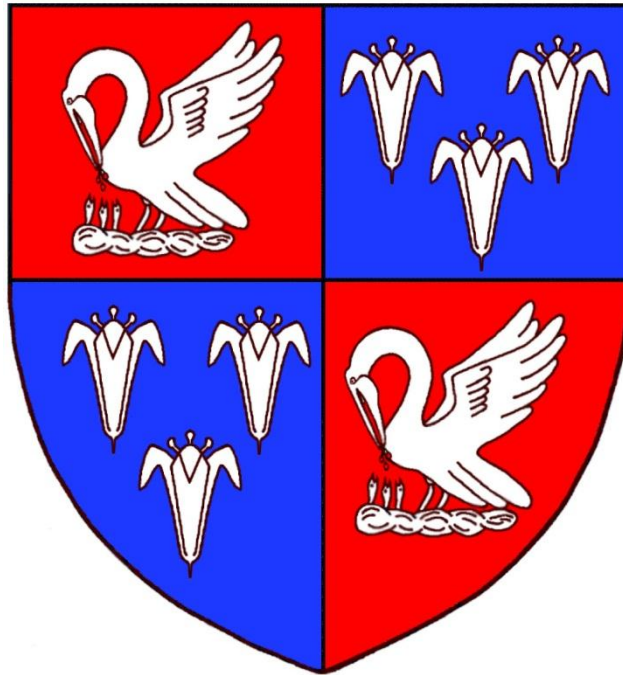


CORPUS CHRISTI COLLEGE
Cambridge



Notes for the
Information of Fellows

Academic Year 2014/15

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CARS AND CAR PARKING

General rules on car parking are available from the Porters' Lodge.

Fellows who wish to park their car on College grounds should provide the Head Porter with details of their vehicle. In return, a permit to display in the vehicle will be provided. Car parking at Newnham House and the Leckhampton new build is accessible via a barrier. The barrier is activated by a University card which will need to be set up accordingly; please contact the IS&T Manager to have your card activated. Those using Newnham House are requested to park carefully in order to make best use of the limited space. Additional parking is available at Leckhampton House and also by the Pavilion on the Sports Ground at Leckhampton (approached by Cranmer Road) and for Fellows' cars only at the rear of Middleton Cottage in Sidgwick Avenue. There is very limited space for one or two Fellows' cars in Stable Yard, but this area is in constant use during office hours for deliveries and access for Maintenance Department vehicles. When parking in the Stable Yard is required, access must be arranged in advance with the Porters Lodge, please ensure that there is space for another car to be parked alongside.

CHAPEL

The College was founded for Religion and Learning, and Divine Worship continues to be offered in Chapel daily during Full Term and at other times. Fellows, together with their families and friends, are welcome to attend services in Chapel, details of which are given on the termly Chapel Card. Baptisms, weddings and funerals are also arranged for members of College. There are stalls in Chapel reserved for Fellows - the Dean of Chapel or Chapel Wardens will be happy to show you where to sit. Fellows who wish to attend Chapel regularly are welcome to consult the Dean of Chapel about the allocation of a regular stall for their use. Members of College wear gowns in Chapel, and doctoral gowns are worn on "scarlet days" (as shown in the College Calendar).

Information on the Chapel and services is available on the College web site.

The Dean of Chapel, the Reverend James Buxton (D4, Telephone 3-38002), is available to any member of College to discuss any matter in confidence.

CDs of the Chapel Choir are available from the Porters' Lodge

COFFEE AND TEA

Coffee and tea are available throughout the day from automatic dispensers in the Red MacCurdy Room.

COLLEGE ACCOUNT

Purchases in the College, guests' meals, rooms, postage, etc. are charged to Fellows' individual College accounts, and a statement is issued monthly (by e-mail). Payment can be made by cash, cheque, credit or debit card. Fellows who are experiencing difficulty in paying their bill should see the Treasurer.

COLLEGE BAR

Beer, wines, spirits and soft drinks, hot and cold beverages, snacks and other sundries may be obtained from the College Bar, which is open to Fellows, Junior Members, staff and their guests. Fellows' purchases may be paid for in cash, or charged to their College Account or "Bar Credit" (see ENTERTAINMENT ALLOWANCES).

COLLEGE CALENDAR AND REGISTER

The College Calendar and Register are published at the beginning of each academic year and issued to Fellows via pigeon holes and e-mail, if required, further copies can be obtained from the Bursary.

COLLEGE STAFF AND EMPLOYMENT

A number of important College policies and procedures are detailed in the Employee Handbook, an updated version of which is on the Intranet (password protected). In particular, Fellows with management responsibilities for staff should make themselves familiar with the College's employment and related policies, which must be adhered to. Any queries on the implementation of policies should be directed to the Bursary in the first instance.

COMBINATION ROOMS

The Old Combination Room (OCR) and New Combination Room (NCR) are linked by a passage and can be reached from C Staircase, or through the Hall. The Red and Green MacCurdy Rooms lead off the OCR, but may also be accessed from D Staircase.

Newspapers and periodicals are available in the Green MacCurdy Room: back copies are kept for a limited period in the cupboards in the lobby. Some of the magazines may subsequently be circulated to Fellows' families: Fellows should discuss this with the College Butler (telephone: 3-38011 / e-mail: ps464@cam.ac.uk).

COMPUTERS, COLLEGE WEBSITE, INTRANET AND WIFI

The College has its own data network system which provides access to the Cambridge University Data Network, Internet and Intranet. Wifi (including Eduroam access) and network points are available in all areas. To register your device: ipad, phone, laptop etc. please follow the instructions detailed in appendix 10. There are computer rooms in New Court, Taylor Library and at Leckhampton.

Fellows who wish to connect to the network in their College room can complete the process themselves by following the procedure outlined below:

1. Ensure the computer's network settings have been set to automatically receive an IP address at the time of connection.
2. Connect the computer to the network via a network cable or via a wifi connection.
3. Open an internet browser and you should be directed to the College's registration page.
4. Register using the PWF or RAVEN passwords issued by the Computing Service.

Those Fellows who require further assistance in connecting to the network, should contact the Information Services and Technology Manager.

Fellows who wish to access the Intranet should log in via the College website as follows:

 Password: pelican

See E-MAIL for details of e-mail addressing arrangements.

The College's Information Services and Technology Department, maintains the hardware for all College-owned computers and installed software, and also manages the College's networks. The Department may be contacted by e-mail (helpdesk@corpus.cam.ac.uk) or by telephone (7-66269), they are happy to help Fellows with any computer-related issues, including connection to the internet, as time allows.

The College WWW Server has space available for Fellows who wish to establish a homepage or other pages. Please contact the Information Services and Technology Department for details.

The College website contains extensive information on the College and is updated regularly (www.corpus.cam.ac.uk). The website does contain details about the Master and Fellows of the College.

Each Fellow is responsible for completing and maintaining their own website page. Access to an individuals' Fellow page is restricted and can be accessed by using the Raven login.

COMMITTEES

A list of College Committees and members is published in the College Register at the beginning of each academic year with the list of Fellows, Dining Members, etc. With the exception of the Executive Body, elections to which take place in January, membership of Committees is decided at the July meeting of the Governing Body, and appointments are usually for a limited period. Fellows who would like to serve on a particular Committee should speak to the Master.

CONFLICT OF INTEREST

The College is a registered Charity (Registered Charity Number 1137453) and Active Fellows are charity trustees (other than category F). Fellows are required to declare conflicts of interest, noting any outside or potential conflicting interest in the Register of Interests kept in the Bursary. A form to enable Fellows to do this is circulated annually. Fellows are required to declare any conflict of interest at Committee meetings and may have to absent themselves from meetings when issues involving a conflict of interest arise. Full details are available on the College website.

CORPUS CHRISTI COLLEGE, OXFORD

An arrangement for reciprocal hospitality between the College and Corpus Christi College, Oxford, is in place. Fellows, including Honorary, Life and Research Fellows (but not Visiting Fellows or non-Fellow members of the SCR) may be given free accommodation, breakfast, lunch and dinner (including High Table and Combination Room drinks) for a maximum of 3 days. Applications should be made in the first instance to the Accommodation Officer at accommodation@ccc.ox.ac.uk or 01865 276708 or the Bursar's PA 01865 276692.

