

KING'S COLLEGE CAMBRIDGE



INFORMATION FOR GRADUATE STUDENTS

2015~2016

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 it, so that you can abide by the various rules it describes.

An electronic version is available on the intranet:

[Graduate Handbook - Information for Graduate Students](#)

www.kings.cam.ac.uk/files/students/graduate-information.pdf

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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 in what is now 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, along with 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). Henry's plans to build his College south of the Chapel, and on a grand scale, were thwarted by shortage of money and the Wars of the Roses.

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. Market Hostel was completely renovated in 2009–10 and in 2013 King's acquired a new hostel in what was once the Barclays Bank in Bene't St.

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.

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 Michael Proctor. 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 Rob Wallach. 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**, Dr Perveez Mody, who has overall responsibility for the educational work of the College. The Administrative Officers among the Fellowship include the **Dean**, the Rev'd Dr Stephen Cherry; the **First Bursar**, Dr Keith Carne, who is responsible for the College's finance and budgets and runs the administration; the **Domus Bursar**, Mr. Philip Isaac, responsible for the College's buildings and grounds and the management of domestic services; 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 in Michaelmas Term.

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. 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 Provost's PA is Mrs Pat Wilson. The College is currently in the process of appointing the Bursary PA. Mrs Joanne Preston is the Personnel Manager and responsible for all personnel matters.

Under the overall charge of the Domus bursar are a number of separate departments. The **Maintenance Department** and **Housekeeping Department** are on Q staircase. The Clerk of Works, Mr Shane Alexander, is responsible with his staff for maintenance, minor building works, and redecoration. The Senior Housekeeper is Ms Tracy Waldock. The Gardeners operate out of the Fellows' Garden; the Head Groundsman is Mr Martin Larkman and the Senior Horticulturist is Mr Steven Coghill.

The **Porters' Lodge** is run by the Head Porter, Mr Neil Seabridge. Senior Porters are Mr Christopher Clarke and Mr Ian Gray. Porters are Mr Marcus Barrett, Mr Philippe Hengl, Mr Anton Kondratjev, Ms Aldona Malizewska, Mr Michael Page, Mr Andy Paul, Mr Brett Scrivener, Mr Geoff Seymour, Mr Tony Simeon, Mr Stephen Turkentine, Mr Stuart Unwin and Mr Peter Welford. 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.

The offices of the **Catering Department** are on the first floor of the Keynes Building. The Catering Director is Mr Jason Waterfield. He and his staff are responsible for catering in the College and for arranging conferences. The Buttery Manager is Ms Susan Madden. 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.

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 Eva Nanopoulos, the Tutor with special responsibility for Equal Opportunities.

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 their Tutor, the Senior Tutor or a KCSU or KCGS officer. 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 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 2015-2016 are:

	Full Term	Term
Michaelmas	6 October - 4 December	1 October - 19 December
Lent	12 January - 11 March	5 January - 25 March
Easter	19 April - 10 June	10 April - 18 June

Graduate Side Tutor

There are two Graduate Side Tutors, Dr Bert Vaux and Dr Godela Weiss-Sussex. They can be seen at regular times during term. These times are posted on the notice board outside the Tutorial Office and also on our website. Outside term the Graduate Side Tutors can be seen by appointment. They can also be contacted through their assistant Caroline White Tel. (3)31421 during office hours or by sending an e-mail to graduate.tutor@kings.cam.ac.uk. Outside of office hours, in cases of emergency, please ask the Porters to contact one of the Graduate Side Tutors.

At the start of the Michaelmas Term the Graduate Side Tutors give a talk to all new graduate students as a group. The role of the Graduate Side Tutors is not a teaching one; it is entirely pastoral and administrative. Graduates with financial concerns (such as applying for funds for research-related expenses) should consult the Financial Tutor directly.

Graduate students are assigned to University Departments or Faculties, where most of their work is organised. Those on one-year courses may find a member of their department has particular responsibility for overseeing the course. All graduates studying for PhDs will have a supervisor appointed by the Degree Committee of the Department of Faculty. This person, who will be in your discipline, will discuss your work with you and facilitate its progress.

Teaching Arrangements

University instruction for graduates 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. You may also find it 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.

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.

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/>.

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 **College Librarian**, Dr James Clements, 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.

The Library also houses the Archives, which include the historical administrative records of the College as well as personal papers of famous Kingsmen. Students interested in doing primary-source research, here or in other repositories, are encouraged to talk to the archives staff. The Archivist is Dr Patricia McGuire.

Members of other colleges may not use the College Library except with special permission from the Librarians. You may 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 Librarians.

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 use the University Library and 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** (Ms Michele Portelli & Mr 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.

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. Throughout your degree at Cambridge, you must **always** use your University email address to write to all College and University personnel. 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.ucs.cam.ac.uk>

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

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

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

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

<https://community.ja.net/library/acceptable-use-policy>

There is also Wi-Fi covering all of the college undergraduate accommodation, further information about how to connect up will be supplied as part of the information pack for new arrivals.

The **Turing Room** (in the basement of E staircase in Gibbs' Building) contains both computers and printing facilities (for which charges are made). Access to the Turing Room is by your University Card. Printing is charged by a top-up credit system. For further information see <http://www.ucs.cam.ac.uk/desktop-services/ds-print> and <http://www.ucs.cam.ac.uk/desktop-services/ds-print/paying-for-ds-print>

All College rooms have a network connection socket (RJ45). After you have obtained your computer service ID and passwords, you will need to register online from your room to obtain an IP address. Your IP address is used for connecting your own computer to the Internet through the University network.

Qualifying for a degree

Information regarding requirements for degrees, i.e. examinations and theses, can be found in the Code of Practice for Graduates and the Statutes and Ordinances for Graduates

Graduates also need to fulfil the following criteria to qualify for a degree:

a) The **academic requirements** are specified by the type of higher degree and subject, and can include formal written examination, submitted dissertation and/or *viva* examination. Particular details for your own subject should be sought from your department or faculty, or the Student Registry Office, 4 Mill Lane Cambridge – telephone Cambridge 766302 www.admin.cam.ac.uk/students/studentregistry/.

b) **Residence requirements.**

All Graduate Students, if registered are expected to be in Cambridge for the duration of their course, unless they have applied for and have had terms(s) of working away agreed by the University in advance of the terms planned to work away from Cambridge. Further information regarding working away can be found at Leave to work away from Cambridge

As a graduate student, you are expected to carry out full-time research throughout the year except for (a maximum of eight weeks of holidays). The various higher degrees, and one-year courses in particular, require different residence periods; information on these is available from your department or faculty. In general, candidates for the PhD degree must complete nine consecutive terms of research and most subjects require that at least three of these terms are spent in Cambridge. Some research topics are such that it is necessary to spend time away from Cambridge carrying out fieldwork. After discussing the need for this with your supervisor, you have to seek permission well in advance. Graduate students working away from Cambridge should ensure the Graduate Side Tutors' secretary is fully informed of their plans, including funding arrangements, contact details and when they will be returning to reside in Cambridge. For certain Diplomas and the LLM, residence already kept by Cambridge graduates whilst they were undergraduates may be counted; graduate students in any doubt about this should consult their department or one of the Graduate Side Tutors.

