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. This document is updated through the year. The most updated version is available on the intranet, please always check the intranet for the latest version, especially concerning regulations and rules.

Please note also The University’s Student Handbook at
http://www.cam.ac.uk/staffstudents/studenthandbook
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 a 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 it to 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). 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. More recently, the former Provost and Philosopher Professor Ross Harrison has written a lively and amusing short history of King’s entitled Our College Story: A short history of the King’s College of St Nicholas and Our Lady in Cambridge (2015).
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 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, Professor Nicholas Marston. 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 Tim Flack, 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 Ms Lorraine Headen.

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 and 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 Ms Bronach James, the Bursar’s PA is Ms Sandie Campin and 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.

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 Paul Cooper, Mr Anton Kondratjev, Mr Michael Page, Mr Stuart Unwin, Mr Tony Simeon, Mr Stephen Turkentine, Mr Peter Welford, Mrs Kim Whelan, Mr Matthew Blacknell, Mr Graham Sanderson and Mr Andy Waller. Head of Visitor Services is Ms Sarah Friswell, Deputy Head of Services is Jonathan Readman, Visitor Services Administrator is Sarah Braisdell and there are 23 Visitor Guides. Visitor Services also manages the Visitor Centre (the shop) with Jessica Avery as the Assistant Shop Manager and 5 other Sales Assistants.

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 Head of Catering is Ms Susan Madden. She and her staff are responsible for catering in the College and for arranging conferences. The Food Service Manager is Marco Valente. The Bar Supervisor 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 the Tutor with special responsibility for Equal Opportunities.

Data Protection
The College is registered as a Data Controller. Our privacy policies are published at http://www.kings.cam.ac.uk/about/data-protection.html under the provisions of the General Data Protection Regulations (EU 2016/679) and the UK Data Protection Act 2018. For data protection questions or concerns please contact the Information Officer by e-mail at foi@kings.cam.ac.uk, Peter Jones, Fellow Librarian, King’s College, Cambridge CB2 1ST, (+44) (0)1223 (3)31444 in the first instance.

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.

Independent Advice
Students can also always receive free independent advice regarding any College or University procedure or academic or personal matter from the Students’ Unions’ Advice Service www.studentadvice.cam.ac.uk
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 2018-2019 are:

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<tr>
<th>Term</th>
<th>Full Term</th>
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<tr>
<td>Michaelmas</td>
<td>2 October - 30 November</td>
<td>1 October - 19 December</td>
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<td>Lent</td>
<td>15 January - 15 March</td>
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<td>Easter</td>
<td>23 April - 14 June</td>
<td>17 April - 25 June</td>
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Undergraduates must be in residence during the whole of Full Term (see below, under ‘Residence Requirements’), and must devote themselves full-time to their studies.

Tutors and Directors of Studies
All undergraduates have both a Tutor and a Director of Studies. Both are normally Fellows of the College, although in a few smaller subjects there are ‘external’ Directors of Studies, who are usually Fellows of another college.

Your Director of Studies oversees your progress in your academic subject, advises on the lectures to attend and the courses (and the advisability of course combinations) you might take, on vacation reading, and on preparation for examinations. He or she organises your supervisions (see below) and other College instruction, which may include seminars, classes, College tests and progress exams. If you find yourself uncertain about the academic task you have been set to do, that you are struggling with your academic work, that you are not understanding the material or managing to keep up with the volume of work set, you should consult with your Director of Studies promptly. The names of Directors of Studies in the various subjects are given in the next chapter.

Your Tutor is responsible for your educational and general well-being while you are in Cambridge. Tutors advise their pupils not only about their studies in general, but also on problems, academic or personal, serious or trivial, arising out of College or University life. If you find yourself in difficulty, if you are in doubt about whether a proposed course of action is allowed by College rules, or if you need advice about your life in College from someone not directly involved in your academic subject, your Tutor will normally be the person to consult. In any circumstance where you are uncertain what you should be doing, whether academically or personally, Tutors are there to help.

You should get to know your Tutor as they can play a vitally important part in helping you to access the wide range of opportunities and possibilities available to you at Cambridge. Your Tutor is the person you see in the first instance should you have concerns regarding accommodation, your finances, or any other issues. In the unlikely event that anything goes
wrong, your Tutor should be your first port of call. Your Tutor will represent you in any formal dealings with the College and the University. Your Tutor will also have a weekly term-time ‘Tutorial hour’ when you can drop in to see them without notice.

**Teaching Arrangements**

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

**Supervisions** are the mainstay of College teaching. Students, in small groups or sometimes singly, discuss, usually for an hour, with a teacher appointed by the Director of Studies, some written work that they have completed in advance. The point of supervisions is to advance by active debate and discussion from the position you have got to by your independent efforts. Supervisions provide an opportunity for you to clarify any aspect of your work that you are unclear, puzzled, or intrigued about, and for your supervisors to press you to think about aspects that you have not covered on paper. Always attend supervision with a pen and paper to hand, along with your lecture timetable and diary so that you don't end up with conflicting commitments; and please note that supervisions take precedence over all other commitments. Supervisors normally give written comments on work, but you should also take notes on the discussion either at the time or immediately afterwards: do not assume you will remember the points that are made. The supervision system is extremely flexible and you should try to make the most of this. You are expected to take responsibility for your own learning.

Supervisions are arranged by Directors of Studies and undergraduates should not approach or make arrangements with supervisors without the permission of their Director of Studies. You should always interact with supervisors in a professional and courteous manner. Always use your "@cam" email address to correspond with any academic or staff at the University or College. Once supervisions are arranged, completing the work on time, submitting it prior to supervision and attending promptly is a must. If you find yourself unable to attend a supervision, because of illness or for other grave cause, you must notify the supervisor in advance (normally by e-mail, and always copied to their Director of Studies). Failure to do so, except in real emergencies, may result in a student being charged for the missed supervision (£35). Supervisors write reports at the end of every term on each student. These reports guide your Director of Studies, your Tutor and the Senior Tutor as to your progress, and are open to you so that you can assess your own progress. The grades assigned in supervision reports are an "estimate of the term's work" that has been completed and do not constitute a predicted grade for exams.

