

**Gonville & Caius College
Cambridge**

**College Regulations and
General Information**

2008-2009

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THE GOVERNMENT OF THE COLLEGE

The College's present constitution is contained in College Statutes made under the Universities of Oxford and Cambridge Act 1923, as amended from time to time with the consent of the Privy Council. An up-to-date copy of the Statutes is kept in the Library.

Under the 1923 Act, the Governing Body of the College comprises the Master and all the Fellows, excluding Honorary Fellows and Bye-Fellows. The Statutes also require a General Meeting of the Master and Fellows to be held once at least in every term. The General Meeting elects the Master, the President, and the elective members of the College Council. The Governing Body can, by a majority of not less than two-thirds of those present and voting, propose alterations to the Statutes to be submitted for approval by the Privy Council; and a General Meeting can, by a two-thirds majority of those present, overrule decisions of the College Council, with certain exceptions. It can also express its opinion, and make recommendations to the College Council, on matters of general policy.

The College Council, consisting of the Master, the Senior Tutor, and the Senior Bursar, and ten Fellows (including the President) elected by the General Meeting for periods not exceeding four years, is responsible for all the ordinary business of the College, and normally meets once a fortnight during Term.

Other Fellows may be invited to attend meetings of the Council to speak, but not to vote, on particular items of business. Students are represented at College Council meetings, for all items except reserved business, by the Presidents of the M.C.R. and G.C.S.U. and the Vice-President of the G.C.S.U., who may speak, but not vote, on all items for which they attend. There are several Committees on which both senior and junior members serve which make recommendations to the College Council.

MATRICULATION

At the beginning of the Michaelmas Term, in the presence of the Master and the Tutors, all freshmen are required to sign the Matriculation Registration Form of the University. (The term freshman is used to denote all first-year men and women undergraduates and graduates.) In doing so they subscribe to the following declarations:

I understand that in becoming a member of the above College I accept the responsibility of membership of the College and University community and to abide by the statutes, rules and regulations of these institutions and to do nothing that is harmful to the work or reputation of either of them.

I consent to the processing by the College and the University of personal data (including sensitive personal data as defined in the Data Protection Act 1993) about me for the proper purposes of these institutions.

I undertake to observe the Provisions of the Data Protection Act 1998 in relation to any personal data I may myself hold and process as a student of the College and the University, and I agree to indemnify the College and the University from liability for any claims or damages that may arise from the processing of this data.

I promise to observe the Statutes and Ordinances of the University as far as they concern me, and to pay due respect and obedience to the Chancellor and other officers of the University.

On the same occasion, by signing the College Matriculation Book, each freshman declares as follows:

I promise that I will pay due respect to the Master, the Fellows and the Officers of Gonville and Caius College; that I will conduct myself in a quiet and orderly manner; that I will observe the Statutes of the College so far as they concern me; and that I will conform to all such orders and regulations as may from time to time be made by the Master or the College Council for the good government of the College.

Scholars are admitted to their Scholarships at a ceremony in the College chapel during the Michaelmas term, in the course of which each reads the following declaration to the Master:

I, A.B., elected scholar of Gonville and Caius College, promise that I will in all things obey the constituted authorities of the College, and will set an example of order, diligence, good conduct and simplicity of living to the other students of the College.

It is in consideration of these promises that persons are admitted to membership of the University and of the College, and to their Scholarships.

STATUTES

College Statute 24, of which a complete copy is available for consultation in the Library, provides as follows:

Statute 24. Persons in Statu Pupillari

Members of the College in statu pupillari shall pay such fees at such times as the College Council shall from time to time determine. They shall moreover show due reverence and obedience to the Master and Fellows and the Officers of the College. They shall conduct themselves in a quiet and orderly manner and shall observe the Statutes and shall conform to all such orders and regulations as may be made by the Master or the College Council from time to time for the good government of the College and if any such member not being a Fellow of the College shall fail to observe and conform to all the Statutes orders and regulations aforesaid or shall be guilty of any conduct subversive of or prejudicial to discipline or good order or tending to bring scandal upon the College he shall be punished by the College Council or the Master or any Tutor Dean Lecturer or Assistant Tutor provided always that the penalty of final removal from the College or in the case of a Scholar Exhibitioner or Research Student of temporary or permanent deprivation of his status as Scholar Exhibitioner or Research Student or of any of the emoluments or advantages thereof shall be inflicted only by the College Council and that the penalty of temporary removal from the College shall be inflicted only by the College Council or the Master.