- c) Anyone whose academic work falls persistently below the standard expected may be required by their Department or Faculty Council to leave the University. Similarly, anyone whose general conduct is inappropriate may be required by the Council to leave the College and hence University.

Completing (or 'keeping' as it is known) a term is defined as follows: in a Michaelmas or Lent Term the student must be resident for at least 59 nights; in the case of an Easter Term, for at least 53 nights.

Students are requested to keep their personal details on CamSIS up to date with their term time residential address (if not in College accommodation), e-mail addresses, home address and telephone number.

Intermission (www.admin.cam.ac.uk/offices/gradstud/current/intermission.html)

Students may be granted leave to intermit for one or more terms, most commonly for health or personal reasons. Intermitted terms do not count towards the requirements of the student's course. University fees are not due for intermitted terms. Applications to intermit are made via Student Registry www.admin.cam.ac.uk/students/studentregistry/ by the student in consultation with their Supervisor and the Graduate Side Tutor.

The College does not allow students to remain in College accommodation during periods of intermission, or use any College facilities.

Working Away (www.admin.cam.ac.uk/offices/gradstud/current/workaway.html)

Leave to work away from Cambridge for one or more terms is normally considered for the purposes of fieldwork or archival research, i.e. academic reasons. Application forms are available from Student Registry – www.admin.cam.ac.uk/students/studentregistry/. These terms do count towards the requirements of research degrees (unlike intermitted terms). If the timetable for departure/return involves 21 days or more in residence during Term, then formal (Student Registry) leave to work away is not required – the Supervisor's consent is sufficient. The Supervisor should write a letter to the College Graduate Office outlining the purpose and duration of such work.

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.

Research

Almost all Fellows are actively engaged in research, and the College invests heavily in Research Fellows – academics at the beginnings of their careers employed with purely research responsibilities.

Each year the College advertises Research Fellowships in a number of academic fields for which those completing their doctorates in relevant subjects can apply. Meetings, seminar series and/or conferences reflecting the interests of members of the College take place at various times during the year. If you hear of such a meeting happening in your area do get in touch with the organiser, directly or through the Graduate Side Tutors if you would like to take part.

Seminars

The graduate students themselves organise a research seminar, in which students in all fields can present their work. Schedules will be circulated at the start of each term.

King's Studentships & Awards

There are a number of funding bodies for awards which provide financial support for research. Once a year the College invites applications for the *King's Studentships* and the *Loke Wan Tho Studentship for Medical Sciences*. These competitions are open to all prospective graduate students who wish to pursue doctoral research in most subjects offered by the University of Cambridge. These Studentships are tenable for the normal minimum requirements of the degree, subject to satisfactory academic progress. Applicants who are awarded a studentship for a one-year graduate qualification and subsequently gain admission to a Cambridge PhD program must make a new application for a King's Studentship and also apply to any other funding sources for which they are eligible. Information about a King's Studentship is available from the Graduate Side Tutors' Secretary (Graduate Office, F2) and also from the King's website. Other financial matters are considered in a later section.

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. 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 on the intranet, 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 during Full Term. Tutors may also be contacted through the Tutorial Office (see below) during office hours. In cases of emergency at other times, please ask the Porters to contact one of the Tutors.

Dr Perveez Mody is a social anthropologist. She is the Senior Tutor.
Room: F2 (Tutorial Office). Email: senior.tutor@kings.cam.ac.uk

Dr. Jules Griffin is a biochemist. He is the Assistant Tutor and a Tutor for Engineering. The Assistant Tutor has particular responsibility for student accommodation.
Room: G4. Email: jlj40@mole.bio.cam.ac.uk

Dr Tim Flack is an engineer. He is the Financial Tutor and Tutor for Anglo-Saxon, Norse and Celtic and Medicine.
Room: H2. Email: financial.tutor@kings.cam.ac.uk

Dr Rosanna Omitowoju is a classicist. She is the Welfare Tutor and Tutor for Architecture, English, Geography, Human, Social & Political Sciences (HSPS), Law and Psychological & Behavioural Sciences (PBS).
Room: G2. Email: rso20@cam.ac.uk

Dr Felipe Hernandez is an architect. He is the Admissions Tutor.
Room: H4. Email: fh285@cam.ac.uk

Prof. Nick Bullock is an architect and the Tutor for History, History of Art, Modern & History & Philosophy of Science, Medieval Languages, Philosophy and Theology.
Room: 3, 13 King's Parade. Email: noab100@cam.ac.uk

Dr Cesare Hall is an engineer and Tutor for Asian & Middle Eastern Studies, Classics, Economics and Linguistics.
Room: 4, 13 King's Parade. Email: cah1003@cam.ac.uk

Dr Eva Nanopoulos is a lawyer and Tutor for Computer Science, Mathematics and Music. She has special responsibility for Equal Opportunities and Study Skills.
Room: G5. Email: en246@cam.ac.uk

Dr Rory O'Bryen is a modern linguist and Tutor for Chemical Engineering and Natural Sciences.

Room: Y5. Email: rro20@cam.ac.uk

Dr Godela Weiss-Sussex and **Dr Bert Vaux** are both Graduate Side Tutors.

Dr. Weiss-Sussex is a scholar of German and looks after the Graduate Side Y – student surnames: A-Le; Dr. Vaux is a linguist who looks after Side Z – student surnames Li – Z.

Dr Weiss Sussex - Room Y8; Email: gw266@cam.ac.uk; Dr Vaux - Room F6, Email: bv230@cam.ac.uk

Lay Dean Dr Paul Ryan is an economist. 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

Chaplain

The **Chaplain** is Revd **Andrew Hammond**. He works in an informal way among students and staff, getting to know people and offering help and support on a personal basis. As a priest in the Church of England, he works with the Dean of Chapel on services and related matters.

Room: S1. Email: chaplain@kings.cam.ac.uk

Praelector

The Praelector is concerned with the administration of matriculation and with presenting candidates for admission to degrees in the University when they have completed their studies.

The Praelector is Prof Nicholas Marston

Room: G2. 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 Dr Perveez Mody.