If a supervision is missed, work is not submitted in advance, or submitted work is not of an acceptable standard, supervisors are expected to report this immediately to your Director of Studies who will discuss the matter with you. Students who repeatedly fail to attend supervisions or to submit adequate work on time are subject to serious disciplinary action. This may include their permanent removal from College (‘being sent down’). Any person who
has been sent down may appeal against this to the College Council. He or she must do so within fourteen days of the decision having been received, and he or she has the right to appear before the Council in person, accompanied, if he or she so wishes, by a Tutor or by another Fellow of his or her choice.

**Qualifying for a Degree**

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

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

(b) **Residence Requirements** for proceeding to the BA degree are that an undergraduate shall have kept a certain number (normally 7 for a 3-year degree) Full Terms of actual residence. Cambridge is a residential university and takes seriously the idea of academic community; the importance of studying, living and eating together. Undergraduates must ‘keep’, each Full Term. To ‘keep’ Full Term you must be in Cambridge every night. If you spend a night away from Cambridge during Full Term, you must make up the Full Term period by residing for extra nights during the period between the end of Full Term and the end of Term. For a day to count towards residence (except the day on which you leave at the end of each term, which also counts), you must spend the following night in your Cambridge accommodation. Undergraduates who need to spend a night away must submit a form (available from their Tutor or from the intranet) and obtain the prior permission of their Tutor to do so. They must also sign the Exeat (‘Let him/her go out’) and Rediit (‘He/she has returned’) books at the Porters’ Lodge (see below). Permission to arrive after the start or leave before the end of Full Term will not usually be granted, since Tutors and Directors of Studies expect to meet you at the start and end of each Full Term. Undergraduates may be asked by the Senior Tutor to reside for a period during the Research Term in the summer (July to mid-August). This will usually be prior to changing subject, or following unsatisfactory performance in an examination.

(c) Anyone whose **general conduct** falls persistently below the standard expected may be required by the College Council to leave the College, and the College will not recommend for a degree anyone who brings him or herself or the College into disrepute.

**Plagiarism**

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

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

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

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

**Change of Subject**

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

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

In exceptional circumstances, on the recommendation of the College, the University may grant permission for students to *intermit* (i.e. to leave Cambridge for a period before returning to continue their studies). The usual reason for this is acute ill health. If you foresee any grave circumstances that might prevent you from continuing with your studies, you should consult your Tutor and the Tutorial office.

**Failure in Examinations**

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

1. An undergraduate will be required to withdraw from the College as a result of failure in a University examination. Any undergraduate who, notwithstanding failure in an examination may still fulfil the requirements for an Honours degree of the University, if allowed to remain in residence by the College, shall have the right of appeal to the Council.

2. Appeals against being asked to withdraw from College shall be heard at the second meeting of Council in the Long Vacation.

3. Academic appeals shall be heard in accordance with the procedures for Academic Appeals, as amended by Council from time-to-time.

4. The Senior Tutor may request that Council consider requiring any member in statu pupillary who fails to apply him or herself to his or her studies as required under statue Q.2(b) to withdraw from the College. When such a request is made, Council shall hear the case in accordance with the procedures for Academic Appeals referred to in Section 3 of this Regulation.

The University of Cambridge does not allow students to re-take Tripos examinations. In special circumstances (e.g. grave illness), the College can apply on a student’s behalf to the University for a student to be ‘allowed’ a Tripos examination (this is known as an "allowance"). If granted by the University authorities, this allows the student to proceed to the next year’s study without having passed the previous year’s examinations.

**Fitness to Study Procedure**

The phrase 'fitness to study' refers to a student's capacity to fully engage with College and University life, both academically and otherwise, without unreasonable detriment to their wellbeing and whilst maintaining appropriate standards of behaviour. The Procedure has been devised to balance the need of an individual student for support and care and the needs of the wider College as a community and place of study. The Fitness to Study Procedure for King’s aims to set out in a clear and transparent way the contexts and procedures through which a student and the College can address serious concerns raised about the well-being or safety of a student or the risk posed by one student to another in the context of an academic institution. The College, and in particular, the Senior Tutor and the Tutors have a duty of care to each individual student as well as to the wider College community. The full details of the College's Fitness to Study Procedure is available on http://www.kings.cam.ac.uk/intranet/fitness-study-procedure

Where there are concerns regarding a student's fitness to study, the University may also act within its own procedure, detailed at http://www.admin.cam.ac.uk/univ/so/2016/chapter02-section29.html. All matriculated students of King’s may use the King’s Fitness to Study Procedure. However, the University's Procedure can be used where the College Procedure is not appropriate. Students are always advised to first discuss any issues they are experiencing with their personal Tutor. Students can also always receive free independent advice regarding any College or University procedure from the Students' Unions' Advice Service at www.studentadvice.cam.ac.uk
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. You are encouraged to recommend the purchase of books that you find are needed for your courses.

The Library also houses the Archives, which include the historical administrative records of the College as well as personal papers of famous Kingsmen. If you are interested in doing primary-source research, here or in other repositories, please talk to the archives staff, who will be pleased to help. 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; 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. But libraries are not the only rich learning resources available to you as a member of the University: the University of Cambridge Museums are astonishingly rich. Use the internet to find out about them and make sure you go to see them.

Computers

The College’s **Computer Officers** (Mr Jason Randall, Mr Chris Darke and Mr Jerome Chandrahasana) 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](mailto: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://help.uis.cam.ac.uk

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.

All College rooms have an Ethernet network socket. After you have obtained your Cambridge ID known as a ‘CRSid’ and password, 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.

The Library contains both computers and printing facilities (for which charges are made). Access to the Library is by your University Card. Printing is charged by a top-up credit system. For further information see http://help.uis.cam.ac.uk/devices-networks-printing/ds-print/users

**Scholarships and Prizes**

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

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

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

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

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

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

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

**Susie Gautier-Smith Prize** is awarded to a student making a large contribution to drama. This prize was founded in 1996 in memory of Susie Gautier-Smith, an undergraduate 1983-86.
Tilley Prize, for exercises in French. This prize was founded in 1944 in memory of Dr Arthur Augustus Tilley, Scholar of 1871 and eventually Senior Fellow who, as Lecturer in French from 1896 to 1922 built up the Modern Languages side of the College.

