is a separate adjacent **Coffee Shop**, and the **Television Room** is on the first floor of A staircase; there are also TVs in common rooms in several of the hostels.

Courts and Lawns

The public is excluded from Bodley's Court and students may use the lawns there for leisure activities. The west bank of the river also is reserved for members of the College. You may not walk on the grass in the Front Court or Back Lawn unless accompanied by a Senior Member of the College.

No ball games or Frisbee games may be played anywhere in the College grounds except in designated areas.

Fellows' Garden

All members of the College are encouraged to use the Fellows' Garden, across Queens' Road and adjacent to Garden Hostel. To prevent unauthorised use of the Garden by the public, the gate on Queens' Road is unlocked by your general College key in the Queens' Road Gate. Croquet equipment is available (key required from the Porters' Lodge). Games other than bowls and croquet are prohibited. Music, barbecues, picnics etc. are not allowed in the Garden.

Permission to hold private parties in the Fellows' Garden is given by the College Council and applications for any such party should be made to the Bursar. Student bookings are made on a first-come first-served basis, subject to the Council approval. The Council determines the schedule for summer garden parties at a meeting held in early/mid May, after which time bookings are secure. The rules governing parties in the Fellows' Garden are available from the Bursar's Secretary.

Laundry

There is a coin-operated launderette in the basement of O staircase in Webb's Court (open between 7.30 am and 11.30 pm) and in most hostels. Ironing facilities are provided. The laundry is accessed by the University Card.

Mail and E-mail

Each student has a mailbox (pigeonhole) for post and telephone messages which have been left with the Porters. The mail-boxes are located in the Parlour (opposite the Porters' Lodge by the Front Gate) and accessed by the University Card. Large parcels, official documents, etc. are kept in the Porters' Lodge and a note left in your mailbox.

Mail is delivered to the mail-boxes in the Parlour from time to time throughout the day but principally around 9 am, noon, and 7 pm. Mail should always bear the addressee's box number, in order to avoid delays. The postal address for a student is therefore:

Name, XXX King's College, Cambridge, CB2 1ST

Stamped mail is put into the GPO post box in front of the College and larger items left with the Porters. Unstamped mail for delivery within the College or by the University Messenger Service (UMS) must be posted only in the special box in the Parlour. Please do not use this box outside Full Term, when such mail should be left with the Porters. A few other boxes around the College are for stamped mail and internal mail, and are cleared at the times shown on them.

For the protection of all members of the College, the College does not normally give out addresses or telephone numbers, although letters received by post will be forwarded. You are therefore advised to exchange addresses before the vacations start.

Each student has an e-mail address issued by the University. The College and University frequently use e-mail to communicate with students and so it is essential to check your email messages at least twice a day.

Meeting Rooms

The rooms listed below are usually available for meetings and lectures. Bookings during term should be made through Tom Cumming in the Tutorial Office., or via the online booking forms (<http://www.kings.cam.ac.uk/intranet/facilities/meeting-rooms/>). Copies of the rules governing the use of these rooms may also be obtained from Tom. There are restrictions on the type of event which may be held in each room, particularly if food or drink is to be consumed, if there is to be a dramatic performance, or if there is to be any charge for admission. The Accommodation Officer may need to seek the permission of the Lay Dean for some events, so there may be a delay of a few days in making bookings.

The **Keynes Hall** seats 100 people plus 37 on the balcony. There is a fixed data projector in the projector room. Music other than musical practice is allowed only with prior permission from the Lay Dean. The Keynes Hall may not be used for parties of any kind.

The **Chetwynd Room** seats about 125 people. Amplified music is not permitted in the Chetwynd Room.

The **Munby Room** is a sitting room on A staircase (second floor) that may be booked for meetings.

The **Keynes Building Seminar Room 1** seats up to 30 people and is equipped with a fixed data projector.

The **Keynes Building Seminar Room 2** seats up to 36 people and is equipped with a fixed data projector.

The following room can be booked through the Catering Office:

The **Beves Room** faces Webb's Court and seats up to 50 people. It may be used by students wishing to hold private functions (e.g. club dinners). Bookings should be made through the Catering Office.

Music

There are two small **music practice rooms** in Keynes basement which may be used for non-amplified practice by individuals and groups of instrumentalists; the keys to the practice rooms may be obtained from the Porters' Lodge. Students may also use the music practice rooms at King's College School, when these are available. For further information contact the Director of King's Voices, Mr Simon Brown, email: sbrown@kcs.cambs.sch.uk.