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

Maria Bossley is the PA to the Financial Tutor. She deals with student loans, grants, and financial queries and can take messages for Dr Tim Flack. She also deals with CamCORS, the supervision database.

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

Chantelle Carter is the Tutorial & Admissions Assistant

Room: F1. Tel: (3)31255. Email: chantelle.carter@kings.cam.ac.uk

Katie Edwards is the Accommodation Officer. She handles student accommodation and certain function room bookings, and can take messages for Dr Jules Griffin.
Room: F2. Tel (7)69473. Email: accommodation.officer@kings.cam.ac.uk

Kristy Guneratne is the Undergraduate Admissions and Schools Liaison Officer. Heather Hind is the Admissions Administrator. They handle applications for undergraduate admissions and assist the Admissions Tutor. They also visit schools to talk about the admissions process, encourage applications and run the Open Days within the College. They work closely with the KCSU Access Officers.
Room: F1. Tel. (3)1417/(3)31255 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

Caroline White is the Tutorial Assistant for Graduates. She handles applications for graduate admissions, the administration of current graduates and correspondence for the Graduate Side Tutors.
Room: F2. Tel (3)331421. Email: caroline.white@kings.cam.ac.uk

DIRECTOR 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>
Architecture	<i>Dr Felipe Hernandez</i> Professor Nick Bullock
Asian & Middle Eastern Studies	<i>Mrs Nadira Auty* (Faculty)</i> <i>Dr Chrstine van-Ryumbke* (Faculty)</i> Dr Basim Musallam Dr. Mezna Qato Professor Yasir Suleiman
Chemical Engineering	<i>Dr. Geoff Moggridge</i>
Classics	<i>Dr Ingo Gildenhard</i> <i>Dr Rosanna Omitowaju</i> Professor Simon Goldhill Professor John Henderson Professor Robin Osborne
Computer Science	<i>Dr Tim Griffin</i> Dr Ken Moody Dr Simone Teufel
Economics	<i>Dr AYTEK ERDIL</i> <i>Dr Elisa Faraglia</i> <i>Dr Chryssi Giannitsarou</i> Professor Bob Rowthorn Professor Hamid Sabourian Mr James Trevithick
Education	<i>The Senior Tutor</i>
Engineering	<i>Dr Nick Atkins</i> <i>Dr Tim Flack</i> <i>Dr Cesare Hall</i> <i>Professor Cam Middleton</i> Dr Mark Ainslie Professor John Young
English	<i>Dr David Hillman</i> <i>Dr Malachi McIntosh</i> Professor Pete de Bolla Dr Aleksandar Stevic Dr Nicolette Zeeman

Geography	<i>Dr Nick Cutler* (Faculty)</i> Dr Jude Browne
History	<i>Dr. Mark Smith</i> Dr Rachel Hoffman Mr Peter Jones Professor Robin Osborne Dr Michael Sonenscher Professor Gareth Stedman Jones Dr. Hannah Weibye
History of Art	<i>Professor Jean-Michel Massing</i>
History & Philosophy of Science	<i>Dr Anna Alexandrova</i> Mr Peter Jones
Human Social & Political Sciences	<i>Dr Matei Candea</i> <i>Professor James Laidlaw</i> <i>Dr Sharath Srinivasan</i> <i>Dr Darin Weinberg</i> Dr John Barber Dr Jude Browne Professor John Dunn Professor Robert Foley Dr. Stephen Hugh-Jones Professor Caroline Humphrey Professor Alan Macfarlane Dr Perveez Mody Dr. Paul Sagar
Law	<i>Dr. Henning Grosse Ruse-Khan</i> <i>Dr Eva Nanopoulos</i> <i>Dr Surabhi Ranganathan</i>
Linguistics	<i>Dr Bert Vaux</i>
Management Studies	<i>Dr Matthew Jones* (Judge Institute)</i>
Mathematics	<i>Professor Nathanael Berestycki</i> <i>Dr Pau Figueras</i> <i>Dr Clément Mouhot</i> <i>Dr Oscar Randall-Williams</i> <i>Dr David Stewart</i> Dr Keith Carne Professor Anne Davis Dr Hadi Godzagar Dr Mahdi Godzagar Professor Herbert Huppert Professor Martin Hyland

Mathematics cont/..	Dr John Ottem Dr John Stewart
Medical Sciences	<i>Dr Sarah Crisp (Clinical)</i> <i>Professor Ashley Moffett (Pre-Clinical)</i> Dr Francesco Colucci Dr David Dunne Professor James Fawcett Professor Barry Keverne
Modern and Medieval Languages	<i>Professor Bill Burgwinkle</i> <i>Dr Aileen Kelly</i> <i>Dr Rory O'Bryen</i> Professor Brad Epps Dr Godela Weiss-Sussex
Music	<i>Prof Nicholas Marston</i> Mr Richard Causton Mr Stephen Cleobury Professor Iain Fenlon Dr Flora Willson
Natural Sciences	<i>Dr. Andreas Bender</i> <i>Dr Siobhan Braybrook</i> <i>Dr Jules Griffin</i> <i>Dr Ben Gripaios</i> <i>Professor Sarah Lummis</i> <i>Dr David Munday</i> Dr David Al-Attar Dr Amanda Barber Professor Michael Bate Professor Pat Bateson Professor Anne Cooke Professor George Efstathiou Mr Stephen Fried Professor Chris Gilligan Professor Gillian Griffiths Professor Richard Lambert Dr Richard Merrill Dr Valentina Migliori Dr Benjamin Phalan Dr Rob Wallach
Philosophy	<i>Dr John Filling* (Dept)</i> Dr Anna Alexandrova Dr Angela Breitenbach

**Politics & Behavioural
Sciences**

Dr Mirjana Bozic
Dr David Good

**Theology and
Religious Studies**

The Revd Dr Stephen Cherry

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 any 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 1 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. As with being sent down for failure to produce adequate academic work, any person who has been sent down for disciplinary reasons may appeal to the College Council. He or she must do so within fourteen days of receipt of the Board's decision, and 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, or frauds); Nor will it tolerate offences (for example, sexual harassment or bullying) 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. Complaints involving abusive behaviour, whether intended or not, will be investigated and if appropriate referred to the Lay Dean. The Governing Body is ultimately responsible for discipline of both Junior and Senior Members of the College.

For further information on disciplinary matters, see the College's Statutes & Ordinances and the Compendium of University Regulations (available in the Library). For further information on the College's policy and procedure on harassment and bullying involving Junior members of King's, please see the relevant section below as well as the King's student intranet.