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

After Graduation

If you are interested in doing research at Cambridge or elsewhere after graduation you should discuss the matter with their Director of Studies no later than the beginning of your final year. Advice is also available through many University Departments or Faculties. Awards from the funding bodies that provide financial support for research are not dependent on your parents’ income and normally cover both fees and living costs. Further information is available at http://www.graduate.study.cam.ac.uk/finance/funding. Students wishing to go to overseas universities after completing their course at Cambridge should consult their Director of Studies and the Financial Tutor at least a year ahead about awards for which they may be eligible.

The College awards studentships competitively each year to students wishing to undertake postgraduate work at King’s. Information on these is available from the Graduate Tutor’s Secretary.

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

Specialist Tutors have particular roles (eg. the Assistant Tutor looks after all student accommodation) as well as having "Sides" of students in particular subjects. The list of Tutors and their Tutorial hours is always available on the Intranet.

**Dr Tim Flack** is an Engineer. He is the Senior Tutor.
Room: F2 (Tutorial Office). Email: senior.tutor@kings.cam.ac.uk

**Dr John Filling** is a Philosopher. He is the Assistant Tutor and a Side Tutor. The Assistant Tutor has particular responsibility for student accommodation.
Room: S1. Email: jf582@cam.ac.uk

**Dr Chryssi Giannitsarou** is an Economist. She is the Financial Tutor.
Room: P3. Email: financial.tutor@kings.cam.ac.uk

**Dr Rosanna Omitowoju** is a Classicist. She is the Welfare Tutor and Side Tutor.
Room: A15. Email: rso20@cam.ac.uk

**Dr Tim Griffin** is a Computer Scientist and a Side Tutor.
Room: G7. Email: tgg22@cam.ac.uk

**Prof Ashley Moffett** is a Medic and a Side Tutor.
Room: G3. Email: am485@cam.ac.uk

**Dr Rory O’Bryen** is a Modern Linguist and a Side Tutor.
Room: 5, 13 King’s Parade. Email: rro20@cam.ac.uk

**Prof Bill Burgwinkle** is a Modern Linguist, and the Admissions Tutor.
Room: A4. Email: web25@cam.ac.uk

**Dr Cesare Hall** is an Engineer. He is an Assistant Admissions Tutor.
Room: 4, 13 King’s Parade. Email: cah1003@cam.ac.uk

**Dr Felipe Hernandez** is an Architect. He is an Assistant Admissions Tutor.
Room: H4. Email: fh285@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 Bert Vaux is a Linguist looking 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

**Rev. Dr Stephen Cherry** is the Dean. He is also the Study Skills Tutor.

Room: H2. Email: sc910@cam.ac.uk

**Dr Henning Grosse Ruse-Khan** is a Lawyer. He is the Lay Dean and responsible for implementing discipline and giving permission for student events and parties.

Room H6. Email: laydean@kings.cam.ac.uk

**Chaplain**

The Chaplain is **The 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: F6. Email: chaplain@kings.cam.ac.uk

**Praelector**

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

Room: G2. Email: njm45@cam.ac.uk

**Designated Premises Supervisor**

All sale and consumption of alcohol, all public entertainment, music, film projection, and performances etc. in any part of the College are subject to approval by the Designated Premises Supervisor. ("licensee")

**Tutorial Office Staff**

**Janet Luff** is the Senior Tutor’s Assistant. She Oversees the Tutorial Office and handles correspondence and messages for the Senior Tutor, Dr Tim Flack.

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 Giannitsarou. She also deals with CamCORS, the supervision database.

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

**Fiona MacDonald** is the Tutorial & Admissions Assistant, working with both undergraduate admissions issues and Tutorial matters.

Room: F1. Tel: (3)31255. Email: fiona.macdonald@kings.cam.ac.uk

**Lucy Ogden** is the Accommodation Officer. She handles student accommodation, certain function room bookings, and can take messages for the Assistant Tutor, Dr John Filling.

Room: F2. Tel: (7)69473. Email: accommodation.officer@kings.cam.ac.uk
Caro Schade is the Undergraduate Senior Admissions and Outreach Officer.
Emma Spooner is the Outreach & Admissions Officer.
Caro and Emma together, 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)31417/(3)31255. Email: undergraduate.admissions@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 Tutors.
Room: F2. Tel (3)31421. Email: caroline.white@kings.cam.ac.uk

Victoria Zeitlyn is the Tutorial Assistant responsible 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: victoria.zeitlyn@kings.cam.ac.uk
5. DIRECTORS OF STUDIES AND OTHER TEACHING OFFICERS & FELLOWS

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

Archaeology

Professor Robert Foley

Anglo Saxon, Norse and Celtic

Dr Judy Quinn* (Faculty)
Dr Debbie Banham* (Faculty)

Architecture

Dr Felipe Hernandez
Professor Nick Bullock

Asian & Middle Eastern Studies

Prof. Khaled Fahmy
Dr Basim Musallam
Dr Mezna Qato (Bye-Fellow)

Chemical Engineering

Professor Geoff Moggridge

Classics

Dr Ingo Gildenhard
Dr Rosanna Omitowoju
Professor Simon Goldhill
Professor Robin Osborne

Computer Science

Dr Tim Griffin
Dr Marwa Mahmoud (JRF)
Dr Ken Moody
Dr Marek Rei (JRF)

Economics

Dr Aytek Erdil
Dr Elisa Faraglia
Dr Chryssi Giannitsarou
Professor Hamid Sabourian