King's Voices is the College's mixed-voice choir which, alongside the Chapel Choir, is a major part of the musical life of the College. It sings Evensong in Chapel on Mondays, performs at concerts and feasts, and makes an annual foreign tour. Regular members are eligible for free singing lessons and election to Choral Exhibitions. Anyone wishing to audition should contact Mr Brown at the e-mail address above.

Notices

Official notices are posted on the screens outside the Porters' Lodge and in the Parlour. Tutorial Office notices are posted on the notice board under the front archway outside the Porters' Lodge. Notice boards for unofficial notices are available in the Bar and Parlour, and are regulated by KCSU and KCGS. Notices must not be put elsewhere as the fixing of such notices can cause damage to the fabric of the buildings. Please avoid indiscriminate posting of notices in the town.

Parliamentary and Local Elections

Students living in College accommodation, who are eligible to vote in UK elections, are automatically registered to vote in elections, however, students are advised to check, at the time, with the Tutorial Office.

Photocopier

A card-operated photocopier is available for use by students in the Turing Room in the basement of E staircase and in the library. Cards may be purchased from a dispensing machine in the Turing Room.

Sports Facilities

The College's **sports ground** is situated at the end of Fulbrooke Road (about a mile from College, along the Barton Road). It has rugby, football, hockey and cricket pitches and several grass tennis courts.

Rowing in King's is organised by the **King's College Boat Club**, which all students may join. There is a termly subscription of £5 which is charged to your College Bill. The Boat Club

shares with two other colleges and a school a boathouse situated about a mile from College. Mr Jim Cameron is in charge of rowing equipment.

There is a **multigym** in College open between 7.00 am and 9.00 pm. Application forms to use the gym may be obtained from the Porters' Lodge. Initial supervised sessions must be booked in term time through the Porters' Lodge.

There are hard-surface **tennis courts** on the School grounds.

King's shares **Squash courts** with the King's School which are available between 7am – 11pm except at such weekday times during School term when they are used by the School. Membership is granted following an induction and the courts are booked through an electronic booking system with access to the courts via the University Card.

King's has several **canoes** which are available free of charge for use on the Cam once safety instruction has been received. Competent canoeists may obtain the key from the Porters' Lodge.

There are **punts** available for use by members of the College and staff. They can be hired at the Porters' Lodge between 6 am and 10.30 pm. The Punts Committee is responsible for punts. Please obey the rules set out in the front of the punt hire book.

10. ACCOMMODATION

The College normally offers accommodation to all undergraduates (in College rooms or hostels).

Undergraduates in their second or higher years may, with the Senior Tutor's permission, live out if they wish: their lodgings must be approved by the College. Anyone who wishes to live more than 3 miles from Great St Mary's Church must obtain special permission from the University, through a Tutor. The University Accommodation Syndicate (Kellet Lodge, Tennis Court Rd, tel 338099) licenses private lodgings that meet its criteria (on rent, services, etc.). Students who live in unlicensed lodgings (flats, shared houses, etc.) can expect to pay rents of £90 to £130 per week (usually continued during vacations). Limited financial assistance can be applied for from Access Funds administered by the University. Further information may be found in the CUSU booklet 'Guide to Living Out'. Note that you may incur a liability for Council Tax in accommodation where one or more person is not a student.

College Accommodation

The administration of student accommodation is the responsibility of the Assistant Tutor and is dealt with on a day-to-day basis by the Accommodation Officer in the Tutorial Office on the ground floor of F Staircase (accommodation.officer@kings.cam.ac.uk).

Students who rent College rooms are required to give, in writing, a minimum of one Term's notice if they intend to move out during the academical year; otherwise rent is charged for the required period of notice.

Communal living requires consideration for others, and in a scholarly and educational community this is especially so with regard to noise. You should ensure that you do not disturb your neighbours at any time. **No music may be played between 11pm and 8.30am.** See the rules on 'Disturbance' in Chapter 6.

Shared kitchens and bathrooms must be left clean and tidy, and you must observe all rules relating to security and safety. Kitchens that are not kept clean and tidy may be closed for the duration of the Term or Year. Students whose behaviour repeatedly disturbs, inconveniences, or endangers other residents will be required to vacate their College rooms. Complaints are handled by the Lay Dean.

Keys

If any student loses either their room key or C1 (gate) key, there is a charge of 20.00 for replacements.

Allocation

In their first year, undergraduates are allocated rooms from those reserved for this purpose. These are located mainly in the Keynes Building, Tennis Court Road, and Spalding Hostel. For the second and subsequent years, rooms are chosen by students based on their position in a ballot drawn in the previous Lent Term. Details of the ballot are circulated in advance. The procedure has been developed with students over many years and aims to be as fair as possible.