Visa Registration for Overseas Students

The College is legally required to monitor overseas students with visas under the Points Based Immigration Tier 4 Scheme. This will require you to sign in at the Tutorial Office at the start of each term during the length of your course. **Please ensure that you report to the Tutorial Office within 7 days of arrival in the UK with your passport and visa for registration.** Further information regarding this will be available to you on arrival.

All Graduates are required to sign the *Redit* (College entry) book in the Porters' Lodge at the **start of each term** whether or not you have been away from Cambridge for what is generally a vacation period. Apart from signing at the beginning of each term, if you are going to be away from Cambridge i.e. vacation, working away, intermitting etc you must sign the *Exeat* (College exit) book in the Lodge before you leave, and immediately you return, sign the *Redit*.

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 academic year.

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, roller-skates and rollerblades are 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.

Disturbance and Noise

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; if you are unreasonably disturbed should, and the matter cannot be amicably resolved directly, you should 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 graduates 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.

Harassment

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 and for this purpose has a Harassment and Bullying Policy and procedure for all King's Junior members (see the Intranet or <http://www.kings.cam.ac.uk/intranet/students/harassment.html>).

Harassment includes any action that can reasonably be considered as denigrating or undermining someone. The crucial aspect here is how it is perceived, so everyone should consider carefully how their actions will be interpreted. The harassment or bullying might be on the grounds of sex (including gender reassignment), race, ethnic or national origin, religion or belief, age, disability, sexual orientation, partnership status or socio-economic background.

The prohibition on harassment and bullying applies to all activities connected with the College whether on College premises or not. All are required to act in a way that does not bring the College into disrepute. This includes communications, by written or electronic forms, and so includes harassment online and cyber-bullying.

All are also expected to act to prevent harassment and bullying from others and should report any matters of concern.

Individuals are often unsure whether the behaviour with which they are faced is harassment. You should discuss the matter immediately either with your Tutor or with the KCSU welfare officers or women's officer.

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.

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**. A form is available at <http://www.kings.cam.ac.uk/intranet/> or from the Tutorial Office, 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 form.

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, and to undertake to leave the room and its surroundings clean and in good order. 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 premises and grounds 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. A breakdown of student rooms which are designated non-smoking can be found in chapter 10.

7. CHAPEL

The Chapel is an extremely imposing historical and architectural monument, a place of impressive liturgy and choral music of the highest standard, a venue for a wide range of musical events. As such it is Cambridge's main tourist attraction. But it is also your Chapel.

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 held 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.

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. Worship is conducted in Chapel according to the order of the Church of England, but people of all faiths or none appreciate the meditative and reflective nature of choral services, and members of all Christian denominations are welcome to receive communion or a blessing at celebrations of the Eucharist.

When attending services, arrive a short time in advance. Do *not* join the queue. By-pass any queue and 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 Chapel Administrator is Mrs Janet Copeland and the Dean's Verger 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 may take guests with them, should they wish to do so. Enter by the south door, avoiding those queuing to pay for entry. The side chapels on the north side of the Chapel (entry from beyond the choir stall on the left) house an exhibition on the history of the College and the building of the Chapel.

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. HEALTH & WELLBEING

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–1pm Mondays to Fridays and 3–6pm 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. Also see Webpage: <http://www.kings.cam.ac.uk/intranet/health-wellbeing.html#nurse>

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, psychological and emotional 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 all 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

As a new student you should register with a Cambridge GP as soon as you can when you first arrive in the city, that way you can receive emergency care if you need it and access health services quickly and easily while you're at University. This is especially important if you have an ongoing health condition such as asthma, diabetes or epilepsy.

Cambridge GPs are experienced in dealing with students, and also in working with the University and Colleges. This is important if you are ill in the lead up to or during your examinations and you need special exam arrangements or allowances to be made.

If students do not register, this has a negative impact on local GP funding and provision of normal medical services as well as emergency medicines during outbreaks such as Swine Flu. A visit to A&E is for emergencies only, for example a severe injury. For most medical problems, the first port of call is to see your GP. Outside normal working hours, ring 111 or your GP's telephone number and you will be put through to the out of hours GP service.

Although students are not permitted to register with both a Cambridge GP and one at home, you can register in Cambridge in term time and during the vacations see your home GP by completing a temporary resident form, or simply re-register with your home GP. When required, Cambridge GPs are used to liaising with other Practices and Hospitals across the country and to sharing student records. Hospital appointments, if you need them, should not be affected as you can elect to be seen at any hospital.

You can choose to register with any local GP, although your College may suggest a Practice close by. Details of how to register with a GP are on the NHS website <http://www.nhs.uk> together with contact details of Cambridge GPs.

International students on a course lasting more than six months will be entitled to receive free NHS GP treatment when they register. However, the assessment or treatment under the NHS of any pre-existing conditions, apparent or not apparent, before arrival in the UK will cause charges to be incurred. Charges for hospital treatment are assessed on a different basis. For further information see <http://www.cuh.org.uk/corporate-information/services/non-clinical-services/paying-patients-office>

All new students should return their completed Student Health Questionnaire to the College Nurse before coming up to Cambridge. Also all current students should notify the nurse and their Tutor 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 your Tutor, the Tutor for Welfare, the Chaplain, Director of Studies, the College Nurse, the Tutorial Office, or your doctor, all of whom are accustomed to being consulted about personal problems. If you prefer, you may make an appointment directly by telephone or in person with the Counselling Service.

University Counselling Service: Address: 2–3 Bene't Place, Lensfield Road, Cambridge, CB2 1EL. Telephone: 01223 332865. Hours: 9am to 5pm Mondays to Fridays. Website: www.counselling.cam.ac.uk. The Counselling Service is free and confidential.

Cambridge Student Health is a website set up by local GPs with information relating to all aspects of health and welfare. Their address is www.camstudenthealth.nhs.uk

DHIVERSE: Telephone: 01223 508805. www.dhiverse.org.uk. Hours: 10.00am to 4.00 pm Mondays to Fridays. Advice and information on all areas of sexual health plus instant HIV testing is provided free.

Linkline: Telephone: 01223 367575/ 744444. www.linkline.org.uk. Address: 21 Jesus Lane. Linkline is a voluntary organisation run by students for students to provide night-time help from 7pm – 7am to those who are worried or depressed.

University Dental Service: Telephone: 01223 332860. www.dental.cam.ac.uk Address: 3 Trumpington Street. Hours are Monday, Wednesday, Friday 8.15am – 5pm. Tuesday & Thursday 8.15am – 6.30pm and Saturday 9am – 5pm .