DATA PROTECTION

The College's Data Protection Policy is available on the web site or in hard copy from the Bursary.

DEVELOPMENT AND COMMUNICATIONS OFFICE

The College has a Director of Development and Communications and other staff responsible for fundraising and relations with Old Members. For development related matters, Fellows should contact the Development and Communications Director (telephone: 3-38048 / e-mail: ejw39@cam.ac.uk).

DINING

Fellows are entitled to 7 free meals per week which may be taken as dinners or lunches.

Breakfast

Breakfast is available in the Pelican Bar for Fellows and their guests from 8.15 a.m. – 9.00 a.m. on Sunday – Friday and brunch is available in Hall on Saturdays from noon – 1.30 p.m. Meals should be signed for in the Fellow's name, and will be charged to the Fellow's College Account.

Lunch

High Table lunch menus are issued weekly and are posted in the Porters' Lodge, and are also available in the OCR. Fellows may take lunch in Hall (except Saturdays when brunch is available) and bring in guests. Fellows will be charged for guests' meals over and above their annual entitlement (see FREE GUESTS) and may use the Cafeteria Service along with Students and Staff, but most Fellows choose from the High Table buffet which is served from the Oriel window near the High Table. Fellows are requested to sign the Lunch Book/Diary in the Oriel window to record that they have taken a lunch entitlement. If a guest attends, please add (+ 1 CG) after the sign in. After lunch, Fellows with guests may use the OCR or Red MacCurdy Room, and not the Green MacCurdy Room.

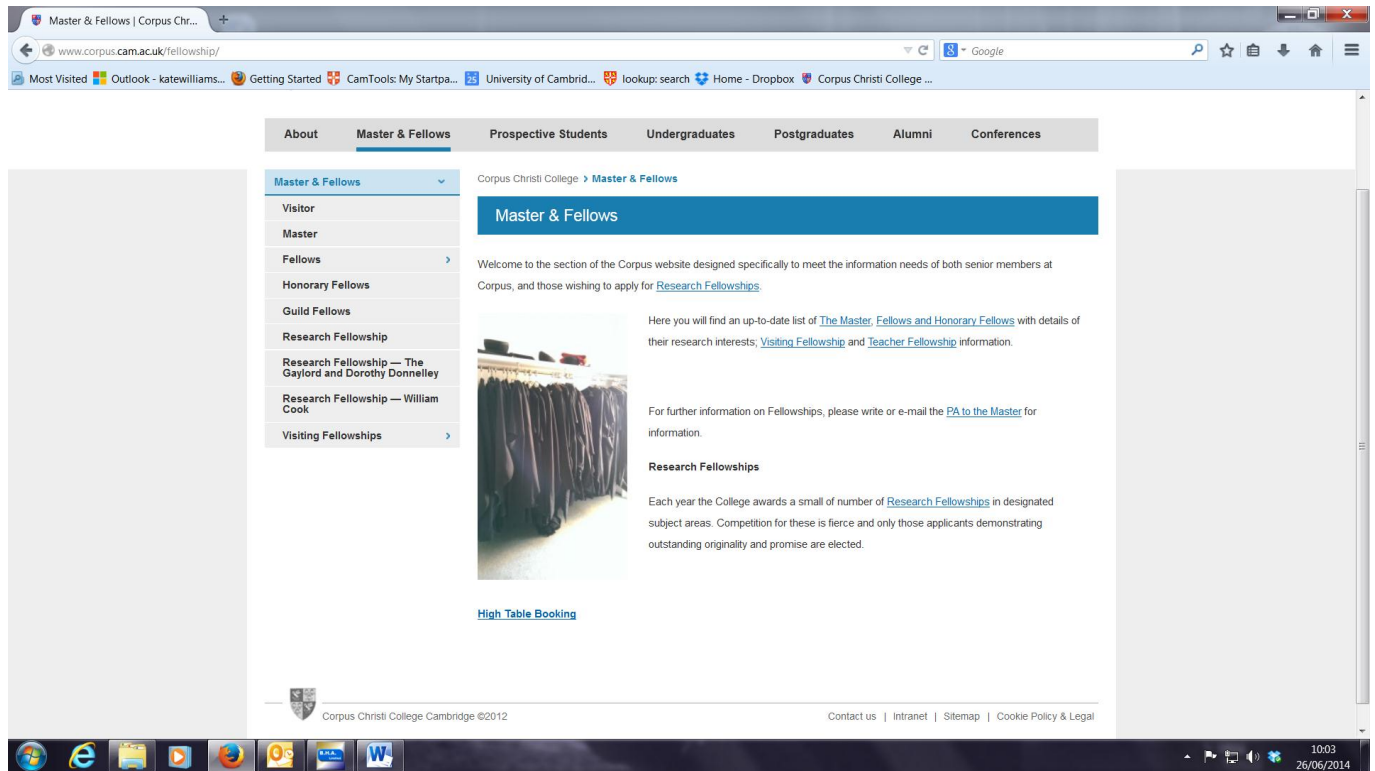
Supper

Fellows may use the Cafeteria Service for supper at 6.00 p.m. (5.45 p.m. on Fridays and Sundays) if they wish, but will be charged on their College Account for the dishes they select.

Dinner

High Table dinner menus are issued weekly and are posted in the Porters' Lodge, and are also available in the OCR.

Fellows who wish to dine at High Table should enter their name (and that of any guest) onto the High Table on-line booking system at <http://www.corpus.cam.ac.uk/fellowship/>

The image is a screenshot of a web browser displaying the 'Master & Fellows' page of the Corpus Christi College website. The browser's address bar shows 'www.corpus.cam.ac.uk/fellowship/'. The page has a navigation menu at the top with options: 'About', 'Master & Fellows' (selected), 'Prospective Students', 'Undergraduates', 'Postgraduates', 'Alumni', and 'Conferences'. On the left side, there is a vertical menu with categories: 'Master & Fellows', 'Visitor', 'Master', 'Fellows', 'Honorary Fellows', 'Guild Fellows', 'Research Fellowship', 'Research Fellowship — The Gaylord and Dorothy Donnelley', 'Research Fellowship — William Cook', and 'Visiting Fellowships'. The main content area features a blue header 'Master & Fellows' and a welcome message: 'Welcome to the section of the Corpus website designed specifically to meet the information needs of both senior members at Corpus, and those wishing to apply for Research Fellowships.' Below this, there is a photograph of a row of dark, draped coats hanging on a rack. To the right of the photo, text reads: 'Here you will find an up-to-date list of The Master, Fellows and Honorary Fellows with details of their research interests, Visiting Fellowship and Teacher Fellowship information.' Further down, it says: 'For further information on Fellowships, please write or e-mail the PA to the Master for information.' A section titled 'Research Fellowships' follows, stating: 'Each year the College awards a small number of Research Fellowships in designated subject areas. Competition for these is fierce and only those applicants demonstrating outstanding originality and promise are elected.' At the bottom of the page, there is a footer with the college's name and year 'Corpus Christi College Cambridge ©2012' and links for 'Contact us', 'Intranet', 'Sitemap', and 'Cookie Policy & Legal'. The Windows taskbar at the bottom shows the time as 10:03 on 26/06/2014.

or may use the Dining Book in the Porters' Lodge. For High Table Dinner to take place there must be a minimum of 3 dining, 2 of who must be Fellows. The minimum number must be signed in by 1.30pm the previous day, on reaching this number Fellows and dining members can continue to sign in up until 1.30pm on the day of dining itself. For Sunday and Monday dining the sign in time will be 1.30pm the previous Friday. **Fellows not signed in by this time can approach the Butler to see if any flexibility on dining is possible and should expect a modest meal, not the advertised menu.**

Dinner in Hall is not served on Tuesdays, Thursdays or Saturdays (Meals are available at Leckhampton on Tuesdays and Thursdays see LECKHAMPTON for details).

College Guests are guests that the College is hosting on official business ie, potential benefactors, Fund Managers, external Chapel preachers. Research students from Leckhampton are also College Guests when invited by a Fellow to dine on High Table. Fellows, particularly College Officers, may bring guests on College business to High Table lunch or dinner.