Charges

Rents vary according to size and location of room. Room rent includes charges for gas, electricity and heating. There is also a Kitchen Fixed Charge (£92.81 each term) which is a contribution to overheads.

Undergraduates may choose to rent rooms on either short or long contracts. Short contract rent covers ten weeks in the Michaelmas and Lent Terms and nine weeks in the Easter Term, each commencing on the Saturday prior to the start of Full Term. In the Michaelmas Term students in short contract rooms are required to vacate their rooms immediately after the end of Full Term so that candidates for admissions interviews may be accommodated. Dates are circulated by the Accommodation Officer in advance.

The long contract option includes most of the Christmas and all of the Easter vacation. Thus the dates are from the Saturday before the first day of Michaelmas Full Term (first-year students arriving the day before) to the Sunday nine days after the last day of Easter Full Term. Permission must be obtained in advance from the Assistant Tutor if you wish to stay up over the Christmas holiday shutdown period and it may be necessary to move into an alternative room (although it may be possible to arrange for your possessions to be left in your room, with the Lay Dean's permission, at your own risk).

Cleaning and Maintenance

Undergraduate rooms are cleaned during the week by your bed-maker (bedder) who also cleans staircases and gyp rooms in all College and hostel accommodation. Note that she or he does not actually make the bed: you are expected to do that for yourself.

You are expected to bring your own bedding (sheets, blankets or duvet, pillows & pillowcases). A full bedding pack (duvet/cover, sheets, pillow & pillowcases) is available for purchase for £15.00.

You **must** give access to your bedder at least twice a week and you are expected to co-operate with your bedder in ensuring that your room is kept reasonably clean and tidy. If your bedder or the Housekeeping Manager give notice that you are not maintaining your room in a reasonable manner, you must deal with this immediately or else the matter will be reported to the Lay Dean. In such cases a fine, and a charge for any additional cleaning required will be added to your College Bill and, in serious cases, the provision of College accommodation may be withdrawn.

Information concerning cleaning and vacating your room at the end of Term is circulated towards the end of each Term by the Housekeeping Manager. You should note that the Lay Dean will personally inspect rooms that are left in an unacceptable state and will levy a fine, and a charge for additional cleaning, in all such cases.

Repairs and maintenance are carried out by the College maintenance staff or appointed sub-contractors. You should enter any request for repairs and maintenance through the online reporting system or in the Porters' Lodge (and tell your Resident Warden, where appropriate). Replacement light bulbs may also be obtained from the Porters' Lodge or Resident Warden. Any electrical faults or water leaks discovered or suspected should be reported **immediately** to the Porters' Lodge.

The College has to undertake work to maintain the buildings throughout the year and you may be required to vacate your room while projects are undertaken. In such cases, notice will be given in advance and alternative College rooms provided.

Sellotape, blu-tack, white-tack and adhesives **must not** be used on walls as they cause damage. Picture hooks and pins are available from the Housekeeping and Furniture Manager.

You are responsible for any damage caused to your room or furniture beyond reasonable wear and tear, whether accidental or otherwise. Do not try to do your own repairs; it is often dangerous, and in any case will not be accepted in lieu of payment.

Cooking

All staircases have limited cooking facilities. Please note that these are only suitable for preparing 'snack' meals. When you use the cooking facilities you must ensure that you leave them clean and tidy. Unwashed plates or pots will be removed by bed-makers and cooking facilities will be withdrawn if not left clean and tidy. All rooms are equipped with refrigerators, except in Market Hostel where there are large communal refrigerators. Where there are communal fridges, these must be kept clean and tidy. You are not allowed to cook food, or to have **any** electrical cooking apparatus in your room (**including toasters, microwave ovens, rice cookers etc**) except for an electric kettle. Any such appliances found in your room will be removed and returned to you at the end of Term.

Electricity

The voltage of the electric supply in College and all the hostels is 240 V at 50 Hz. Plugs must not be overloaded; if in doubt, consult the Clerk of Works. You are responsible for ensuring that all personal electrical appliances are checked for safety and certified by a College electrician (see below). Appliances that might constitute a fire risk or overload circuits are not permitted.

Furniture

Undergraduate rooms are furnished and you are responsible for ensuring that the furniture supplied is not damaged during your occupancy of the room. Any damage that does occur should be reported to the Housekeeping and Furniture Manager immediately.