University Occupational Health Service: Telephone: 01223 336594. Address: Fenner's, Gresham Road. Hours: Call for an appointment, Monday to Friday 8.30 a.m. – 1 p.m. and 2 – 4.40 p.m. This service is primarily preventative and offers advice to members of the University going abroad on expeditions, electives or for other reasons.

9. *FINANCIAL MATTERS*

Tuition fees and living expenses

As a graduate student at King's you need to pay the University Composition Fee, the College Fee and your own living expenses. The University recommended figure for living expenses is circa £12,000 per annum but for a personal calculation see:

<http://www.graduate.study.cam.ac.uk/finance/maintenance>.

For University Composition Fees (which includes the college fee) for 2015/16 please see the Student Registry - Graduate Admissions website

<http://www.admin.cam.ac.uk/students/studentregistry/fees/costs/>

Graduates receiving funding from an external body should provide the College accounts office with full details of the amount of funding and what it covers.

Graduates responsible for payment of their own fees must ensure that they are in a position to pay them either annually in advance or, if preferred, in three instalments, one at the beginning of each term. Do allow for the likely effects of inflation, which can cause annual increases of 8-9%, and be aware that exchange rate fluctuations can cause significant shortfalls.

College and University Fees are payable throughout the expected duration of the course. This includes any periods when you have permission to work away from the University.

Once they have completed 9 terms of Ph.D research, graduate students are exempt from the University Composition Fee.

College Bills

College Bills, covering rent, Kitchen Fixed Charge etc, must be paid by the due date of each Full Term. The method of payment for all bills is by Direct Debit only. Please contact your tutor immediately if payment by direct debit is difficult for you. The 2015–16 dates for payment will be 27 October 2015, 26 January 2016, 5 May 2016 and 31 July 2016 (long vacation rent only).

A Caution Money charge of £150 will be added to your first College bill. This will be refunded on your final bill, i.e. when you have completed your degree.

Fee Bills

A Tuition Fee Bill, covering University Composition Fees, sent out separately, will be due in three equal instalments for overseas students (dates as above). For Home/EU students payment will also be in instalments (dates as above).

Late Payment and Penalties

A student who fails to pay a bill by the due date (other than with a dispensation from your 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.

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 cost of this will be £10.57 for students on the short accommodation contract, and £12.55 for those on long contract. This will be added to the first bill, and applies for the whole of the academic year. Details of the levels of cover provided, and how you can upgrade this if you wish, are available at <https://www.studentinsurance.nwbrown.co.uk>

College Funds and Financial Support

If you are, or anticipate being, in financial difficulty, **always contact the Graduate Side Tutors as soon as possible**. There are some additional sources of funds for those in particular need, both from within the College and externally. Thus the College has several funds, e.g. travel funds, the Graduate Student Fund, and the Supplementary Exhibition Fund, from which grants and/or loans can be made for special purposes, both academic and of a more general nature. These are normally not available to students pursuing a one year MPhil course or similar. Their aim is to allow members of the College to participate fully in many different aspects of University life, including the development of non-academic interests, and also to help in cases of hardship. For further details contact the Financial Tutor, who will be happy to discuss your particular circumstances.

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

The Department for Education & Skills provides a helpful guide, “[Financial Support for Higher Education Students](#)”. Copies can be obtained from: <http://www.practitioners.sl.c.o.uk/>

University Funds for Graduates

The University web-site gives details of hardship funds which may be available. <http://www.admin.cam.ac.uk/students/studentregistry/fees/funding/hardship/hardship.html>

King's Hardship Fund

This fund is for students who are not eligible for the funds mentioned above and find themselves in unexpected financial difficulty. It is mainly used to help students whose main source of funding has run out as they have exceeded nine terms of their PhD and need to stay longer to complete, for good reason. Applications from students whose funding has unexpectedly been withdrawn, disabled students and students with children and high housing costs may also be considered. An application form can be obtained from the Graduate Secretary. Deadline dates for applying for hardship funding from King's are the end of March and the end of September. Decisions for applications received by the March deadline will be announced in May and for applications received by the September deadline, decisions will be announced in November. In the event where hardship funding is required for a short period of overrun and a date for submission has been agreed with your supervisor, applications may be submitted at anytime.

Debts Policy

Students who fail to pay their College Bills or Tuition Fees will not be permitted to return into residence after the Vacation without the written consent of the Financial Tutor, which will be given only in exceptional circumstances. Furthermore, the College will not permit any student to take a degree if his or her College Bill and/or Tuition Fee liability has not been settled in full by the deadline set in College Rules.

10. COLLEGE FACILITIES

Art Rooms

The **Art Rooms** (two large rooms on the second floor of A staircase) are used for regular life-drawing and other classes and for exhibitions by King's students and others. The Art Rooms Co-ordinator is Mr Nigel Meager, who organises activities in the Art Rooms (email: nigel.meager@kings.cam.ac.uk), specifically, free art classes open to all King's students on Saturdays during term. Permission to sign out the key from the Porters' Lodge is issued by the Art Rooms 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**. 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. The gate on Queens' Road is unlocked by your general (C1) College key. 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 PA.

Graduate Suite (first floor on A staircase)

For graduates only, this comprises common, reading and computer rooms, plus a small kitchen.

Laundry

There are coin-operated laundries in the basement of O staircase in Webb's Court (open between 7.30 am and 11.30 pm) and all hostels except King's Parade, St Edward's Passage and Kingsfield. Ironing facilities are provided. Laundries are accessed by the University Card. Residents in King's Parade and St Edward's Passage Hostels, are permitted to use laundry facilities in Market Hostel; residents in Kingsfield are permitted to use laundry facilities in Garden Hostel. If you live in one of these hostels and your university card does not allow you access, please contact the Porters' Lodge.

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 your 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 Royal Mail 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.

E-mail

Each student has an e-mail address issued by the University. The College and University routinely use e-mail to communicate with students and so it is essential to check your email messages at least twice a day. Please always be courteous and professional in your email correspondence, and be certain to use your University email address to write emails to any staff or academics at the University. You are expected to reply on the same day to all messages received from the College, from Tutors, Directors of Studies and Supervisors.

Meeting Rooms

The rooms listed below are usually available for meetings and lectures. Bookings during term should be made through Ms. Katie Edwards in the Tutorial Office, or via the online booking forms on the College intranet. **Copies of the rules governing the use of these rooms may also be obtained from Ms. Edwards.** 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 and DVD/Blu-Ray player 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 Keynes Hall also contains a grand piano, which may be used by music students and choral scholars. All others must obtain explicit written permission from the Director of Music. The hall may be used for music practice by members of the College during the permitted hours (9am to 11.30pm). However, there must be no undue disturbance and no amplification equipment may be used.