Please ensure that names of guests are entered clearly and legibly in the Dining Book, together (if appropriate) with an indication of their academic or other affiliation. Fellows hosting College Guests should append '(CG)' after the guest's name to ensure they are not charged personally.

Fellows who do not intend to combine (i.e. take wine and dessert) after dinner, should place a cross (X) against their name in the book. If Fellows find that their plans to combine change during dinner should notify a member of the pantry staff so that there is an opportunity to reset the table in the NCR. A vegetarian option is available if an appropriate annotation is made when signing in (see the weekly High Table menu). Special health-related dietary requirements should be discussed with the Catering Office.

Sherry is available at £1 a glass in the Red MacCurdy Room before Dinner, and should be signed for in the book by the decanters.

Fellows assemble in the OCR five minutes before Dinner, which is served at 7.30 p.m. Guests should be presented to the Master and/or the President, or the Senior Active Fellow dining. Guests may be introduced to dine at High Table on any night of the week except on those Mondays when there is a Governing Body meeting beforehand. On nights other than Guest Nights, it is usual for a Fellow who wishes to bring in more than one guest to check well in advance with the President that no inconvenience will be caused.

There are certain days and brief periods in the year when, by agreement of the Governing Body, no dinner is served at High Table.

Combination

Fellows combine in the NCR after dinner on Wednesdays and Sundays. On Mondays (when there is no meeting of the Governing Body) and Fridays coffee and wine, but not dessert, are usually served in the Green MacCurdy Room. On Mondays following Governing Body meetings there is usually an informal Combination in the OCR or Parker Room. In Combination it is usual, as far as possible, to make a point of sitting by new neighbours, unless one has a guest with whom one wishes to remain. Some variation in the arrangements for Combination may be made outside Full Term, and occasionally during Full Term when there are special College guests.

Guest Nights

Each term, at least 2 evenings (usually Wednesdays or Saturdays) are set aside for a special dinner to which Fellows are encouraged to bring their spouses/partners and up to 2 additional guests. Fellows may of course exercise their right to dine whether or not they intend to bring a guest. Space is limited to 38 places, and Fellows are advised to sign in the Dining Book well in advance.

The dates for Guest Nights are published in the College Calendar.

Fellows who sign in to dine at Fellows' Guest Nights who find that they can no longer dine are asked to inform the College Secretary or, if out of hours, the Catering Manager at catering@corpus.cam.ac.uk or Porters' Lodge. This can be done up to five minutes before the dinner is due to start.

Leckhampton

A two-course sit down dinner is served at Leckhampton on most Tuesdays and a buffet service is available most Thursday evenings, to which Fellows and their guests are most welcome. For Tuesdays it is necessary to book in advance by signing the lists available at Leckhampton or the Dining Book in the Porters' Lodge before 1.30 p.m. Alternatively, bookings may be made via the MCR website at www.corpus@cam.ac.uk/mcr or by telephoning the Catering Office not later than 4.00 p.m. on the day in question. The meal begins punctually at 7.00 p.m.; seating arrangements are informal and gowns are not worn. A vegetarian main course is always available but must be ordered in advance.

Bar meals can be ordered from the menu between 7.00 p.m. and 8.45 p.m. on Mondays, Wednesdays and Fridays and between 7.30 p.m. and 9.00 p.m. on Tuesdays and Thursdays.

The dates and arrangements for special dinners to which Research Associates are especially welcome, are published in the College Calendar. Fellows are also encouraged to attend, and may bring a guest.

Free Guests

Fellows are entitled to 20 guest dinners or the equivalent guest lunches (calculated on a ratio of 1.5 lunches for every dinner) per annum.

Calculation and accounting are done annually for the financial year (July 1 to June 30).

One free dinner per week is offered to spouses or partners of Fellows dining at Leckhampton.

Feasts and other Special Dining Nights

The College has three Feasts - the Commemoration of Benefactors Dinner (December), the Queenborough Feast (late January/early February), and the Name Day Feast on Corpus Christi Day (May/June).

The Commemoration of Benefactors Dinner is intended primarily for undergraduates.

In 1948 Lord Queenborough, an Honorary Fellow of the College and former Member of Parliament for the Borough, gave to the College a benefaction for the endowment of a feast, and expressed the hope that representatives of the Corporation and of the citizens of Cambridge would be entertained at this, in order that the ties between Borough and College might thereby be recognised and strengthened. The feast is held annually at about the time when the College commemorates its second dedication, i.e. the Sunday next after Candlemas. The College invites the Mayor of Cambridge and other Civic Officers.

For the Name Day Feast, there is a special dinner for Fellows' spouses/partners in the NCR, known as the Dorothy Spens Dinner in memory of a former Master's wife.

Fellows are entitled to attend all the above events, but may only invite a guest to the Name Day Feast according to a rota which is published annually. Fellows may arrange with each other to exchange entitlements but should notify the President of any proposed changes, giving as much notice as possible.

Old Members are invited in rotation to the annual MacCurdy Dinner (September) or Beldam Dinner (April), and Fellows are particularly encouraged to attend.

Vegetarian courses and special diets are available at all Feasts and special dinners by arrangement. Please consult the Catering Office.

Fellows who find that they can no longer attend a Feast are asked to inform the College Secretary or if out of hours the Catering Manager at catering@corpus.cam.ac.uk or Porters' Lodge. This can be done up to five minutes before the dinner is due to start.

E-MAIL

For those Fellows who do not currently have an e-mail address, or who do not wish to use a departmental address for College business, the Information Services & Technology Department can supply the necessary form to apply for a Computing Service Hermes e-mail account. This can be accessed via the College network using Webmail (<https://webmail.hermes.cam.ac.uk>) or most popular e-mail programs.

ENTERTAINMENT ALLOWANCES

All Fellows are entitled to an allowance (currently £85 per year) **to be used only for the entertainment of undergraduate and postgraduate students.** The allowance is in the form of a College Bar credit, and any Fellow wishing to obtain drinks, etc., for this purpose should acquire them from the College Bar and ask the staff there to charge them to their College Bar credit.

Certain College Officers are given an additional entertainment allowance.

EXPENSES

Expenses incurred on College business, and with prior approval of a budget holder, will be reimbursed. An expense claim form for this purpose is available on the intranet and any claim must be supported by receipts and signed by the budget holder. Claim forms must be forwarded to the Treasurer for re-imbusement.

FAX

See section on TELEPHONES AND FAX.

FREEDOM OF INFORMATION ACT (FOIA)

Details regarding Freedom of Information, the Act and any associated requests can be found on the College website or by contacting the Freedom of Information Act Officer (foi@corpus.cam.ac.uk).

GOWNS

Gowns are worn at High Table dinner, in Chapel, and at meetings of the Governing Body and Executive Body, and occasionally at other meetings.

Doctors wear scarlet in Hall and Chapel on University Scarlet Days, as well as on Corpus Christi Day and on the College's second Name Day in February. They also wear scarlet in Hall at the Queenborough and Commemoration Feasts, and in Chapel at the evening service of the Commemoration of Benefactors (but not at the morning service on that day). Fellows are welcome to wear the gown of any Doctorate or Master's Degree they may possess from any University on the occasions of the Commemoration Dinner, the Queenborough Feast, the Name Day Feast, and University Scarlet Days.

GUESTROOMS

Fellows' guestrooms are booked through the Accommodation Officer (E=mail: accommodation@corpus.cam.ac.uk or telephone 3-35498).

The rules for the use of guestrooms are attached, together with the charges.

HEALTH AND SAFETY

The College takes its health and safety obligations very seriously and operates a policy with which Fellows should make themselves familiar. Details can be found on the College website and by contacting the Head Porter.

HEALTH INSURANCE/CASH PLAN

The College operates a private health insurance scheme for Fellows and health cash plan scheme; details are available from the Treasurer.

INSURANCE

The College regrets that it cannot accept liability for any loss or damage to personal possessions, items or effects whilst on any part of the College site. It is strongly advised that you make suitable arrangements with adequate cover via your own home insurance. Directors and Officers, Employee and Public liability are covered by insurance.

KEYS

Fellows will be issued with two keys on arrival.