You are permitted to bring small items of furniture (eg a small bookcase) for use in your room. Large items and upholstered items (i.e. armchairs, beds, mattresses, futons, sofas, pianos, refrigerators, fridge-freezers) are ***not*** permitted, save in exceptional circumstances. You must have permission from the Lay Dean **before** bringing any such items to College. College furniture may not be removed from your room under any circumstances. Any furniture you bring into College must conform to statutory fire regulations and **all** electrical items will need to be PAT tested by an electrician. The College will make arrangements for PAT testing to take place early in the Michaelmas Term. Personal items must be removed from your room at the end of each term if you are on a short-term contract, and all items must be removed by your last day in College at the end of the Easter Term. Fines will be levied for leaving furniture in your room at the end of each term if you are on a short-term contract, unless arrangements for doing so have been made with the Assistant Tutor and the Housekeeping Manager. The cost of removing non-college furniture from your room at the end of the year will also be charged to you, in addition to any fine levied. The current cost for disposing of any such furniture is around £60.

Please note that you are **not** permitted to bring carpets, rugs, bean bags or matting to College with you. Fairy/festoon lights are prohibited and candles are not allowed in rooms even as decorative items.

Guests and Guest Rooms

Student rooms are intended for single occupation, but it is recognised that you may wish to have guests to stay overnight occasionally. Please note that you are only permitted to allow **one guest** at a time to stay overnight in your room and that he or she may stay for **no more than three nights**. You are responsible for your guests throughout their stay and will be held responsible for any disturbance, damage, or inconvenience caused by them. Guests are not allowed to stay in your room in your absence. Failure to comply with these conditions will result in the Lay Dean withdrawing the privilege in individual cases. Camp beds for use by your guest are available from the Porters' Lodge.

The College also has single, twin and double Guest Rooms that, if available, you may book (by emailing: guestrooms@kings.cam.ac.uk) for not more than three consecutive nights. A guest room must not be used for more than the permitted number of guests. There is a nightly charge for guest rooms.

Recycling and Waste Disposal

Rubbish, other than items for recycling, will be removed by your bed-maker each day. There are various recycling points around the College for paper, glass, and cans, and it is your responsibility to ensure that recyclable waste is taken to the appropriate recycling point. College staff will not remove recyclables for you.

Telephones

There are coin-operated telephones in the Bar. Free calls for numbers within the University network may be made from the internal telephones situated on staircases and in hostels.

If your room has an existing telephone point, you may have it activated by contacting the telephone company directly; the installation of any new line must be agreed in advance with the Head Porter. In either case, you are responsible for your own phone bill.

Televisions

There is a Television Room on the first floor of A staircase and others in some of the hostels. Students who wish to watch television set in their own room will need to buy a television licence. This applies to watching live television on your computer. You must ensure that the noise from watching television does not disturb others.

Trunk Rooms

Those who are in short-contract rooms and cannot leave their property in their room over the vacation can store a limited amount of property in one of the college trunk rooms. Information about the procedure is circulated each term. Undergraduates who wish to leave items are required to complete a form and return it to Bronach James in the Tutorial Office (F 2). When this has been done, it will be possible to obtain a trunk-room key from the Porters.

Vacations and Vacation Residence

All undergraduates are required to notify the Tutorial Office and the Accommodation Officer in particular towards the end of term of their exact dates of leaving and returning to College. In order to keep term, they must, in any case, come into residence not later than the day before the first day of each Full Term. Undergraduates may not go down before the last day of Full Term without written permission from the Senior Tutor or Assistant Tutor (see the section on Permissions and Regulations for more details).

Undergraduates in short contract rooms are required to clear their room at the end of each term. At the end of the Michaelmas and Lent terms, possessions may be stored in room storage cupboards or trunk rooms as applicable. All drawers and wardrobes must be cleared and all posters removed. Books may be left out tidily at your own risk.

Undergraduates wishing to remain in Cambridge beyond the normal dates for the category of their room (short or long contract) **must** seek permission well in advance from the Assistant Tutor. Permission is granted only in special circumstances, and additional vacation rent is charged. Students for whom this is likely to cause financial hardship should consult the Bursarial Tutor. A student may have to move to another room if this allows maintenance to be carried out, or for parts of the College and hostels to be closed.

During the summer vacation, students who have obtained permission to stay (usually in order to attend an essential University course, or prior to changing subject) are accommodated in the College or a hostel. The minimum period of residence is two weeks and rent is charged on a weekly basis.

11. FOOD AND DRINK

Meals

Breakfast, lunch and dinner are available in the Dining Hall during Full Term. Times are as follows:

Breakfast	8.00am to 9.15am	Monday to Friday
Lunch	12.15 pm to 1.30pm	Monday to Friday
Dinner	6.00 pm to 7.30 pm	Monday to Sunday
Brunch	11.00 am to 1.30 pm	Saturday and Sunday mornings

Mobile telephones must not be used in the Hall at any time.