Education

The Senior Tutor

Engineering

Dr Mark Ainslie
Dr Nick Atkins
Dr Cesare Hall
Professor Cam Middleton
Dr Tim Flack
Dr James Taylor (JRF)
<table>
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<tr>
<th>Subject</th>
<th>Faculty Members</th>
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| **English**                   | *Dr Laura Davies*  
*Dr David Hillman*  
*Professor Nicolette Zeeman*  
Professor Pete de Bolla |
| **Geography**                 | *Professor Matthew Gandy*  
Dr Joanna Kusiak (JRF) |
| **History**                   | *Professor John Arnold*  
*Professor Gareth Austin*  
*Dr Caroline Goodson*  
*Dr Mark Smith*  
Prof Richard Bourke  
Dr Freddy Foks (JRF)  
Mr Peter Jones  
Professor Robin Osborne  
Dr Michael Sonenscher |
| **History of Art**            | *Professor Caroline van Eck*  
Professor Jean-Michel Massing  
Dr Aline Guillermet (JRF) |
| **History & Philosophy of Science** | *Dr Anna Alexandrova*  
Mr Peter Jones |
| **Human Social & Political Sciences** | *Dr Matei Candea*  
*Professor James Laidlaw*  
*Professor Jason Sharman*  
*Dr Darin Weinberg*  
Dr John Barber  
Dr Jude Browne  
Professor John Dunn  
Professor Caroline Humphrey  
Dr Perveez Mody  
Dr Sharath Srinivasan  
Dr. Julienne Obadia (JRF) |
| **Law**                       | *Dr Henning Grosse Ruse-Khan*  
*Dr Surabhi Ranganathan*  
Dr Zoe Adams (JRF)  
Dr Megan Donaldson (JRF) |
| **Linguistics**               | *Dr Bert Vaux* |
| **Management Studies**        | *Dr Matthew Jones*  
(Judge Business School) |
Mathematics

Dr Ronojoy Adhikari
Dr Maurice Chiodo (Bye-Fellow)
Professor Mark Gross
Dr Adriana Pesci
Professor Nathanael Berestycki
Dr Dejan Gajic (JRF)
Dr Keith Carne (First Bursar)
Professor Clément Mouhot

Medical Sciences

Dr Sarah Crisp (Clinical)
Dr Fiona Godlee (Bye-Fellow) (Clinical)
Dr Fraz Mir (Bye-Fellow) (Clinical)
Professor Ashley Moffett (Pre-Clinical)
Dr John Perry (Pre-Clinical)
Dr Ben Ravenhill (Bye-Fellow) (Pre-Clinical)
Dr Goylette Chami (JRF)
Dr Francesco Colucci
Dr Naomi McGovern (JRF)

Modern and Medieval Languages

Professor Bill Burgwinkle (Emeritus Fellow)
Dr Rory O’Bryen
Dr Godela Weiss-Sussex
Dr Alice Blackhurst (JRF)
Professor Brad Epps

Music

Professor Nicholas Marston
Mr Richard Causton
Mr Stephen Cleobury (Director of Music)

Natural Sciences

Dr Sebastian Ahnert
Dr David Al-Attar
Dr Andreas Bender
Professor Jules Griffin
Professor Gillian Griffiths
Professor Ben Gripaios
Professor Sarah Lummis
Dr David Munday
Dr Amanda Barber (JRF)
Professor Michael Bate
Professor George Efstathiou
Dr Sebastian Eves-Van De Akker (JRF)
Professor Chris Gilligan
Dr Cicely Marshall (JRF)

Philosophy

Dr John Filling
Dr Angela Breitenbach
Dr Anna Alexandrova
<table>
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<tr>
<th>Politics &amp; Behavioural Sciences</th>
<th>Dr Mirjana Bozic</th>
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<td></td>
<td>Dr David Good</td>
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<td>Professor Mark Johnson</td>
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<td>Theology and Religious Studies</td>
<td>The Revd Dr Stephen Cherry</td>
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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 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 such as 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 may be referred directly to the Police. Complaints involving abusive behaviour, whether intended or not, will be referred to the Lay Dean.

Further information on disciplinary matters, can be found in the College and University Statutes & Ordinances at http://www.kings.cam.ac.uk/about/accounts-legal/statutes.html and http://www.admin.cam.ac.uk/univ/so/

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

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

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

When an undergraduate returns into residence from vacation or Exeat, the Rediit book in the Porters’ Lodge must be signed immediately (failure to do this may incur losing days of residence and having to make them up outside of Full Term).

**Paid Employment**

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

**Animals**

Animals may not be kept, 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 (incl. student rooms) 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. Special rules apply during the so called ‘quiet period’ prior and during exams. You will be made aware of them by email and are expected to respect them – primarily to give everyone a chance to perform at their best during the exams.

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. Because of the severe risk of fire, the use of candles, 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.

Freedom of Speech
The College is strongly committed to the principle of freedom of speech and expression. It fosters an environment where all of its members can participate fully in the life of the College, and where each member feels confident and able to research, question and test received wisdom, and to express new ideas and controversial or unpopular opinions, without fear of isolation, marginalisation or discrimination. Equally, the College expects its members to receive and respond to intellectual and ideological challenges in a respectful, constructive and peaceful way.
Prevent

The Prevent legislation was brought in under the Counter-Terrorism and Security Act 2015, which resulted in all public bodies (of which this University and King’s College are examples) having a statutory duty to protect its members and other people from ‘radicalisation’, which in this context means being drawn in by others to support terrorism, or to commit acts of terrorism. The Prevent lead for the College is Dr Tim Flack, the Senior Tutor. If you have any queries about the Prevent legislation and King’s College’s implementation of it then please contact the Senior Tutor. The Prevent legislation does impact on the nature of events that can be held at King’s, requiring certain checks to be carried out by the Lay Dean (in the case of student-led events) and the Vice-Provost (in the case of Fellow-led events). This is closely linked to issues surrounding Freedom of Speech. The full College policy on Freedom of Speech can be found at: http://www.kings.cam.ac.uk/files/intranet/kings_freedom_of_speech_statement.pdf

Gowns

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

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 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. In addition, all are required to act in a way that does not bring the College into disrepute. This includes by means of any communications, in written or electronic forms, in particular on any social media platform, 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.

The University has also got its own Harassment and Sexual Misconduct complaints procedure and a code of conduct for students in respect of Harassment and Sexual Misconduct (see http://www.studentcomplaints.admin.cam.ac.uk/files/code_of_conduct-procedure-explanatory_notes-policy_on_use_of_information.pdf). Any student can request that another student's behaviour is investigated by the Office for Student Conduct, Complaints and Appeals (OSCCA). The University has introduced an anonymous reporting tool to give
students a choice in how they can report an incident to the University. Details of the University Procedure can be found at:

http://www.studentcomplaints.admin.cam.ac.uk/harassment-sexual-misconduct

**Use of Social Media Guidelines and Rules**
The College has a Social Media Guidelines and Rules policy, see:

http://www.kings.cam.ac.uk/students/social-media-guidelines

The guidelines and rules seek to advise students on exercising good judgement in their use of social media to protect them from harm, to ensure that no student is harassed or bullied through inappropriate communication and to protect the College and its staff from inappropriate use of the College name in digital communications.