The Fellows' sub-master key gives access to the areas most used by Fellows in the Old House: these include the external gates, the Combination Rooms, and the front doors of all the undergraduate hostels. At Leckhampton, the key opens the door to the squash court and the garden gate to the left of Leckhampton House.

The Leckhampton key operates the front and garden doors of Leckhampton House, and all the security gates to the Leckhampton complex.

In some areas of College (Taylor Library, Computer rooms and Leckhampton New Build) access is not via key but by using the University card.

LAUNDRY

There are cash operated laundry facilities in Botolph Court, Stable Yard, the Robert Beldam Building, Trumpington Street Hostel, Barton Road Hostel, Newnham House and near Leckhampton House.

LEAVE OF ABSENCE

The following applies (please refer to Ordinance E3 – revised 2014):

Fellows in Classes A, C and F who wishes to apply for sabbatical leave, or a Fellow in Class B who wishes to intermit for a term or more, should submit a written application to the Master, who will refer it to the Executive Body.

Fellows in Classes A and F shall normally be resident in Cambridge during Full Term. Fellows in this class are required to obtain permission from the Executive Body before accepting any work or other obligation involving their regular absence from Cambridge for more than one day in every fortnight of Full Term. Fellows in Class A shall inform the Master if they plan to be absent from Cambridge for longer than two week days during Term or during the Christmas and Easter vacations, and for longer than two weeks during the Long Vacation

Fellows in Classes B and C shall inform the Master if they plan to be absent from Cambridge for more than five days during Term. They need not report any absences during the vacations.

In the case of College Teaching Officers, when deciding on leave of absence the EB will follow the guidelines as set out in University Statute DII.5 and will determine whether any stipend should be paid in respect of any period of absence, observing the same conventions as those employed by the University.

Fellows in Classes A, B, C and F (and specifically Directors of Studies, College Lecturers and those with Teaching responsibilities) who are planning an absence from College shall ensure that, after consultation between the Senior Tutor and the Fellow concerned, a recommendation is submitted to the EB for the appointment of a substitute or substitutes to cover their obligations for directing studies, supervisions, and any other academic or administrative duties in the College for which they are responsible.

When a Fellow is away on leave of absence, it is expected that he or she make it possible for the College to contact them during the period of absence by leaving relevant information with the Porters' Lodge (see also MAIL).

TAYLOR LIBRARY

Fellows may borrow books from the Taylor Library, up to a limit of 10 volumes for a term. There is an annual recall of books at the end of the Easter Term. Those already in possession of a current University Card should go to see the Information Services and Technology Department (Telephone 7-66269) to have their card activated. Those without a current University Card should contact the Tutorial Office (Telephone 7-64296) to obtain a card. Fellows may also borrow certain categories of modern printed books from the Parker Library; the Sub-Librarian (Telephone 3-38025) will explain the procedure. Fellows and their guests are welcome to visit exhibitions of manuscripts and early printed books mounted in the Parker Library showcases. For security reasons, the Parker Library is not open at all times and Fellows should telephone the Librarian or Sub-Librarian beforehand (Telephone 3-38025 or 3-39994).

MAGAZINES AND NEWSPAPERS

See COMBINATION ROOMS.

MAIL

Letters and notes are kept for Fellows in their pigeon-holes in the Porters' Lodge, unless they ask for them to be delivered or forwarded. When absent from Cambridge for more than a few days, Fellows are expected to let the Head Porter know their address and probable date of their return.

Mail on official College business will be handled by the Duty Porter. If they wish, Fellows may set up an account with the Head Porter to have their private mail posted, and charged to their College Account. Official internal mail within the University can be sent via the University Mail System provided the envelope is clearly marked UMS (this is not a free service, the College is charged for every item sent).

MAPS

Maps of the College are attached.

MATERNITY AND PATERNITY LEAVE

The College follows University policy where applicable on maternity and paternity leave for Fellows.

MEETING ROOMS

The following rooms are available for use by Fellows: the NCR, I4, Harley Mason Room, McCrum Lecture Theatre, Parker Room, Bacon Room, Marlowe Room and D1. All rooms may be available for hire for private functions. Out of term, the rooms need to be booked well in advance if required for special functions in order to avoid any clash with conference needs. Booking is via the Catering Office. It is required that the Fellow responsible for an event should complete a form which sets out the rules for the hosting of functions.

The following important rules apply to the use of College rooms for functions: -

- When the staff on duty leave, the 'Responsible Fellow' should be reminded to extinguish all candles when the function is finished. Lighted candles should never be left unattended and the Responsible Fellow must ensure this.
- Rooms must be vacated by 12 midnight.
- The Responsible Fellow should secure the room and inform the Duty Porter that this has been done.
- Fellows must see their guests off the premises.

The Hall

For dining - 160 maximum.

New Combination Room

For dining - 50 maximum.

For seminars (theatre style seating with top table) - 50 maximum.

McCrum Lecture Theatre

Maximum seating capacity of the theatre is 150.

The rules and hire charges for use of the McCrum Lecture Theatre are available from the Catering and Conference Office.

I 4, Harley Mason Room,

For seminars (seated around one table) - 25 maximum.

For seminars (theatre-style seating with top table) - 50 maximum.

Parker Room

For dining - 35 maximum (U-shaped table).

For seminars - 35 maximum (theatre style seating).

For seminars 20 (one table) - 35 maximum (U-shaped table).

Marlowe Room

For seminars – 12 maximum.

D 1

For seminars/supervisions – 10 maximum.

D1 is available for supervisions in term and is booked via the Tutorial Office (Telephone 7-64296/3-38063; e-mail: jel33@cam.ac.uk). Out of term D1 is booked via the Catering or Conference Office.

Bacon Room

For dining - 8 maximum.

For seminar/supervisions - 8 maximum.

For Fellows who book the Parker Room, Marlowe Room and Bacon Room (which can be used either separately or together), there is no charge for College or University meetings which they are organising/convening and attending. Charges apply for private events, details of which are available from the Catering or Conferencing Office.

Leckhampton (also booked through the Catering or Conference Office)

The dining room is available for hire for private functions, and has a seating capacity of 100.

Room 4 in Leckhampton House is available for private lunch and dinner parties and has a seating capacity of 12. Pre-meal drinks, if required, can be served in the garden or in the Old Dining Room. The room may also be used for meetings/supervisions.

Music Practice Room

The College has two locations with pianos, which can be used for practice if booked in advance: -

McCrum Theatre between 10.00 a.m. and 9.00 p.m. booked via the Porters' Lodge

Hart Music Room between 10.00 a.m. and 9.00 p.m. booked via the Porters' Lodge

In order to use any of these rooms, it is necessary to be placed on the Practice Room list by contacting the Director of Music or the Senior Organ Scholar.

OFFICES AND ACCOMMODATION

Fellows' offices and accommodation are allocated by the Master. Most of the offices/rooms or sets are in Old and New Court, but some are provided in the Master's Lodge Annex and in the Robert Beldam Building.

Any personal use accommodation (room/set/flat with a "bed") is subject to an annual service charge. The provision of utilities and services is assessed by HMRC as a taxable benefit in kind and a charge of 1/3 of the assessed utilities (£1,200pa) £400 is charged to applicable Fellows accounts in March of each year. If the service charge is causing financial hardship the Fellow should speak with the Treasurer.

Furniture provided by the College as part of the furnishing of a Fellow's room belongs to that room and should not be removed when the incumbent moves to another room. An allowance of up to £500 for provision of furniture and furnishings in newly-occupied rooms may be spent; the Accommodation Officer will handle requests and source suitable furniture and fittings. Any expenditure above this amount must be referred to the Treasurer and will be subject to budgets set for the year.

The College has a number of furnished flats at Leckhampton for Fellows, Visiting Fellows and Research Fellows.

The College also has a limited amount of unfurnished commercial residential accommodation which may be offered to new Fellows at a discounted rent (50% of the commercial rent) for one year and 33% of commercial rent for years two and three. Full commercial market rent will then become payable.

Accommodation is allocated by the Master and is reported to the Executive Body. Fellows who rent accommodation from the College are required to sign an assured short hold tenancy agreement and abide strictly by the stated terms.