During vacations, the times of meals may be varied and meals may not be available on some occasions. The Hall is often used for lunches and dinners for conferences or other functions leaving limited or no room for members of the College. If necessary, seating will be provided in the Beves Room.

All students who pay rent to the College are required to pay a Catering Charge (£92.81 for the Michaelmas term) on their bills. This charge contributes to the overheads of all catering facilities in the College, including the Hall, the Bar, the Coffee Shop, and gyp rooms. The Catering Manager and his staff are always available to receive comments and suggestions. There is also a Catering Committee that includes student members.

Payment

Payment for food and drink in the Dining Hall, the Coffee Shop, and the College Bar is by means of your University Card (which functions as an EPOS [electronic point of sale] card). Payment by cash is at more expensive guest rates only. A record of all transactions on your EPOS account is kept, and the balance is transferred to your College bill for payment at the start of the following term for Michaelmas and Lent terms but for the Easter term, the bill must be settled before you depart at the end of that term. The balance of your account may be checked online from the College website. Replacements for lost EPOS cards are charged at £10.00.

College Dinners and Formal Hall

A number of communal dinners for Fellows and Junior Members are held by the College during the year. First year students are entertained as guests of the College at the Matriculation Dinner at the very beginning of Michaelmas Term, and third year students at the Founder's Feast at the end of Michaelmas Term as well as the Graduation Luncheon in June. A 'Half-way' Hall is held for second year undergraduates and Fellows in Lent Term. In addition, the Provost Sheppard Dinner is held every Lent Term. Any student may buy a ticket for this dinner, at which wine is supplied by the College using a fund donated in memory of Provost Sir John Sheppard.

During Full Term various Formal Halls are held (usually on Wednesdays). Tickets for Formal Halls are purchased through EPOS, on the intranet, and the ticket price is heavily subsidised. Dates are advertised in advance. Gowns are not required. No individual may bring in more than one bottle of wine. Wine can be purchased only from the bar or the pantry. You are expected to remain seated in your place between grace and the main course being served. You may

move to talk to friends between the main course and dessert, but you must not carry glasses or bottle around with you. Drinking games of any kind are inappropriate and can lead to people getting drunk very quickly and laying themselves open to all kinds of risks. The Tutorial subsidy for Formal Hall will be withdrawn if 'pennying' or similar practices are found to have occurred.

Food Allergies

If you suffer from a food allergy, you will need to take responsibility for your food intake. Do feel free to ask members of the kitchen staff for advice about the content of foods served in the cafeteria. Anyone with anaphylaxis needs, therefore, to take full responsibility for his or her own food intake and should carry antidote injections at all times.

College Bar

All sale and consumption of alcoholic drinks in college is subject to licensing laws, and Dr. David Munday, the Designated Premises Supervisor, is responsible for seeing that those laws are observed. This applies not only to the sale of drinks in the College Bar but to the consumption of alcoholic drinks at any event in college.

The Bar is open during Term at the following times:

12 noon – 2.00pm Monday to Sunday
 6.00 pm to 11.00 pm Monday to Thursday
 6.00 pm to 12 midnight Friday and Saturday
 6.00 pm to 10.30 pm Sunday

The College Bar is **not a public bar** and serves **only** members and staff of the College and people who have temporary permission to use College facilities (such as conference guests and, with the agreement of the Designated Premises Supervisor and the Lay Dean, other members of the University). **Accordingly, your guests may not buy drinks directly,** although you may do so for them. You are asked to support the staff in ensuring that these rules are adhered to. Please also help to keep the College Bar tidy.

Pantry

You may purchase wines and spirits from the extensive range available in the Pantry, situated at the opposite end of the Hall to the Bar. The Butler is glad to advise on choice of wine. Opening hours during Full Term are:

Monday to Friday	8.00 am to 2.30 pm
Monday to Friday	5.30 pm to 7.30 pm
Saturday	9.00am – 2.00pm only

When the Pantry is closed you may purchase a number of wines at the College Bar.

Coffee Shop

The Coffee Shop is at the King's Parade end of the Wilkins Range. Access is from the College Bar. Opening hours during Full Term are:

Monday to Friday	8.30 am to 6.00 pm
Saturday	9.00 am to 6.00 pm
Sunday	10.00 am to 4.00 pm

The Coffee Shop opening hours outside Full Term will be notified in advance.

Environmental Policy and Fairtrade Status

The Catering Department is committed to acting in an environmentally friendly manner, and is committed to a sustainable development strategy. An Environmental Management Strategy has been developed to identify the core aspects of its operations that can affect the day-to-day carbon footprint. This encompasses waste and water management, local supply, the community and sustainability.