**Meetings**
The College has a number of seminar rooms and other rooms in which meetings and lectures can be held. These rooms may be on booked on CASC via the College intranet and approved by the Lay Dean. Please see the link below for more information:

http://www.kings.cam.ac.uk/intranet/facilities/meeting-rooms/guide.html

This asks the organiser to identify all speakers who have been invited and indicate the size and nature of the audience expected to attend. Further details can be found in the College Policy on the Management of External Events and External Speakers at:

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

**Parties**
If you wish to hold a party (i.e. any gathering 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 the applicant and approved by the hostel warden (where appropriate) and returned to the Lay Dean’s office **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 on Friday or Saturday, and by 11.00pm all other nights** 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.** The start and end dates of the Quiet Period will be announced closer to the time.

**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 (this includes all College hostels) with the following exceptions: smoking is allowed on the terrace outside the Beves Room and in the designated smoking area in Chetwynd Court. ‘Smoking’ includes other substitutes such as E cigarettes. **Based on a recent decision by College Council, smoking is now prohibited in all student and other College accommodation, with no exceptions.**

**Visas**

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

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 Dean’s Verger is Mr Ian Griffiths: members of the College who use the Chapel are encouraged to introduce themselves to him and to the other members of the Chapel staff.

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 queueing 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, Susie Forster, is here every morning, and Tuesday and Thursday afternoons during term time. You will find the Health Centre under the archway in Webb’s Court. Please see the intranet for further details of opening and appointment times. The nurse is here to provide help and advice on both physical and mental health issues. http://www.kings.cam.ac.uk/intranet/health-wellbeing.html#nurse

Emergencies
If you need medical help/advice when the health centre is closed please contact the porters for First Aid advice or a pharmacist for minor ailments, call NHS 111 or see your GP. In more serious cases please attend A&E at Addenbrooke’s Hospital. If you need advice for a mental health crisis please call NHS 111 option 2. For life threatening emergencies please call 999 for an ambulance.

Registering with a Local Doctor
As a new student you must register with a local doctor (i.e. a Cambridge General Practitioner or "GP") as soon as you can when you first arrive in the city, to ensure that you can access health services quickly and easily while you are at King’s. Cambridge GPs are experienced in dealing with Cambridge University 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.

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 arrange 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 you 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-registering with your home GP. When required, Cambridge GPs liaise with other Practices and Hospitals across the country and to sharing student records. If you need them, hospital appointments should not be affected as you can elect to be seen at any hospital.

You can choose to register with any local GP, although it makes sense to register with 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. The two closest surgeries to College are Trumpington Medical Practice and Newnham walk.

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 suffered 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, the College Nurse, the Tutorial Office, or your doctor, all of whom are accustomed to being consulted about personal problems. The College also provides support in terms of Cognitive Behavioural Therapy ("CBT") and counselling and mental health advice from trained experts; referrals for these are via your personal Tutor, so please speak to them if you are experiencing anxiety or mental health difficulties so that they can support you to seek help early on. If you prefer, you may make an appointment directly online, by telephone or in person with the University Counselling Service. The 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 8.30am – 1pm and 2 - 4.30 pm. This service is primarily preventative and offers advice to members of the University going abroad on expeditions, electives, or for other reasons.
Your personal Tutor helps all students with financial matters, whether personal or concerned with their studies. They will be glad to discuss any issues and to explore whether the College might help. The College has limited funds that can be used to make loans or grants. They allow members of the College to participate more fully in many different aspects of life here, both academic and non-academic, as well as helping out in cases of hardship (for which, see below). Your Tutor will arrange a brief individual meeting with each fresher at the beginning of the Michaelmas Term at which there will be the opportunity to ask about any of this.

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

For students commencing their studies in October 2018 the undergraduate fees are as follows. Please note that these are set for the duration of your undergraduate course:

<table>
<thead>
<tr>
<th>UK &amp; EU Students</th>
<th>Overseas Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition Fee:</strong></td>
<td></td>
</tr>
<tr>
<td>£9,250 for students who matriculate in 2018-19</td>
<td>Group 1: £19,197</td>
</tr>
<tr>
<td>£10,065 (+ College Fee below) for students on a second undergraduate degree (except for Architecture &amp; Medicine)</td>
<td>Group 2: £21,411</td>
</tr>
<tr>
<td><strong>College Fee:</strong></td>
<td>Group 3: £25,119</td>
</tr>
<tr>
<td>N.B: Only charged to students who are not certified as eligible in principle for tuition fee support eg. those UK/EU students who are taking a second undergraduate degree (except for Architecture &amp; Medicine)</td>
<td>Group 4: £29,217</td>
</tr>
<tr>
<td>£8,718 for students matriculating in 2018-19.</td>
<td>Group 5: £50,130</td>
</tr>
<tr>
<td>Plus £8,718 for overseas students matriculating in 2018/19 and set for duration of course.</td>
<td>(see key on next page)</td>
</tr>
</tbody>
</table>

Continuing students will need to access the King’s College Intranet via http://www.kings.cam.ac.uk/intranet for information on tuition and college fee rates for 2018/19.

**Group 1:** Anglo-Saxon, Norse, and Celtic; Archaeology; Asian and Middle Eastern Studies; Classics; Economics; Education; English; History; History & Modern Languages; History & Politics; History of Art; Human, Social & Political Sciences; Land Economy; Law; Linguistics; Modern and Medieval Languages; Philosophy; Religion & Philosophy of Religion
**Group 2:** Mathematics
Group 3: Architecture; Geography; Music
Group 4: Chemical Engineering; Computer Science; Engineering; Management Studies; Manufacturing Engineering; Natural Sciences, Psychological and Behavioural Sciences
Group 5: Medicine (both Pre-Clinical and Clinical)

Details of the financial assistance for new UK and EU students (all known as ‘home’ students) from 2018-19 are available from the following funding organisations depending on where you are resident.