Bedmaker services, linen provision and cleaning are available in College but are not available at Leckhampton or in the commercial properties; these are designated self-provision and self-clean properties.

A small number of guestrooms are available for use by Fellows or their guests: see GUESTROOMS.

PHOTOCOPYING

A photocopier is available for use by Fellows in a room by the entrance to the College Pantry (passage between Old and New Courts). The charge for private copies will be 5p per A4 copy (8p for A3).

It will be assumed that copies which have not been declared as private have been made for official College purposes, and they will be charged to the Tutorial, Research or Administrative Account as appropriate. **Copying on behalf of Faculties and other University departments should not be done on the College machines.**

For security reasons the outer black door leading to the pantries and Photocopy Room will be locked and bolted between 11.00 p.m. and 7.00 a.m. and during the kitchen closure periods. The door to the Photocopy Room, which can be operated with the Fellows' sub-master key, should be kept locked when not in use.

PHOTOGRAPHS

An album containing the photographs of resident Life Fellows and Fellows is kept in the OCR. The College Secretary arranges for newly admitted Fellows to be photographed.

PRIVATE FUNCTIONS

The Catering Department can undertake private parties and functions in College. Please contact the Catering Office. Glasses and cutlery, etc. may be borrowed for use in College rooms, or at home (for a small charge), via the Butler.

RESEARCH ALLOWANCES

All Active Fellows are granted an annual allowance of £820 per annum towards the cost of legitimate research expenditure. Any unused sums in a year will be carried forward to the following year, but not to subsequent years.

The following constitutes legitimate research expenditure:

- Conference/Course fees

- Travel to and accommodation at academic meetings, conferences, courses, lectures etc. (University guidelines on expenses should be followed for these purposes.)

- Professional Fees/subscriptions

- Computer hardware and software

- Books, journals, literature, periodicals, stationery and related materials

- Publication costs, photocopying of research material

- Typing charges for books and academic papers

- Research equipment

Application for reimbursement should be made on the appropriate expense form (available on the intranet) to the Treasurer indicating the relevance of the expenditure to the Fellow's research activities and supported by receipts.

In exceptional circumstances additional awards may be granted after consideration by the Executive Body.

All Fellows are expected to make use of alternative sources of finance whenever possible.

Research Fellows, College Teaching Officers and Fellows whose faculty or department does not provide them with a computer and who have no other funds available for such purchases (either from the College Research Allowance or grants from other sources) are eligible for a once-only grant of £750 towards computer purchase. Any Fellow is eligible for an interest-free loan of £750 towards the cost of computer equipment, repayable over two years.

RESEARCH ASSOCIATES (c40 appointments)

Research Associates have research positions in the University and have been given an affiliation to the College on the nomination of a Fellow. A Research Associate pays a fee of £100 per year and enjoys privileges: dining once a term at high table, up to 7 times a term at Leckhampton, pay as you go lunches in cafeteria and use of College sporting and library facilities. Fellows who are interested in nominating someone as a Research Associate should contact the Master.

SECRETARIAL SUPPORT

Fellows who have any difficulty with secretarial support with matters relating to the College should contact the Bursar.

SHARED EQUITY SCHEME

The College operates a shared equity scheme for Fellows. Details are available from the Treasurer.

SMOKING

Smoking is prohibited in all areas of the College. The smoking policy can be found on the Members section of the College website and from the Porters' Lodge.

SPORTS FACILITIES

Field Sports

The College Sports Ground, which is at Leckhampton, is under the jurisdiction of the JCR Committee and exists primarily for the use of its members and those of the MCR. Fellows are welcome to enjoy these facilities, and their support of undergraduate and other College games is much valued.

Members of Fellows' families are not entitled to use any of the facilities of the Sports Ground unless accompanied by the Fellow concerned, although special permission may be given for particular occasions by the President of the JCR, or the Senior Treasurer of the Amalgamated Clubs.

The College Head Groundsman is available to provide advice as required (Telephone 3-53231 or email nt246@cam.ac.uk).

Rowing

The College shares a boathouse with Girton, Sidney Sussex and Wolfson colleges which is reached from Cutter Ferry Lane. Fellows are welcome to row in College boats in appropriate events. No boats or equipment may be used without prior permission of the appropriate Captain of Boats (Men's/Ladies) or the College Boatman (Cambridge 328531).

Squash and College Gym

A squash court is available adjacent to the pavilion in the Sports Ground. The College Gym is housed in the same building. (Rules for the use of the gym are attached.) The squash court and gym may be used by Fellows. See attached sheet.

An on-line booking system is available for the squash court via the JCR pages or the College website. Much frustration can be avoided through use of the on-line booking system.

Access to the outer door to the building may be gained with the Fellow's sub-master key (not the Leckhampton key). Entry to the Gym requires a special key, available only to those who have completed the official induction course for the Gym.

Swimming Pool

The swimming pool at the far end of Leckhampton Garden may be used by Fellows and their guests and families. Fellows' partners may also use the pool and bring their children. It is most important, however, that Fellows do not allow guests to use the pool unless they are present themselves.

RULES FOR THE USE OF THE POOL ARE ATTACHED AND MUST BE STRICTLY ADHERED TO.

Tennis

The grass tennis court in the far right-hand corner of the playing field is reserved for Fellows. The other courts, including the two hard courts, may be used, if they are vacant. It is essential that proper tennis shoes are worn when the hard courts are used as trainers with ribbed soles cause serious damage to the court surface.

STAFF

Heads of Departments and other key members of Staff are listed, together with their main areas of responsibility, at the back of the College Register.

STATUTES AND ORDINANCES

These are available on the College website.

STIPENDS AND ALLOWANCES

Details of stipends and allowances are circulated as a separate confidential enclosure.

TELEPHONES AND FAX

The College's main exchange is part of the University Telephone Network. The College pays a standing charge and all calls within the University are "free". External calls are logged and charged to the College in the normal way. Where it is not possible to install a Network telephone (e.g. at the Boathouse), a commercial line is rented. Telephone bills are raised quarterly, and Fellows with Network or BT lines to their rooms are sent a relevant extract of the bill: the College will pay all charges for calls made on official College business, but Fellows are expected to pay for private calls.

The main College fax machine (Telephone 3-39041) is in the Porters' Lodge, and porters will send and receive faxes for Fellows. There is also a fax machine in the Finance Office which is staffed between 9.00 a.m. and 5.00 p.m. Monday - Friday. The Finance Office staff will also send faxes for Fellows and ensure that incoming messages are sent to the Porters' Lodge. Private fax messages may be sent, but will be charged at the rate of £2.00 (UK) and £2.50 (overseas) for up to four pages.

VULNERABLE ADULTS

The College Policy is available on the College website.

WINE

The College runs two wine cellars: the Fellows' wine cellar which provides wine for High Table, Combination, Feasts and sales to Fellows, and the Buttery Cellar which provides wines, spirits and beers for the College Bar, and for use by students, conferences and private functions. Fellows may buy from the Buttery Cellar at any time (through the Butler or Catering Manager). Wines available for purchase from the Fellows' Cellar are listed in the "Fellows' Wine List", a copy of which is included with these notes. Updated Fellows' Wine Lists appear periodically throughout the year and copies will be circulated. The Food and Wine Steward (Professor Paul Hewett) will be pleased to advise on the selection of wines from the lists.

Space is available in the Fellows' cellar (A staircase) for the storage of Fellows' personal wine. The Butler can provide further information.

Sue Ainger-Brown
Treasurer & Second Bursar
September 2014

Teaching Benefits (available to Fellows other than College Teaching Officers)

Please be advised that payments will be made monthly via the payroll (with deductions for tax and NIC as appropriate) with the exception of external appointments where payments will be termly.

Director of Studies (DOS) and Preceptor Retainer Payments

- £381 per subject per annum (termly £127).
plus £116 per undergraduate per annum (£38.66 per undergraduate per term).
- £18.50 per student per annum entertainment allowance.