The College has been officially recognised as a Fairtrade institution.

12. SECURITY, KEYS, AND FIRE & SAFETY REGULATIONS

Being centrally situated and also something of a thoroughfare, the College is vulnerable to petty thieving. You should be security conscious and inform the Porters at once if you see anything or anyone suspicious or realise that something unusual has happened.

The Front Gate at the Porters' Lodge is normally locked at 11.00 pm. The Back Gate and Clare Gate are locked around 6.30 pm. Webb's Gate is always locked. All members are issued with a general College key (the C1 key), which allows access through all these Gates. No visitor may enter the College or a hostel after 11 pm, unless accompanied by a member of the College who should continue to accompany the visitor while in the College.

Keys and Swipe Cards

Access to many areas of the College, including some hostels, the Library, the Laundry, the Turing Room and the mail room, is gained by means of the University Card. Please order a new card from the Tutorial Office if you lose your card for which there will be a charge of £10.00.

Hostels are kept locked at all times. Hostel doors must not be left unlocked or unlatched, and anyone inadvertently locked out late at night without a key should ask at the Porters' Lodge to be let into the hostel rather than disturb the Resident Warden. Students living in College have a key to their room, issued from the Porters' Lodge.

All College keys must be handed in at the end of each term to the Porters' Lodge. You will be fined if you fail to hand in a key at the end of term or lose a key during the course of a term (£20.00).

You must not lend room keys or University Card to any other person and should lock your rooms whenever vacant, as the College is open to the public and thieves can easily enter. In the past, computers, CD players, and money, etc., have been stolen. Porters are not permitted to lend a room key to anyone except the resident. To view a room at ballot time, you must contact its occupant directly. You are advised to check that any member of the maintenance or cleaning staff requiring access to your room is a *bona fide* member of staff, by asking to see their identification card, which is carried by all Porters, maintenance or cleaning staff, and gardeners.

Fire Regulations

Fire extinguishers are provided on all staircases. To misuse them is a serious offence because of the potential danger to life. There is a printed instruction sheet on procedure in case of fire on the door in every room. Familiarise yourself with the arrangements made for your staircase or corridor. Do not prop fire doors open. Candles in student rooms are a fire risk and are prohibited. Fines will be levied for cases of breaches of fire safety. New students must attend a talk on fire safety that is held in the first week.

13. HEALTH & SAFETY

Your attention is drawn to appendix 1 in this section: please familiarise yourself with this.

College Nurse and Surgery Hours

The College Nurse, Vicky Few, holds a 'drop in' surgery in the College Health Centre at Webb's Gate from 8.30am – 12noon Mondays – Fridays and 3pm – 6pm Tuesdays and Thursdays during Full Term. If necessary, call 01223 331650 or email vicky.few@kings.cam.ac.uk during surgery hours to arrange a room visit. Out of hours the nurse may be contacted at the discretion of the Tutorial Office or the duty Porter. The nurse has experience in a wide range of medical and psychological conditions and can offer advice and support during your time at Cambridge. She liaises with other support services and with the medical practices with which students register. You are encouraged to visit her if you feel unwell, sustain an injury, or have a problem you wish to discuss in confidence.

Emergencies

In case of medical emergencies, contact the Porters, who will obtain help as needed, e.g. an ambulance or taxi to go to hospital, or a doctor. Several members of the College staff, including some Porters, are qualified in First Aid. Do accompany a friend who has to go to hospital, but also please immediately inform the Tutorial Office and/or the Porters' Lodge.

Registering with a Local Doctor

All new students **must** register with a Cambridge doctor during their first week of residence, and you will be required to confirm this with the College Nurse. A list of local practices will be posted on the Tutorial notice board. For UK students, it is important to bring your National Health Service card (which may be kept by your parents) with you. If you wish, the College Nurse will discuss the registration process with you.

All new students should return their completed Student Health Questionnaire to the College Nurse and all current students should notify the nurse and the Tutorial Office of any serious or recurrent illness they have had in the past or during a vacation.

Services Available

If you would like personal help, or advice on how to obtain professional help, please do consult a Tutor, Director of Studies, the College Nurse, the Tutorial Office, or your doctor, all of whom are accustomed to being consulted in confidence about personal problems. If you prefer, you may choose to make an appointment directly by telephone or in person with the Counselling Service.

University Counselling Service: Address: 13/14 Trumpington Street. Telephone: 332865. Hours: 9am to 5pm. Website: www.counselling.cam.ac.uk/. Hours: Mondays to Fridays. The Counselling Service is free and confidential.