Students from England: Student Finance England: Tel. 0300 100 0607
www.gov.uk/student-finance

Students from Northern Ireland: Student Finance ni. Tel. 0300 100 0077
www.studentfinanceni.co.uk/

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

Students from Wales: Student Finance Wales. Tel. 0300 200 4050
www.studentfinancewales.co.uk

Students from the EU: Student Finance Services Non-UK Team Tel. +44 (0) 141 243 3570
www.gov.uk/student-finance

UK and EU students from households with a family income of up to £42,620 per year will be eligible for a Cambridge Bursary ranging up to £3,500 per annum on successful assessment by the relevant funding organisations above. Details are available from:

www.cambridgestudents.cam.ac.uk/cambridgebursary

The University estimates that typical term-time living costs (covering room rent, kitchen and food charges, utilities, clothing, entertainment etc based on an academic year of 30 weeks) for students at Cambridge are £9,160 per year for Home/EU students and £10,310 for Overseas students. This will therefore require extremely careful budgeting.

Keeping to a tight budget is easiest if you begin planning your finances before the academic year begins. At the start of each of the three terms, you will receive a bill from College for your rent, catering charge, etc. The exact rent will vary in the range £1,068.26 - £1,792.47 each term for first year students (£1,068.26 - £1,934.33 for second years & above). In addition there is a Kitchen Fixed Charge of £142.67 per term. This bill must be paid by 22 October 2018. In addition, you will need funds to pay for food, books, travel and other expenses from October until the end of June. Note that there will be extra expenses when you first arrive in Cambridge. For example, you will be asked to pay Caution Money (£150) which will be refunded after graduation, i.e. when you have completed your degree or course.

Undergraduates from outside Britain and the EU are responsible for their own University and College Tuition Fees, which usually increase annually. They may have been awarded scholarships and bursaries. It is essential that you arrange suitable funding for your entire course, and that you are able to guarantee this to King’s before you arrive.
Council Tax
There is no liability for Council Tax if you live in a College room or in a hostel. However, where one person is not a student in other shared accommodation, including College flats, the property becomes liable under UK law for Council Tax, although possibly at a reduced rate. For instance, for partners living together and where one is a student and the other is not, a discount of 25% is given, i.e. 75% of the amount still has to be paid. The only relief against Council Tax is available to people on low incomes (including partners of students but excluding the majority of students themselves). Partners of overseas students can also claim Council Tax relief if their income is sufficiently low.

Property and Insurance
Unfortunately, theft from College rooms is not uncommon in Cambridge. The College therefore arranges for basic insurance cover for students in College accommodation, both for the period when you are in residence and for anything you leave in a College trunk room over the vacation. The basic cover is included in your room rent given on the College bill, but for any additional cover you may wish to obtain, please contact the insurance company directly, details of which will be found on the College intranet:
http://www.kings.cam.ac.uk/intranet/students/insurance.html

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

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

Other Grants available
The College has a variety of small funds that can be used to help with, for example, cultural activities, music lessons, University level sport and foreign language courses. If you need a fairly small amount of money to enable you to do something interesting and imaginative, please see your Tutor.

Summer Undergraduate Internship Scheme
The College operates a Summer Undergraduate Internship scheme in which a number of places are made available (in 2018, 12 places were offered) for undergraduates to work with a member of academic staff in their faculty for typically 8 weeks in the summer vacation. The scheme is administered by the Financial Tutor and all eligible undergraduates will be contacted by email just before the start of the Easter Term 2019, with further details on the scheme and how to apply.
Travel Grants
The College has funds to provide travel grants to students. Applications should be made on
the form available from the Tutorial Office or from the College’s Intranet (access is via Travel
Grants in the Undergraduates section). You will be emailed details of when to apply for these
each term. Grants will normally only be made for travel overseas. Grants are decided on the
basis of recommendations from Tutors (or Directors of Studies if the travel is relevant for
academic purposes).

Grants for Study Related Expenses
Undergraduate students at King’s may apply for funding to support study related expenses.
Standard study related expenses, such as stationary, books, calculators, etc., are currently
estimated to be around in the region of £270-300 per academic year and are included in the
figure of annual maintenance costs that the University recommends. For many courses, there
are no additional study related costs that are essential for their coursework; however for a
number or courses, there are some costs that are considered essential for the studies, and are
over and above the aforementioned figure. Information on the additional study costs can be
found here: https://www.undergraduate.study.cam.ac.uk/fees-and-finance/living-costs. The
college will consider supporting study related expenses, provided that students can provide
evidence, in the form or receipts, bank statements, etc., that they have already spent (or project
that they will spend) £270 on study related material and activities, in the relevant academic
year. Additionally:

A. For students enrolled in the following courses: Anglo-Saxon, Norse and Celtic; Economics;
   English; History; History and Politics; Human, Social, and Political Sciences; Law; Linguistics;
   Mathematics; Philosophy; Psychological and Behavioural Sciences; Theology, Religion, and
   Philosophy of Religion. The corresponding departments do not officially list any additional essential costs
   for their studies. The students will then need to apply with a written case of why the proposed
   expense is essential for their studies, which will need to be approved by their Tutor or
   Director of Studies, with a short case for support.

B. For students enrolled in the following courses: Archaeology; Architecture; Asian and
   Middle Eastern Studies; Chemical Engineering; Classics; Computer Science; Engineering;
   Geography; History and Modern Languages; History of Art; Medicine; Modern and Medieval
   Languages; Music; Natural Sciences; Social Anthropology (within HSPS). The corresponding
   departments list some specific study related costs that are essential for the studies. The students will apply
   directly for funding for such costs, provided that their Tutor or Director of Studies approves the request for funding. For any
   expenses other than those listed by the corresponding departments as essential, the
   students will need to apply with a written case of why the proposed expense is essential
   for their studies, which will need to be approved by their Tutor or Director of Studies,
   with a short case for support.