The **Chetwynd Room** seats about 65 people, or can take up to around 150 standing. 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, and holds up to 38 seated or 50 standing. There is an upright piano in the Munby room, which anyone can use, and the room can be used for small music rehearsals.

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.

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 (specific permission to use the grand piano will need to be obtained from the Director of Music Mr. Stephen Cleobury). 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, Ben Parry (bp369@cam.ac.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 Ben Parry 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 infrastructure and buildings. Please avoid indiscriminate posting of notices in the town.

Parliamentary and Local Elections

All students who are eligible to vote in UK elections, should register themselves to vote, and to then check that they have been successfully entered onto the Electoral Role.

Photocopier

A card-operated photocopier is available for use by students in the library. Cards may be purchased from a dispensing machine in the library.

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. The new University's Sports Centre at West Cambridge also offers a wide range of sporting facilities (see <http://www.sport.cam.ac.uk/facilities/CambridgeSportsCentre/> for membership details).

Rowing in King's is organised by the **King's College Boat Club**, which all students may join. 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.

The College has two gyms, the Vault in Bene't Street hostel and a multi-gym in Webbs Court which are open between 7.00 am and 11.00 pm. Application forms to use the gyms may be obtained from the Porters' Lodge. Initial supervised sessions must be booked in term time through the student representative on the Gym Committee. The annual subscription to use both gyms is £30.

There are hard-surface **tennis courts** on the King's School grounds, West Road.

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.

11. ACCOMMODATION

The Assistant Tutor, Dr Jules Griffin (jl40@mole.bio.cam.ac.uk), is in charge of student accommodation, and can be contacted by email, or in person during his Tutorial hours. The day-to-day handling of accommodation matters is dealt with by the Accommodation Officer, Katie Edwards (accommodation.officer@kings.cam.ac.uk). Katie can be contacted by email, or by going to the Tutorial office (F2) during working hours.. This chapter is an overview of the most important rules and regulations concerning accommodation at King's College. More information is available on the King's intranet:

<http://www.kings.cam.ac.uk/intranet/students/undergrads/accommodation/rules.html> In particular, please read the Frequently Asked Questions page before contacting Ms Edwards.

Charges, rents and contracts

Rooms are divided into six rent bands. The rent charged includes electricity, heating, water, hot water, internet access, and a basic level of possessions insurance. (Please see <https://www.studentinsurance.nwbrown.co.uk> for more details of the insurance cover, or to upgrade.) The full breakdown of rents is available at: <http://www.kings.cam.ac.uk/intranet/students/grads/accommodation/rents.html>. There is also a Kitchen Fixed Charge of £127.40 per term for 1st year graduates reducing to £63.70 from the 2nd year onwards which contributes to overheads. When you have a College room, you enter into a contract with the College and agree to abide by all the rules and regulations outlined in this handbook.

Allocation

New graduate students are provided with College accommodation for their first year whenever possible. For subsequent years, rooms are chosen by students based on their position in a ballot system, which has been developed with students over many years and aims to be as fair as possible. Details of the ballot are available from early Easter term: <http://www.kings.cam.ac.uk/intranet/students/grads/accommodation/ballot-info.html> . The College tries to guarantee accommodation for graduate students for two years of study, normally the first and final years – other years are subject to availability.

Guidance on finding accommodation outside of the College can be found at: www.studentadvice.cam.ac.uk/welfare/accommodation/out/

Arrivals and Departures

Graduate students pay rent on a quarterly basis. New tenancies normally commence on the Friday immediately before full Michaelmas term starts, and run until 30 June, with an option to extend into the summer months but it is likely that you will need to move rooms. In this case, students who are not continuing in College accommodation in the following academic year are then required to vacate in early September, by the weekend three weeks before Matriculation. Final year students who graduate at the July ceremony are required to vacate their rooms the day after the ceremony.

We often receive requests from students who have thesis deadlines or vivas in late September or early October, and would like a short extension to their accommodation. Because of the time of year when new students are arriving, we are regrettably not normally able to help with these requests.

The College requires a month's notice of any early departures or amendments to tenancy dates. Failure to notify the accommodation officer in writing (or by email) in due time will result in your accommodation charge continuing throughout the notice period after you have vacated.

Noise

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.

Cleaning and maintenance

In the majority of our graduate accommodation buildings, we provide a regular cleaning service in communal areas only, including kitchens, bathrooms, corridors and common rooms. You are expected to clean your own private room yourself, and vacuum cleaners are provided for your use. The exception to this is if you live in an undergraduate area, where a weekly cleaning service is provided.

Housekeeping staff reserve the right to inspect your room regularly, to insure you are keeping it clean and tidy. If your bedder or the Senior Housekeeper gives notice that you are not maintaining your room in a reasonable manner, you must deal with this immediately, or 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. In serious cases, the provision of College accommodation may be withdrawn.

You are expected to bring your own bedding (sheets, blankets or duvet, pillows & pillowcases), although a bedding pack can be ordered by new students when applying for accommodation at a small additional cost.

Information concerning cleaning and vacating your room at the end of your tenancy is circulated by the Accommodation Officer. 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.

Shared bathrooms must be left clean and tidy. Please note it is not permitted to use shower attachments in bathrooms that do not have showers installed, as these can cause flooding and damage to plumbing.

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 [via the College intranet](#) or in the Porters' Lodge. Any electrical faults or water leaks discovered or suspected should be reported **immediately** to the Porters' Lodge.

After you have logged a request, College staff may enter your room to attend to the fault in your absence. General enquiries about Maintenance issues should be addressed to the Clerk of Works, Mr Shane Alexander (shane.alexander@kings.cam.ac.uk), or the Maintenance Administrator, Mr David Camps (david.camps@kings.cam.ac.uk). If you are not satisfied with the response you receive from a maintenance request, please contact the Domus Bursar, Mr Philip Isaac – philip.isaac@kings.cam.ac.uk .

After you have logged a request, College staff may enter your room to attend to the fault in your absence. General enquiries about Maintenance issues should be addressed to the Clerk of Works, Peter Young (peter.young@kings.cam.ac.uk), or the Maintenance Administrator, David Camps (david.camps@kings.cam.ac.uk). If you are not satisfied with the response you receive from a maintenance request, please contact the Domus Bursar, Philip Isaac – philip.isaac@kings.cam.ac.uk .

Replacement light bulbs for some types of fitting are also available from the Porters' Lodge.

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

Pins, sticky tape, blu-tack, white-tack and adhesives **must not** be used on walls or doors, as they can cause damage. If your room is fitted with picture rails, you can obtain picture hooks from the Senior Housekeeper. The use of “Magic Whiteboards” (www.magicwhiteboard.co.uk) and related products, which do not leave marks, is permitted.