Supervision Payments

- Supervision payments are set out in the attached paper. (Attachment 3 and 4)

Other Benefits***Accommodation Subsidy:***

- A £6,000 per annum subsidy maybe payable to UTO's in Fellowship Class A who are not Professors or Readers for the first three years of their Fellowship. The purpose of the subsidy being for relocation to the Cambridge area or renting or purchasing of a primary residence.
- The benefit cannot be taken in conjunction with any other College Accommodation benefit (subsidised/discounted allowances, living out allowances or shared equity participation).
- This subsidy may attract tax and national insurance so payable through the payroll, please speak to the Treasurer.

Accommodation Allowances

- If available, accommodation may be offered for the first year at the commercial/ market rent less 50% and second/third years at a discount of 33¹/₃% and thereafter at market rent.
- Allocation is made by the Master and reported to the Executive Body.
- Fellows are required to enter into formal tenancy agreement with the College.

Dependent Relative Allowance

- £500 reimbursement against receipts for care needed to permit a Fellow to attend a College event after 5pm (i.e. GB, EB but not dining in Hall for social purposes).
- Covers dependent relatives (i.e. children under 12 years of age, elderly infirm dependents etc.)

Research Allowances

- £820 per annum, payable against receipts (excluding Life, Honorary and Visiting Fellows).
- Research Fellows, College Teaching Officers and Fellows whose faculty/department does not provide them with a computer and who have no other funds available for such purchases (either from the College Research Allowance or grants from other sources) are eligible for a once-only grant of £750 towards computer purchase. Any Fellow is eligible for an interest-free loan of £750 towards the cost of computer hardware or software, repayable over two years by way of deduction from their stipend.

Sabbatical Leave

- The current policy for sabbatical leave payments is set out in the attached paper. (Attachment 7)

Pension

- All College stipends may be pensionable. From April 2014 Pension Regulator auto-enrolment rules apply; most Fellows would be entitled to USS or NEST contributions. Please contact the Treasurer for details.

Health Plans (Private Medical Insurance or Cash Plan)

- Available free of charge to Fellows (excluding Life, Honorary and Visiting Fellows), unless such cover is available from their University Department.
- Additional cover can be arranged for partners and families (payable by the Fellow).
- Details available from the Treasurer.

Joint Equity Scheme

- Up to £125,000 for up to two Fellows (exc Life, Honorary, Research and Visiting Fellows) per year.
- Subject to rules and conditions available from the Treasurer.

Meals

- Fellows are entitled to 7 free meals (lunch or dinner) per week.
- Fellows are entitled to 20 guest dinners or 30 guest lunches per annum.

Fellows' Guestrooms

- 20 free nights per annum, subject to rules attached to 'Notes for the Information of Fellows' (or available from the President's Secretary).

GUESTROOM RULES AND CHARGES**for the period 1 October 2014 – 30 September 2015**

1. Fellows' guestrooms are under the overall control of the President and must be booked through the Accommodation Officer (or if unavailable the President's Secretary).
2. Any variation of these rules must be approved by the President.
3. General rules:
 - i) During term-time a Fellow should not book more than one guestroom at any one time, and for a maximum of three nights (or seven nights for the Leckhampton guestrooms);
 - ii) If a Fellow wishes to book more than one guestroom at any one time, or for more than three nights, he/she should consult the President in the first instance;
 - iii) If a Fellow wishes to book student rooms in the vacation beyond three nights, he/she should consult the Conference Manager.
4. Fellows are entitled to the first night free for their personal guests subject to a maximum of 20 non-consecutive free nights per annum (financial year). If more than one room is booked on a single night, the second room is charged at the Senior Members' guestroom rate.
Use of College guestrooms for University purposes should be charged to the University.
5. Fellows' use of guestrooms in excess of their entitlement will be charged at the agreed Senior members' rate.
6. Visiting Fellows and Fellow Commoners while in residence can book College guestrooms (including Fellows' guestrooms) and will be charged at the agreed Senior Members' rate.
7. Former Fellows can book College guestrooms (including Fellows' guestrooms) for their personal use and will be charged at the agreed Senior Members' rate.
8. Honorary Fellows may book College guestrooms (including Fellows' guestrooms) for their personal use. No charge will be made for the first night subject to the annual limit set for Fellows. Further nights will be charged at the agreed Senior Members' rate.
9. Fellows of Corpus Christi, Oxford, may book College guestrooms (including Fellows' guestrooms) for their personal use subject to the usual Fellows' rules.
10. Old Members may book student guestrooms for their personal use and will be charged at the Senior Members' rate.
11. Research Associates, external Directors of Studies, Preceptors and Supervisors may book College guestrooms (but not Fellows' guestrooms) for their personal use and will be charged at the Senior Members' rate.
12. For guests/old members who wish to use their laptops in rooms, a computer connection charge may be applicable. All rooms have network access/connections. If a charge is applicable this can be paid via credit card at point of connection when access to facilities is provided.
13. Charges for 2013/2014: Fellows' guestrooms £40 per night; College guestrooms £40 per night for Junior Members and Old Members.

**CORPUS CHRISTI COLLEGE
Cambridge**

GUEST ROOM CHARGES
(based on rate per room per night only, includes KFC and Utilities)

from October 2014 to 30 September 2015

	<u>1-6 Nights</u>	<u>Weekly Rate</u> <u>(all sites)</u> <i>(previous yr rate)</i>	<u>Monthly Rate</u> <u>(all sites)</u> £150 deposit applies
Fellows' Personal recommended Guests (first night free)	Senior Member Rate	£200 <i>(£200)</i>	£200
Former Fellows, Research Associates, Preceptors, Supervisors and DoS	Senior Member Rate	£200 <i>(£200)</i>	£200
Old Members (MA or not)	Old Member Rate	£200 <i>(£200)</i>	£200
Visitors (Tenancy Agreement if staying over 30 nights + £150 deposit)	Non-Member Rate	£340 <i>(£340)</i>	£200
Junior Members' Guests (no more than 3 consecutive nights)	Junior Member Rate	n/a	n/a
Visiting Research Students sponsored by a Fellow (usually out of term only)	Visiting Research Student	£150 <i>(£150)</i>	£130
Senior Member Rate = £40 <i>(£40)</i>	Junior Member Guest Rate = £40 <i>(£40)</i>	Old Member Rate = £40 <i>(£40)</i>	

Non-Member Rate = £55 - £70
(Visitor) *(£55-70)*

FLATS

Minimum stay 1 week (Tenancy Agreement if staying over 30 nights + £250 deposit).
Rate includes utilities, council tax and incidentals that maybe applicable.

	<u>Weekly Rate</u>	<u>Monthly Rate</u>
1 bed Flat - Furnished	£400 <i>(£400)</i>	£300
2 bed Flat - Furnished	£600 <i>(£600)</i>	£500

Monthly rate = 4 consecutive weeks or more (the stated charge applies to all consecutive weeks of the room/flat booking).

No discount due to shortage of rooms/availability *(Fellows, Former Fellows, Fellows Guests and Old Members entitled to 50% discount)*.

**CORPUS CHRISTI COLLEGE
Cambridge**

Hourly Supervision Rates (University approved)

Number in Class	1	27.57
	2	33.80
	3	38.64
	4	39.48
	5	40.75
	6	41.94

Supervision Payments

1. Supervision payments are made to Fellows other than College Teaching Officers.
2. As a supervisor you are responsible for submitting reports on your students each term.
3. Reports should be submitted via CamCORS (online reporting system) preferably during the penultimate week of the Full Term. The CamCORS website contains full instructions on how to obtain a supervisors account and gives full instructions on how to make claims.
4. Queries on claims for supervision payments should be made to the Finance Office.
5. All claims for supervision payments of non-Corpus undergraduates must be made to the relevant College.
6. All supervision payments must be authorised by the Senior Tutor.
7. All supervision payments made by the College will be paid through the College payroll so that data is centralised and accessible. Payments will be made by BACS (bank transfer). This also ensures the correct tax and national insurance contributions are recorded.
8. The stipend payments detailed in Attachment 4 are in addition to the supervision rates outlined above

**CORPUS CHRISTI COLLEGE
Cambridge**

Fellows stipend payment (replaces previous College Lecturer and Augmentation regime)

For Fellows that are College Lecturers (excluding CTO's) a stipend scale was agreed in 2013 (replacing the 2011 scheme) with the Benefits and Remunerations Committee as follows:-

- A gross stipend for supervisions (in addition to the supervision rates as detailed in attachment 3) will be paid to Fellows as follows:-
 - Nil for less than 40 hours supervision per annum.
 - A flat £24 per hour rate for supervisions of 40-120 hours per annum

The following information should be noted:-

- Supervision of Corpus and non Corpus students counts towards hours.
- Payment of the stipend will be made at the end of the academic year on the basis of approved non withheld hours recorded in the Camcors system.
- Supervisions and payments of supervisions should be approved by the Senior Tutor
- Payments will be made via the payroll with appropriate deductions for tax and NIC
- Current supervision payments will be paid at the University supervision pay rates for all supervisions, and they will be paid termly (refer to attachment 3)
- The Camcors system will need to know Corpus is your College
- Any non-approved information will not form part of the stipend or payment
- Any "withheld" information will not form part of the stipend or payment

LECKHAMPTON SWIMMING POOL

RULES FOR USE

The design and location of the swimming pool at Leckhampton means that users must be particularly vigilant and take specific precautions when using the pool. The pool has a depth of some 2 metres in the centre and the floor slopes inwards which has a tendency to pull the user towards the deeper area.