Applications for study related expenses should be signed off by your Tutor or Director of
Studies, who will confirm that expenses of up to £270 have been or are projected to be
incurred. They must be submitted and authorised before they are incurred; post hoc
applications are not normally considered. Please provide fully itemised details of your
anticipated expenses on the application form. Applications will be considered on a case-by-case basis by the Financial Tutor.

**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 2018-19 dates for payment will be 22 October 2018, 28 January 2019 and 7 May 2019.

Please note that 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. The College keeps a record of all transactions on your EPOS account, 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 a final small bill must be settled by 30 June 2019. The balance of your account may be checked online from the College website.

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

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

A UK or EU student who fails to provide the Tutorial Office with a copy of his or her “University or College Payment Advice” letter (Scotland: Award Notice; EU: “Financial Notification/Assessment of Entitlement to Student Finance for the Academic Year” letter) by the end of the Michaelmas Term (other than with dispensation from their Tutor) may be billed personally for private College fees and be liable for a fine of £25. This is because without the necessary evidence for audit the College cannot legally reclaim the appropriate fee.
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 Dr 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.
**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 it is essential to check your e-mail messages at least twice a day and to respond immediately to any question. Be courteous and professional in your e-mail correspondence, and always 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 via the online booking forms on the College intranet. ([http://www.kings.cam.ac.uk/intranet/facilities/meeting-rooms/index.html](http://www.kings.cam.ac.uk/intranet/facilities/meeting-rooms/index.html)). 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, including any events involving an outside speaker (see above p. 28) 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 with Cambridge City Council, and should 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 for this copier may be purchased from the Enquiry Desk 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 Webb’s 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 John Filling (jf582@cam.ac.uk), is in charge of student accommodation, and can be contacted by e-mail, or in person during his Tutorial hours. The day-to-day handling of accommodation matters is dealt with by the Accommodation Officer, Lucy Ogden (accommodation.officer@kings.cam.ac.uk). Lucy can be contacted by e-mail, 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 Lucy Ogden.

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 the College intranet for more details of the insurance cover, or how to upgrade. Also note that the accommodation charges displayed on the intranet do not include the charge for insurance cover). There is also a Kitchen Fixed Charge of £142.67 per term, which is a contribution 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 policies outlined in this handbook. Undergraduates may choose to rent rooms on either short (28/29 week) or long (35 week) contracts.

The short contract covers ten weeks in Michaelmas and Lent Terms, and nine weeks in Easter Term, each commencing on the Saturday prior to the start of Full Term (Friday for first year students in Michaelmas). However, in Michaelmas Term, first year students on the short contract, and all students living in the Keynes building, are required to vacate their rooms immediately after the end of Full Term, so that candidates for admissions interviews may be accommodated. Students on the short contract are required to clear their rooms completely in the vacations of all personal belongings.

The long contract includes all of the Easter vacation and part of the Christmas vacation: students may stay for two weeks after Michaelmas term finishes, and two weeks prior to Lent term starting. (This leaves a period of two or three weeks over Christmas and New Year not covered.) Students on the long contract may leave belongings in rooms during these vacations.

A list of the exact dates covered by each contract is available at:
http://www.kings.cam.ac.uk/intranet/students/undergrads/accommodation/residency-dates.html

A breakdown of the different rents for each contract and rent band is available at:
http://www.kings.cam.ac.uk/intranet/students/undergrads/accommodation/rents.html

Allocation

In their first year, undergraduates are allocated rooms. 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 Lent term: http://www.kings.cam.ac.uk/intranet/students/undergrads/accommodation/ballot-info.html
**Vacations and Vacation Residence**

All undergraduates are required to notify the Accommodation Officer towards the end of term of their exact dates of leaving and returning to College. You will be asked by email to complete an electronic form. In order to keep term, all students must, come into residence not later than the day before the first day of each Full Term. Undergraduates may not go down before the last day of Full Term without written permission from the Senior Tutor or Assistant Tutor (see the section on Permissions and Regulations for more details).

Undergraduates wishing to remain in College accommodation beyond the normal dates of their contract must seek permission before the end of term from the Assistant Tutor. Permission is granted only in exceptional circumstances, and additional vacation rent is charged. Students for whom this is likely to cause financial hardship should consult their Tutor. If permission is given, it nevertheless may be necessary for you to move to a different room.

**Trunk Rooms**

Students can store a limited amount of property in one of the College trunk rooms. Information about the procedure is circulated each term. Undergraduates who wish to leave items are required to complete a form and return it to Victoria Zeitlyn in the Tutorial Office (F2). When this has been done, it will be possible to obtain a trunk-room key from the Porters. Please note availability is limited, so priority may be given to international students and students on the short contract, and it may be necessary to limit the number of boxes used.

**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**

Your ‘bedder’ will vacuum and dust your room once per week, and clean washbasins and ensuite facilities, where present. Note that she or he does not actually make the bed: you are expected to do that for yourself. You are expected to provide your own bedding; a bedding pack can be ordered by new students when applying for accommodation at a small extra cost.

You **must** give your bedder access to your room at least once a week, and you are expected to co-operate with your bedder to ensure that your room is kept reasonably 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 else the matter will be reported to the Lay Dean. In such cases a fine, and a charge for any additional cleaning required, will be added to your College Bill. In serious cases, the provision of College accommodation may be withdrawn.

Information concerning cleaning and vacating your room at the end of Term is circulated towards the end of each Term by the 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 subcontractors. 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.

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 in advance and alternative College rooms provided.

Pins, sellotape, 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, are permitted.

Smoking is not permitted in any student accommodation nor 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. Fairy/festoon lights (Mains-powered or LED) and candles are not allowed in rooms, even as decorative items.

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. Any damage that does occur should be reported to the Senior Housekeeper immediately. Do not try to make 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. However, in the main college site, these are mostly only suitable for preparing ‘snack’ meals in a microwave oven, and do not contain full cookers. When you use the 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 bed-makers 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 equipment 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, please make sure that the grounds are poured into the bin, not down the sink.

**Prevention of Condensation and Mould Growth**

Mould growth 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. 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 (eg 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 at the end of each term if you are on a short-term contract, and all items must be removed at the end of the Easter Term. Fines will be levied for leaving furniture in your room at the end of each term if you are on a short-term contract,
unless arrangements for doing so have been made with the 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 and candles are not allowed in rooms (even as decorative items.)