DHIVERSE (formerly Cambridge AIDS Helpline): Telephone: 508805. www.dhiverse.org.uk. Hours: 10.00am to 4.30 pm Mon - Fri. Advice and information on AIDS is provided.

Linkline: Telephone: 367575. Address: 21 Jesus Lane. Linkline is a voluntary organisation run by students for students to provide night-time help to those who are worried or depressed.

University Dental Service: Telephone: 332860. Address: 3 Trumpington Street. Hours are due to be changed so check their website: www.dental.cam.ac.uk for current information.

University Occupational Health Service: Telephone: 336594. Address: Fenner's, Gresham Road. Hours: Call for an appointment, Monday - Friday 8.30am to 4.30 pm. This service is primarily preventative and offers advice to members of the University going abroad on expeditions, electives, or for other reasons.

Health And Safety

- 1 It is the responsibility of the College through the Health and Safety Manager, Compliance Officer and H&S representatives to:
 - a. Establish clear lines of responsibility and effective methods of communicating safety information to all members of the College and staff.
 - b. Maintain a system for recording details of all accidents so as to ensure that they are investigated.
 - c. Ensure those members of the College, Heads of Departments and members of staff, whose work involves them in particular risks, receive and act upon all relevant safety regulations and codes of practice published by the Health and Safety Commission.
 - d. Monitor regularly the performance of the College in the field of health, safety and welfare
- 2 There are student representatives on the Health and Safety Committee. Their names are displayed on the KCSU notice board. Report any potential hazards within the College buildings or grounds immediately to the Porters' Lodge.
3. You have an obligation to safeguard not only your own safety and health, but those of others also.
4. You must not wilfully or recklessly misuse, damage or interfere with equipment provided in the interest of health and safety.

FIRE PREVENTION

5. The most common causes of fire and fire alarm activations are:
 - a) Cooking in student rooms: this is forbidden.
 - b) Cooking in the gyp rooms and wedging the door open. Smoke then sets the smoke detectors off.
 - c) Cooking in the gyp rooms and leaving it unattended.
 - d) Using candles in student rooms: this is forbidden.

- e) Overloading the electrical circuit by operating too many electrical appliances and using too many adapters.
 - f) Drying clothing too near electric/gas fires.
 - g) Smoking in bed: do not ever do this.
6. Use electrical equipment correctly, do not overload any electrical point. Do not use faulty equipment; if in doubt get it inspected by a College electrician **DO NOT TAMPER WITH ELECTRICAL FITTINGS OR CIRCUITS**
 7. Do not discard cigarette ends into wastepaper receptacles, out of windows or onto the floor.
 8. Do not accumulate waste or rubbish.
 9. Never use fire-fighting equipment recklessly; this endangers other people's lives. Offenders will be disciplined.

FIRE PROCEDURES

10. Raising the Fire Alarm. You may discover a fire by seeing it, smelling it or hearing it. If you discover a fire, stay calm. If you panic you won't be able to act properly and you may unnecessarily scare other people. You must carry out the following procedure:
 - a. Break the break glass at the call point to set off the alarm. These are located in all 'Fire Exit' routes.
 - b. Attempt to put out the fire, only if it is safe to do so.
 - c. Evacuate the building and inform the Porters' Lodge by dialling (3)31656 or (3)31100 they will then inform the Fire Brigade.
 - d. Report to your 'Fire Assembly Point'. The location of your 'Fire Assembly Point' is on the Fire Evacuation Procedures displayed in your room.
11. Hearing the Fire Alarm. If the fire alarms are activated you must carry out the following procedure:
 - a. Evacuate the building by the nearest available escape route.
 - b. Never use the lift in the Keynes Building or Library for evacuation
 - c. Report to your 'Fire Assembly Point'.

FIRE FIGHTING EQUIPMENT

12. The types and uses of fire extinguishers in the College are as follows:
 - a. **Water - Red/Red label** - Suitable for most fires except those involving flammable liquids or live electrical apparatus.
 - b. **Foam - Red/Yellow label** - Suitable for burning liquids.
 - c. **Powder - Red/Blue label** - Suitable for burning liquids or electrical fires.

- d. **Carbon Dioxide Gas - Red/Black label** - Suitable for burning liquids or electrical fires.
13. **Fire blankets, which come in a red container**, are suitable for extinguishing burning clothing and small-contained fires involving burning liquids.