The pool is not supervised and users are therefore responsible for both their own and their guests' safety. This is especially important if children or weak swimmers are present.

Children **MUST** be accompanied by a responsible adult when entering the pool enclosure.

Entrance to the pool enclosure can be gained by using an A20 key on the padlock that secures the gates (the key will be released once the lock has been secured). It is the responsibility of the last person leaving the enclosure to secure the gates.

In view of the potential danger posed by irresponsible use, the following rules **MUST** be observed by pool users at all times. Persons failing to follow these rules will be barred from using the facility: -

- **Lone swimming is strictly forbidden. If it comes to the College's attention that this rule is not being strictly observed, the pool will be closed.**
- Before use, check that the rescue pole is available.
- Use of the pool is limited to the opening hours agreed by the MCR President and The Warden of Leckhampton.
- Use of the pool is forbidden during filling/emptying or chemical treatment operations.
- No glassware or similar material may be taken into the pool area.
- Diving is strictly forbidden.
- Users must not run or involve themselves in horseplay around the pool.
- Do not use the pool if you have recently eaten or consumed alcohol.
- Signs indicating that the pool is closed must be strictly observed.
- Night time swimming is not permitted.

Users should note that a First Aid kit is located within the swimming pool fenced area to the right of the entrance gate.

Users of the pool and their guests do so entirely at their own risk. In using the pool, users accept this condition.

COLLEGE GYMNASIUM

RULES FOR USE

1. The College gym is available for use by all current students, Fellows and staff subject to the following conditions. The gym is unsupervised and use of the facilities is at the members' own risk.
2. Persons under the age of 16 are not allowed to enter the gym.
3. Applications for use should be made initially to the JCR/MCR Representative with responsibility for the gym.
4. All users **MUST** first attend a safety induction course. The JCR/MCR Representative will arrange such a course. Persons who have not completed such an approved course will not be allowed to use the facilities.
5. On completion of the induction course, a certificate will be issued. This certificate must be presented to the Head Porter who will issue an access key. A cash deposit of £20.00 is required for such keys, which will be refunded when the key is returned.
6. Use of the gym is limited to key holders only and users should not allow access to any persons who do not hold keys. Any person found providing unauthorised access to others will be banned from using the facility.
7. An emergency telephone is located on the external wall of the Pavilion adjacent to the gym. It is connected to the University Network and the emergency services can be contacted by dialling 999.
8. Users of the facilities must comply with the following rules:
 - Suitable clothing (including top) and footwear must be worn. The practice of going barefoot or the wearing of sandals of any description is forbidden.
 - Kitbags must not be brought into the gym.
 - Users should take with them a towel in order to remove perspiration from the machines after use.
 - In order to remove spillages on electrical equipment, and/or creating a slippery floor, do not take open drinks containers or cans into the gym. Screw tops or sports bottles are acceptable.
 - Equipment must not be modified in any way. Report all defects immediately to the JCR/MCR Representative.
 - The gym should be kept clean and tidy at all times with consideration for other users.
 - Anyone found abusing the facilities or equipment would be banned from using the gym.

CORPUS CHRISTI COLLEGE
Cambridge

Sabbatical Leave

Certain Fellows are normally entitled to payment of their College stipend during sabbatical leave for research purposes in the following circumstances (please refer to any contract of employment with the College for full details):

1. A College Teaching Officer during one term for every six terms of service for the College.
2. A University Teaching Officer during one term for every six terms of holding their College office, but only if they are in receipt of sabbatical leave stipend directly from the University.
3. Sabbatical leave payments for Directors of Studies will match the payment they would have received for that role if they had been in post.
4. Sabbatical leave payments for supervision payments will be the average of the Fellow's unaugmented supervision payments for the last two equivalent terms. Sabbatical leave payments and entitlement relating to the supervision stipend (in appendix 4 – previously payments for College Lecturer and augmented supervisions) are not applicable during any sabbatical leave period.
5. Fellows who have held their College office for less than 6 terms must apply to the Executive Body for sabbatical leave. Sabbatical leave payment will not normally be paid to any Fellow who has held their College office for three terms or less.
6. Application for sabbatical leave payments must be made to the Treasurer using the attached form. (Attachment 2.1).
7. Payment will be made when the amount of paid sabbatical leave taken in the 6 years immediately preceding the date of the proposed leave does not exceed 3 terms. In line with the University regulations, no other accruing of sabbatical pay is available.
8. For the purpose of this policy the stipend for one term of sabbatical leave will equal 4/12ths of an annual stipend.
9. Any situation not covered by 1 - 8 above must be referred to the Executive Body.

Application for sabbatical leave payments

Name-----

Sabbatical leave has been approved for-----at the EB

Meeting dated -----

I would like to receive sabbatical pay for the following posts:

Positions

College Office.....held for (No.).....terms.

College Office.....held for (No.).....terms.

Director of Studies inheld for (No.).....terms

Preceptor in.....held for (No.).....terms.

Supervisor for (No.).....terms

Leave applied for

Terms (M/L/E).....Academic Year.....

Terms (M/L/E).....Academic Year.....

Terms (M/L/E).....Academic Year.....

Terms (M/L/E).....Academic Year.....

Terms (M/L/E).....Academic Year.....

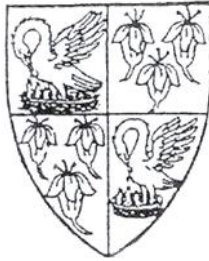
Terms (M/L/E).....Academic Year.....

To be completed by Treasurer:

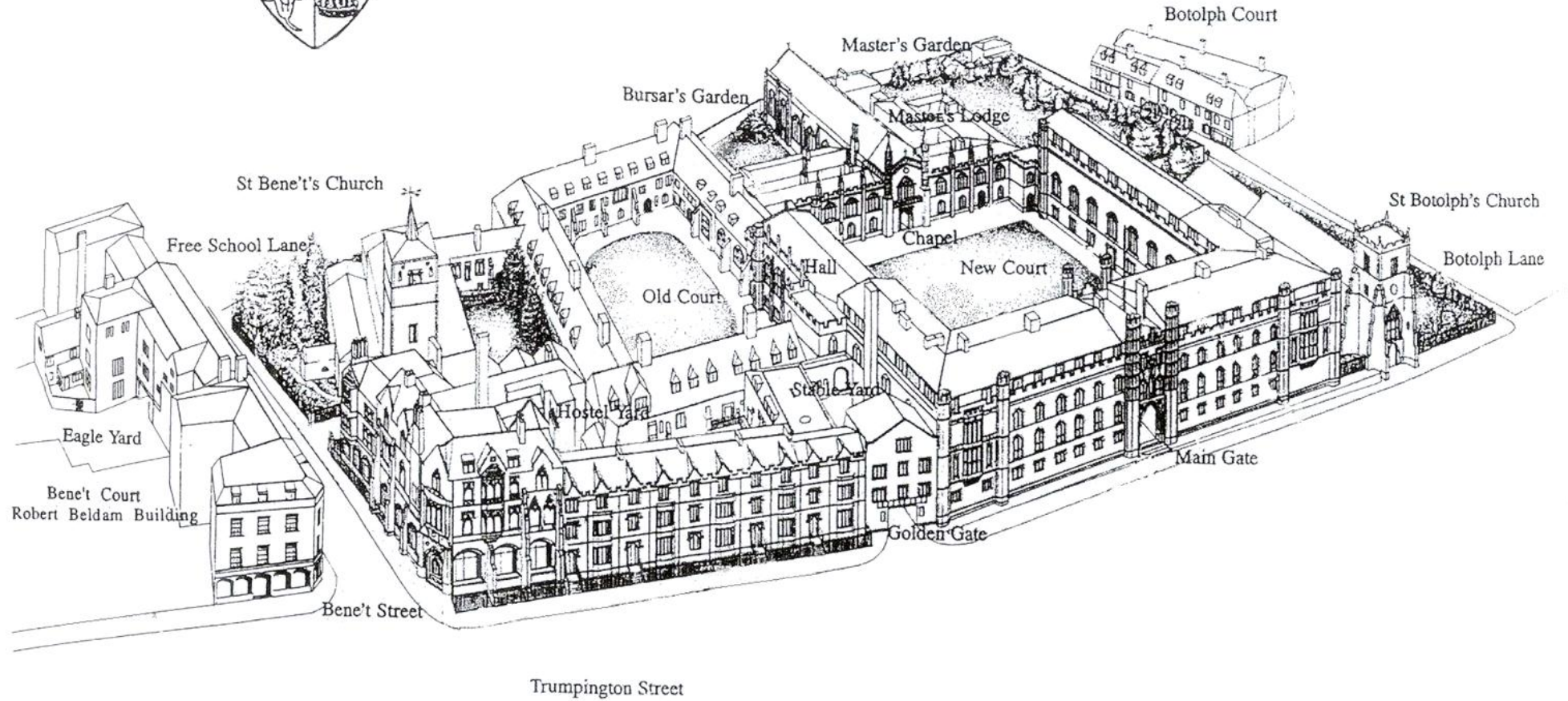
Under standard College sabbatical leave arrangements; the above Fellow would be eligible for sabbatical pay as follows:

Offices held £ _____

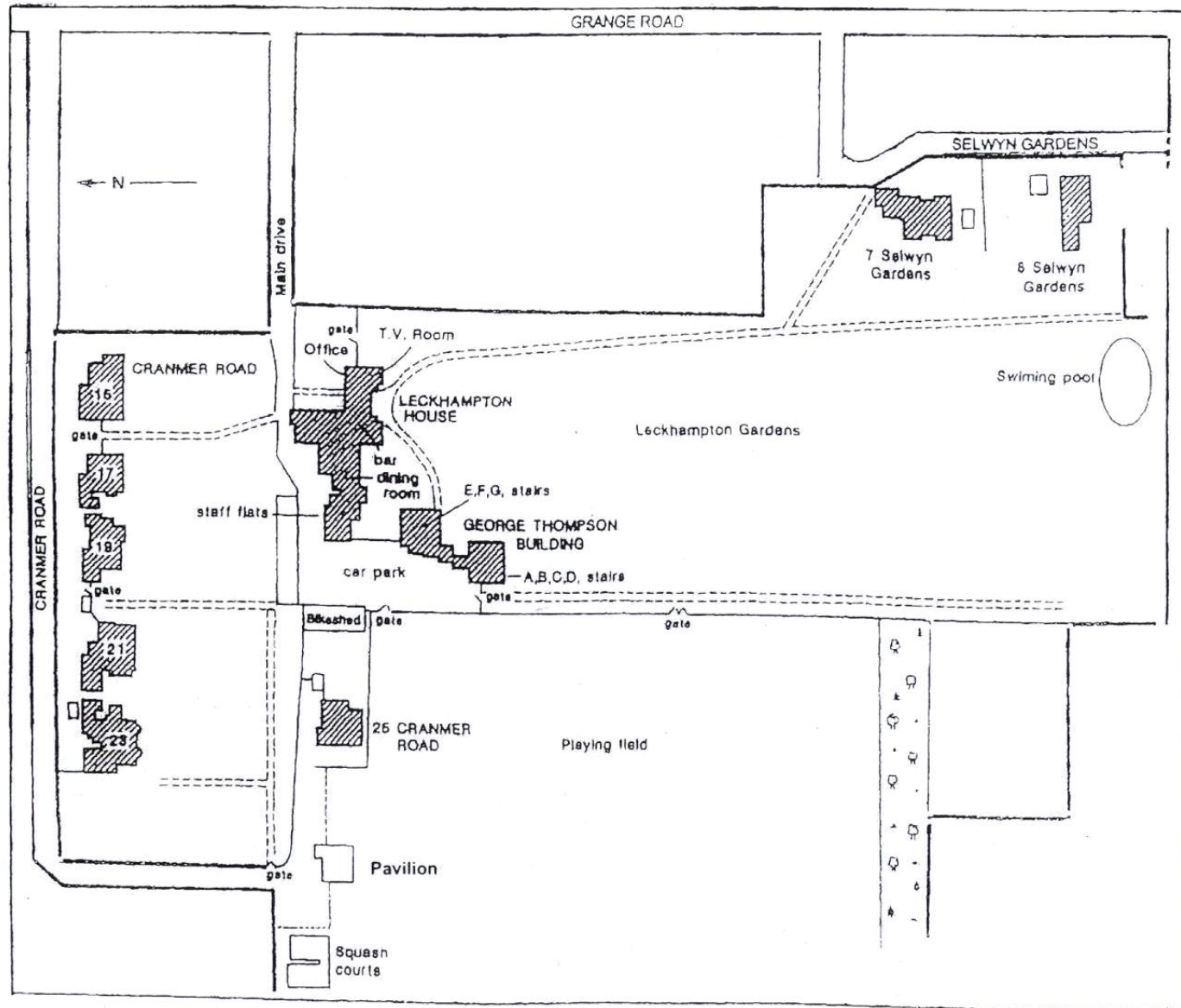
Supervisions £ _____



CORPUS CHRISTI COLLEGE
CAMBRIDGE



LECKHAMPTON COMPLEX



Attachment 10

Computing in Corpus: Full details about computing in Corpus are available on the College website

Wifi availability: Wifi is provided and should be available in all College areas although strength of signal is not guaranteed. Eduroam is available throughout Corpus

College network and Internet

Connection to the College network can be achieved through use of the College wireless network. To access the College wireless network look for a wireless signal called “**ccwireless**”, this signal is encrypted with a passphrase. This passphrase is listed below but can also be found at the Porters Lodge, and the IT Office. Please note the passphrase will change annually.

Wireless Passphrase: U9x4jWy6KL

Register your device

1. Open a browser such as Internet Explorer and wait until you are directed to the **Corpus Computer Network Registration** page. If this does not happen automatically, try manually entering the address (<https://register.corpus.cam.ac.uk>) in the location bar of the browser.
2. Carefully follow the on-screen instructions to complete the registration process.
3. Click on **Student and College Members ---- Please Click Here**



Now click on ---- **Click here to log-in using Raven to register**

Corpus Christi Computer Network Registration - Login - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Netservers Fl... Corpus C... x Corpus Chris... 401 Authoriz... Raven login Corpus Chris... https://22912 Moc

Back Forward cam.ac.uk https://register.corpus.cam.ac.uk/members/ Reload Stop Google Home

Most Visited Customize Links Free Hotmail Top Ten Web Design ... Windows Media Windows

Computer Network Registration Login

Welcome to the online registration service for access to the Corpus Christi Computer Network. Your computer must be registered with us to access the network. To register on-line you will need to log in using your Raven or PWF password. **If you are a new student and do not have your Raven or PWF password yet, please [click here to collect your passwords](#).**

[Click here to log-in using Raven](#)

Alternative log-in using PWF:

Please enter your login name and password:

Login (CRSid):

PWF Password:

User: Not logged in Connected with IP address: 131.111.125.130 MAC address: 00:15:17:b1:f5:75 (Intel Corporate)
Location: unknown Port: e-admin-switch/1028