**Guests and Guest Rooms**

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

The College also has single, twin and double Guest Rooms that, if available, you may book (by emailing: guestrooms@kings.cam.ac.uk) for not more than three consecutive nights. A guest room must not be used for more than the permitted number of guests. There is a nightly charge for guest rooms. 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](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 your bed-maker each day. There are various recycling points around the College for paper, glass, and cans, and it is your responsibility to ensure that recyclable waste is taken to the appropriate recycling point. College staff will not remove recyclables for you. Please do not leave waste bins (or any other items) in the corridor outside your room door.

**Televisions**

Students who wish to watch television set in their own room will need to buy a television licence. This applies to watching live television on your computer. You must ensure that the noise from watching television does not disturb others.

**Living outside of college accommodation**

The College normally offers accommodation to all undergraduates. Undergraduates in their second or higher years may, in exceptional circumstances and with the Assistant Tutor's permission, live out. Students wishing to live out in the following academic year should first discuss this with either their Tutor or Director of Studies and then make an appointment with the Assistant Tutor. They should formally request permission in the first week of Lent (and certainly prior to the undergraduate ballot for accommodation) otherwise the Assistant Tutor may either refuse permission or fine the student to reflect a loss in rent that may be incurred by the college. Lodgings must be approved by the College, and the address inputted into CamSIS self-service (in the ‘term time address’ field.). Please note that the University requires all students in residence to reside during term within the University ‘precincts’, which extend to a three mile radius of Great St Mary’s Church.
Students who rent College rooms are required to give, in writing, a minimum of one Term's notice if they intend to move out during the academic year, otherwise rent is charged for the notice period. In such cases students should first consult with their Tutor or Director of Studies before discussing the matter with the Assistant Tutor. However, in cases of ill health requiring a student to leave Cambridge the college will waive this notice period.
12. FOOD AND DRINK

**Meals**

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

<table>
<thead>
<tr>
<th></th>
<th>Traditional Times</th>
<th>Special Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>8.00 am to 9.15 am Monday to Friday</td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td>12.15 pm to 1.30 pm Monday to Friday</td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td>6.00 pm to 7.30 pm Monday to Sunday</td>
<td></td>
</tr>
<tr>
<td>Brunch</td>
<td>11.00 am to 1.30 pm Saturday and Sunday mornings</td>
<td></td>
</tr>
</tbody>
</table>

Cutlery and crockery must not be removed from the servery area, hall and bar areas as this causes issues for the catering department and shortages of equipment for the cafeteria users. Plastic containers are provided free of charge if you wish to take food to your accommodation.

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.

During vacations, the times of meals may be varied and meals may not be available on some occasions. The Hall is often used for lunches and dinners for conferences or other functions leaving limited or no room for members of the College, 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 £142.67 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 her staff are always available to receive comments and suggestions. There is also a Catering Committee that includes student members and a student group who meet with Susan Madden every six weeks. They collect and pass on feedback to the catering team. The servery offers a wide range of menus with daily vegan and vegetarian choices.

You may bring up to 2 guests at a time through the servery. If you would like to bring through any more guests, please contact the catering office at least 48 hours prior to the day. They will be able to advise if this is possible.

**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. If you have a query on a transaction please contact the catering office as soon as possible.

**College Dinners and Formal Hall**

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 Lunch 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, at a subsidised price, 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 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 ‘pennying’ or similar practices are found to have occurred.

**Food Allergies**

If you suffer from a food allergy, you will need to take responsibility for your food intake. Do feel free to ask members of the kitchen staff for advice about the content of foods served in the cafeteria. Anyone with anaphylaxis needs, therefore, to take full responsibility for his or her own food intake and should carry antidote injections at all times. The Catering Department has allergen champions, who have a wealth of knowledge about the Allergens and they can be consulted if needed. Allergens are displayed on the servery menus and at the food service areas.

**College Bar**

All sale and consumption of alcoholic drinks in College is subject to licensing laws and 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 or area 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:

- 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, by removing all food trays and glasses to the appropriate area.

**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         9.00 am – 2.00 pm 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:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>8.30 am to 5.30 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9.30 am to 4.00 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>10.00 am to 4.00 pm</td>
</tr>
</tbody>
</table>

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. The College takes environmental policies very seriously. You are encouraged to purchase a reusable coffee cup and water bottle from the coffee shop.
13. SECURITY REGULATIONS & KEYS

Centrally situated and 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 9.00 pm and the Back Gate at 5.45 pm. Both Clare and Webb’s Gates are always locked. All members are issued with a University Card, 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, are 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 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 Bene’t Street Hostel or Spalding Hostel rooms. In other accommodation areas, smoking is not permitted in students’ private rooms, 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 or 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) Candles & incense sticks in student rooms are 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.
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 (Conformity European)/BS (British Standard) 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.

ALL electrical equipment MUST be PAT (portable appliance tested) AND running on the correct voltage. This means with a CE / BS mark, capable of operating at 110 – 240v at 50/60 Hz, fitted with a (BS 1363) three pin 13 amp plug or utilising a correct approved adaptor when fitted with a non-standard UK plug. (See attached sheet)

Any items found that are not on the approved list nor using correct adaptors will be seized. Any repeated infringements will result in a referral to the Lay Dean.
The following equipment is acceptable in accommodation:

Kettle
Coffee machine. No other equipment for the preparation or cooking of food is allowed within rooms.
Laptop/tablet charger
Mobile phone/camera/shaver charger
Hair straighteners with auto shut off (To be used with a suitable heat pad when cooling – heating pads are available on loan from the porters’ lodge)
Hair dryer
Battery powered fairy lights provided they have a CE marking

The following items are not acceptable in accommodation:

Candles, incense sticks or similar and scented oil burners must not be used within any building.

The following is provided (where there is space) within communal gyp rooms:

Oven fitted by the college with timers attached.
Toaster
Rice cooker
Sandwich toaster
Low fat grill (George Foreman type)

An iron and ironing board is available for communal use and irons MUST not be used in accommodation rooms.
16 HEALTH & 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.

Any person 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 cling film, 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  
Tutorial Office

**FIRST AIDERS**

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