ACCIDENT PREVENTION

14. Keep passages and stairs clear of obstructions. Do not stack paper or other items in rooms or passages.
15. Do not overload any electrical point. NOTE: This is especially important where the points in rooms are 5 amp only and therefore not suitable for items such as electric kettles.
- a. Do not use faulty equipment or equipment with worn or frayed leads.
 - b. Do not change fittings or tamper with circuits.
 - c. Flexible cables should be as short as possible.
16. Do not lift any object which is too heavy for you; get help.
17. Do not ride a bicycle or use roller skates or roller blades anywhere in College, as they are a danger to pedestrians.

ACCIDENT PROCEDURE

18. In the event of an injury there is a First Aid Box at the Porters' Lodge and also in a number of other areas in College and in the Hostels. For the location of these First Aid Boxes and the location of First Aiders, see paragraph 29.
19. The following advice is concerned only with FIRST AID. It is not a substitute for attention by a doctor or a trained nurse.
- a. IF MEDICAL ADVICE IS GOING TO BE NEEDED URGENTLY, AND PROVIDED IT IS SAFE TO MOVE THE PERSON, SEND THE PATIENT TO HOSPITAL BY CAR/TAXI.
 - b. Only if the injury is serious, are you to SEND FOR AN AMBULANCE by dialling either '999' or '9-999', depending on the type of telephone you are using. The Porters' Lodge MUST ALWAYS BE INFORMED.
20. Anyone prepared to give First Aid must be familiar with positioning the unconscious patient, the diagnosis and treatment of cardiac arrest and the technique of artificial respiration. A First Aider should know the following life saving procedures:
- a. **Breathing Stopped** - If the patient stops breathing he/she will die unless breathing is restored at once. Clear the airway, tilt the patient's head back to open the air passage from mouth to lung, squeeze the nostrils together then blow your own

breath through their mouth into the lungs. Repeat this at your own breathing rate until their breathing is restored.

b. **Bleeding** - Bleeding from injuries must be controlled as severe loss of blood may lead to death. The best way to stop torrential bleeding is to squeeze the injured part together by direct PRESSURE of the fingers on the wound or squeeze the edges of the wound together. Apply a large dressing and bandage firmly. If bleeding continues, apply another pad on top of the first bandage.

c. **Unconscious** - The willing but untrained bystander is most helpless when confronted with the UNCONSCIOUS victim. The simple act of turning such a victim on their side, in the recovery position with their jaw jutting forward and head back, so that they cannot drown in their own vomit, may save many lives.

d. **Shock** - Shock is likely to be present in all cases of injury and many cases of sudden illness. Its effects, which may be extremely serious, may be mitigated by the comfort, confidence and REASSURANCE supplied by the rescuer. The patient must be lying down. Cover with a blanket or clothing, but not hot water bottles.

e. **Wounds and Scratches** - Wash at once and cover with a clean dressing or adhesive plaster.

f. **Broken Bones** - These are serious injuries, stop any movement of broken bones, which may make the injury more severe. If there is a long wait for the ambulance, injured limbs may be secured to the body or the other uninjured limb.

g. **Burns and Scalds** - These are common injuries and if a large part of the body is involved death may result. Request an ambulance urgently in this case. Immerse the affected area in cold water FOR NOT LESS THAN 10 MINUTES, then cover with a clean cloth or large dressing until seen by a doctor. Do not attempt to remove clothing stuck to burnt skin.

h. **Electric Shock** - Switch of the current and if possible frees the person using something made of rubber, cloth, wood or a folded newspaper. STAND ON A DRY SURFACE. Do not touch their skin before the current is switched off. If breathing is failing or has stopped, give artificial respiration and send promptly to hospital.

ACCIDENT BOOK

21. An Accident Book is provided in the Porters' Lodge and in each department. You must record all accidents by entering all details in the Accident Book, this will help to establish the cause of the accident and to find ways of avoiding it happening in the future.

LOCATIONS OF FIRST AID BOXES

22. First Aid Boxes are located in the following areas of the College:

Catering Department - (Buttery, Pantry, Kitchen)

Chapel
 College Bar
 College Nurse
 College Office
 College Vans
 Cranmer Road Hostel
 Domestic Manager's Office
 Garden Hostel
 Gardeners' Hut
 Grasshopper Lodge
 Library
 King's Parade Hostel
 Maintenance Workshop
 Market Hostel
 Porters' Lodge
 Spalding Hostel
 St Edward's Passage
 Tennis Court Road Hostel

FIRST AIDERS LOCATION BOARDS

23. A First Aiders Location Board can be found at the following points, giving the names of all First Aid trained personnel and how they can be contacted:

Buttery	Library
Chapel	Maintenance Workshop
College Office	Porters' Lodge
Domestic Manager's Office	Gardeners' Hut
Tutorial Office	Tourist Liaison Office
Kitchen	All Hostels