Smoking is not permitted in the following areas: Keynes, Webbs, Garden Hostel, Market Hostel, or Bene't Street Hostel. In other accommodation areas, smoking is only permitted in students' private rooms, and not on balconies or in any communal areas. The burning of candles, joss sticks, incense or any kind of fragrance oils is not permitted for fire safety reasons.

The College has often had problems with clothes moth infestations in the carpets. These moths can spread extremely quickly, so if you suspect your carpet may be infested, please report this immediately, by completing a maintenance request.

We aim to heat rooms to approximately 20 degrees Celsius. If your room is not maintaining this temperature, please check your radiator valve; if you continue to have problems, please log a maintenance request. It is not permitted for you to use your own electric heaters in rooms. If there is a fault which the College cannot easily repair, then temporary electric heaters will be supplied by the College. Central heating is normally turned off during the months of May to September inclusive.

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.

You must observe all rules relating to security and safety. 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.

Cooking

All of our accommodation buildings have limited cooking facilities. When you use cooking facilities, you must not leave your cooking unattended. After you have finished, you must ensure that you leave facilities clean and tidy. Unwashed plates or pots will be removed by housekeeping staff, and cooking facilities will be withdrawn if not left clean and tidy.

All buildings are equipped with either small individual refrigerators in each room, or larger communal ones, which must be kept clean and tidy. Kitchens that are not kept clean and tidy may be closed for the duration of the Term or Year.

You are not permitted to have or use any cooking appliances in College accommodation, including the communal areas, beyond that which is provided by the College. The only exception to this is an electric kettle. Any other appliances found in your room will be removed and returned to you at the end of Term.

Please do not wash dishes in your room washbasins, as this can cause cracks and marks – please use the metal sinks in the gyp rooms / kitchens.

If you use a cafetière or coffee maker, please insure grounds are poured into the bin, not down the sink.

Prevention of Condensation and Mould Growth

We get many complaints about mould growth in student rooms. This is almost always caused by condensation, rather than by ‘damp’ or building defects, and it is entirely preventable. When cooking, boiling water, bathing, showering, washing, or drying clothes, keep the window open and close the door afterwards for long enough to dry the room. Use extractor fans where provided, and do not under any circumstances attempt to disable automatically-operated fans. If you experience condensation problems, before logging a maintenance request, ensure you are ventilating your room adequately. Too much ventilation in cold weather is uncomfortable and wastes heat – all that is required is a slightly opened window or ventilator for a few hours each day, particularly whilst the room is occupied. Where there is a choice, open the upper part of a window – a 10mm gap will be sufficient.

Furniture

You may bring small items of furniture (e.g. a small bookcase) for use in your room. Large and upholstered items (i.e. armchairs, beds, mattresses, futons, sofas, pianos, refrigerators, fridge-freezers) are **not** permitted. This, it should be emphasised, is to avoid the risks associated with flammable, electrically unsafe or insect friendly materials. You must consult and obtain permission from the Domus Bursar *before* bringing *any* items of furniture to College.

Any furniture you bring into College must conform to statutory fire regulations. Personal items must be removed from your room by the end of your tenancy. Fines will be levied for leaving furniture in your room after you have moved out, unless arrangements for doing so have been made with the Senior Housekeeper. College furniture may not be removed from your room under any circumstances.

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.)

Electricity

The voltage of the electric supply in College and all the hostels is 230V at 50Hz. Sockets must not be overloaded. Laptop computers and mobile telephone chargers with non-UK plugs may be only used with an adaptor loaned from the Porters' Lodge.

All other appliances must display the CE/BS mark (European/British Standard), and be fitted with an appropriately-fused UK 13A plug (embossed with "BS1363"). For devices with detachable mains leads (3-pin IEC connector), suitable leads with standard UK plugs are available on loan from the Porters' Lodge.

All appliances brought into College must be tested for electrical safety. We carry out a full test of all items in Michaelmas term – if you bring in anything after this, you **MUST** present it to the Porters' Lodge to be tested. All items must be re-tested annually in Michaelmas term. Non-compliant items will be removed under College authority to be held by Porters' Lodge and returned at end of term or on request, subject to them being removed from College premises immediately and without use.

Guests and Guest rooms

Student rooms are intended for single occupation, but we recognise that on occasion you may wish to have guests to stay overnight. 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. If there are no guest rooms available on the nights you wish to book for, you are advised to try <http://www.cambridgerooms.co.uk>, on which some other Colleges make guest rooms available.

Recycling and Waste Disposal

Rubbish, other than items for recycling, will be removed by housekeeping staff. 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. Please do not leave waste bins (or any other items) in the corridor outside your room door.

Televisions

Students who wish to watch television 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.

Storage

We have a trunk room used for storing graduate students' possessions when away on fieldwork. Mrs Caroline White can provide access to this room subject to availability; her desk is in the Tutorial Office, and the trunk room is below Tutorial in F-staircase basement. Please note that we have limited space and if you have an unusually large amount of possessions **we may not be able** to store them all.

It is **essential** that you put your items in sealed boxes (carrier bags are not permitted) and label them with your name, box number, mobile phone number, current date and expected date of collection. Some hostels also have trunk rooms, which can be opened by the Wardens or Housekeeping staff if you give them sufficient notice. Please plan ahead for vacations, because poor planning on your part does not create an emergency on the Warden's part.

12. 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, occasionally the times of meals may be varied and on rare occasions the servery will be unavailable. Outside of term, the Hall may be used for lunches and dinners for conferences or other functions, during such times alternative seating will be provided.

All students who pay rent to the College are required to pay a Kitchen Fixed Charge of £127.40 per term. 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 Director 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, with the exception of the Easter term, when 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.

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 dinner is held for second year undergraduates and Fellows in Lent Term.

During Full Term various Formal Halls are held. Tickets for Formal Halls are purchased through EPOS, on the intranet. 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 bottles 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 'pennyning' 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. Under these laws no alcohol can be served or consumed in any of the public rooms without appropriate authority and licensed staff.

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** students, Fellows 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

The College Bar also stocks Pantry wines, please see opening times above.

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

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.

13. SECURITY REGULATIONS & KEYS

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.

14. FIRE SAFETY

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 of 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. Fairy/festoon lights (Mains-powered or Battery/LED) and candles are not allowed in rooms, even as decorative items.

New students must attend a talk on fire safety that is held in the first week and fines will be levied for any breach of fire safety.

Smoking is not permitted in the following areas: Keynes, Webbs, Garden Hostel, Market Hostel, or Bene't Street Hostel. In other accommodation areas, smoking is only permitted in students' private rooms, and not on balconies or in any communal areas except Chetwynd Court and on the Webbs' Court Podium. 'Smoking' includes other substitutes such as E cigarettes.

The burning of candles, joss sticks, incense or any kind of fragrance oils is not permitted for fire safety reasons.

FIRE PREVENTION

1. 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 off the smoke detectors.
 - 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 heaters.
 - g) Smoking in bed - do not ever do this.
2. 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.
3. Do not discard cigarette ends into wastepaper receptacles, out of windows or onto the floor.
4. Never use fire-fighting equipment recklessly; this endangers other people's lives.
Offences of this nature will be dealt with severely.

FIRE PROCEDURES

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.

5 On discovering a Fire:

- a Raise the alarm.
- b Break the break glass at a call point to set off the alarm. These are located in all 'Fire Exit' routes.
- c Attempt to put out the fire, only if it is safe to do so.
- d Evacuate the building and inform the Porters' Lodge by dialling (3)31656 or (3)31100- they will then inform the Fire Brigade.
- e Report to your 'Fire Assembly Point'. The location of your 'Fire Assembly Point' is on the Fire Evacuation Procedures displayed in your room.
- f Act on the instructions given by the Fire Warden and Hostel Wardens.

6 On hearing the Fire Alarm:

- a Evacuate the building by the nearest available escape route.
- b Never use a lift during an emergency evacuation.
- c Report to your 'Fire Assembly Point'.
- d Act on the instructions given by the Fire Warden and Hostel Wardens.

FIRE FIGHTING EQUIPMENT

7 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.
- e **Fire blankets, which come in a red container**, are suitable for extinguishing burning clothing and small/contained fires eg. kitchen fires involving burning liquids.

15. ELECTRICAL SAFETY

Electricity and Electrical Appliances

The voltage of the electricity supply in College and all hostels is 230 Volts at 50 Hz.

Appliances designed to function at other voltages are forbidden. Appliances that might constitute a fire risk or overload circuits are forbidden.

Sockets must not be overloaded; if in doubt, consult the Security Porter at the Porters' Lodge or the College Electrician via the Maintenance Department. You are responsible for ensuring that all personal electrical appliances are checked for safety and certified by College (see below).

- a Laptop computers and mobile telephone chargers with non-UK plugs may be used with a specific adaptor available on loan from the Porters' Lodge.
- b All other appliances must display the CE / BS mark, and be fitted with an appropriately-fused UK 13A plug embossed 'BS1363'.
- c An IEC-type detachable mains lead with standard UK 13A plug is available on loan for those devices e.g. rice cookers, which have separate mains leads.
- d All appliances brought into College must be presented for Portable Appliance Testing before use.
- e Personal electrical equipment is tested in bulk by contractors at the start of the Michaelmas term and otherwise by College staff . All items must be re-tested annually in Michaelmas term.
- f Non-compliant items will be removed under College authority to be held by the Porters' Lodge and returned at end of term or on request, subject to them being removed from College premises immediately and without use.
- g No cooking equipment is allowed in rooms except for electric kettles.
- h Do not overload sockets or tamper with electrical fittings.

16. 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.

ACCIDENT PREVENTION

5.
 - a Keep passages and stairs clear of obstructions. Do not stack paper or other items in rooms or passages.
 - b 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.
 - i Do not use faulty equipment or equipment with worn or frayed leads.
 - ii Do not change fittings or tamper with circuits.
 - iii Flexible cables should be as short as possible.
 - c Do not lift any object which is too heavy for you; obtain help.
 - d Do not ride a bicycle or use roller skates or roller blades anywhere in College, as they are a danger to pedestrians.

ACCIDENT AND MEDICAL EMERGENCIES PROCEDURES

6.
 - a You must report all accidents and medical emergencies to the Porters' Lodge immediately. ALL PORTERS ARE TRAINED IN FIRST AID.
 - b Porters will seek medical assistance from local medical professionals and/or the emergency services as required.
 - c IF unable to contact the Porters' Lodge, AND the medical condition is serious, THEN call for an ambulance directly by dialling 999.
 - d You must also report what happened to your Tutor immediately or at the start of the next working day. This will help to establish the cause of the accident and assist in avoiding a recurrence.
 - e In the event of an injury, there is a First Aid Box at the Porters' Lodge and also in a various other locations in College and in the Hostels (see below).

FIRST AID

7. The following advice is concerned only with FIRST AID. It is not a substitute for attention by a doctor or a trained nurse.

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:

Breathing stopped- If the patient stops breathing, immediately send for an ambulance (and a defibrillator) and start resuscitation. Place the heel of one hand in the centre of the victim's chest. Place the heel of your other hand on top of the first. Interlock your fingers and ensure that pressure is not applied over the victim's ribs. Position yourself vertically above the chest and, with your arms straight, press down 5-6cms at a speed of around 2 per second. After 30 compressions tilt the head back and place your lips around the casualty's mouth. Blow steadily, watching for the chest to rise. Give two effective rescue breaths. Continue with chest compressions and rescue breaths in a ratio of 30:2.

[N.B. If you are not trained, or are unwilling to give rescue breaths, give chest compressions only. These should be continuous, at a rate of around 2 per second].

Bleeding- Severe bleeding must be controlled as it may lead to death. Apply direct pressure over the wound and, if possible, elevate it above the level of the heart. Apply a dressing (or a clean pad, if dressings are not available) and bandage firmly. If bleeding continues, apply another pad on top of the first and maintain elevation and pressure.

Unconscious- An unconscious casualty should not be left on his back as his tongue may fall back and block his airway, or he may drown in his own vomit. Carefully roll

him on to his side with his head tilted back so that his airway will remain clear.

Shock - Shock is likely to be present in all cases of injury and many cases of sudden illness. The conscious casualty is usually best lying down with the legs raised. Keep warm and reassure. Do not allow anything by mouth.

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

Broken Bones - These are serious injuries, stop any movement of broken bones, which may make the injury more severe. Keep the casualty at rest; reassure and treat for shock.

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. Run cold/cool water over the affected area for **not less than** 10 minutes, then cover with loosely-wrapped clingfilm, a clean cloth or dressing until seen by a doctor or nurse. Do not attempt to remove clothing stuck to burnt skin.

Electric Shock- Ensure the current has been switched off before touching the casualty. Check that the casualty is breathing. Call for an ambulance and start resuscitation, if necessary (see above). Irrigate the area of the burns for at least 10 minutes, as above.

LOCATIONS OF FIRST AID BOXES

Bene't Street Hostel
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 (Fitzwilliam) Hostel

FIRST AIDERS

A list of nearby First Aiders and their contact details is fixed to each first aid box.