Under this Statute the College Council has made the **Regulations** that follow. These may be varied or augmented at any time.

COLLEGE REGULATIONS

ACADEMIC

1. Students of the College are required to pursue their studies diligently under the direction of their Tutors, Directors of Studies, and Supervisors. Scholars and Exhibitioners are elected for one year at a time, and their awards may be renewed after satisfactory examination results and reports from their Tutors and Directors of Studies.

2. A student who has failed to be classed in an examination will not be allowed back into residence unless the College Council is prepared to make an exception for special reasons.

3. The College admits undergraduates only to read for Honours, and will not normally permit them to remain in residence unless qualified to read for an Honours Degree, nor to read another subject after one examination failure has made it impossible to continue with the course for which they were originally admitted. A change of subject may be made only with the agreement of the Tutor and Directors of Studies concerned.

4. Students must satisfy the University's requirements as to the keeping of terms for the B.A. Degree. Nine academic terms must be kept by residence and these terms must normally be consecutive. Graduate and undergraduate students keeping terms by residence are required to be present in the rooms allocated to them during some part of the day (reckoned from 6 am to midnight) and of the following night (except that the day alone may count as the last day of residence) on 59 nights in each of the Michaelmas and Lent Terms, and on 52 in the Easter Term).

5. Undergraduates are required to reside during the whole period of Full Term. They must sign the Redit Book in the Porters' Lodge on the day they return. No undergraduate may be absent overnight without having obtained an Exeat from a Tutor. Nights not kept during Full Term must be kept during the periods of University Term before or after Full Term.

DOMESTIC

6. In order to promote the health and safety of both students and staff smoking is not permitted inside any building on College sites, including hostels, at any time, by any person regardless of their status. The College's smoke-free policy is printed as Appendix 9 in the College Information booklet.

7. Rooms in College, or in College hostels, are allocated to students for their personal use only. Any damage to a room or to its furniture will be charged to the occupant. Alterations to furniture or fittings may not be made nor may anything be attached to the walls so as to spoil the decoration. Cooking is only allowed in gyp rooms. Movable heating apparatus may only be used with the direct authorisation of the Domestic Bursar.

8. Animals may not be kept in College rooms or in hostels or lodgings. Firearms and ammunition, pyrotechnics and fireworks, air-guns, crossbows, bows and arrows, etc., may not be kept in College Rooms or in hostels or lodgings.

9. Students of the College are expected to behave at all times in a proper and orderly manner and to avoid making unnecessary noise, particularly at night. Musical instruments, including radios and stereos, etc. may not be played before 9.00 am or after 11.00 pm., nor at any time with windows open or in such a way as to cause disturbance or annoyance to members of the College. (This regulation applies to public rooms other than the music practice rooms as well as to private rooms. Junior members may, however, listen to instruments through earphones in their rooms at any time, provided the speakers are turned off.) Washing machines and tumble driers should only be used after 7.30 am and before 11.00 pm in the central laundry facilities.

10. A party of more than ten persons with or without alcoholic liquor, whether held in College or elsewhere, requires written tutorial permission which must be handed in to the Porters' Lodge (for parties in College or in hostels), or posted on to the householder (for parties in lodgings) not less than three clear working days in advance. Music hours must be strictly observed for all parties in College or in hostels, unless the permit is specifically endorsed to the contrary. Parties in hostels and lodgings must end by 11.30 pm and parties in College must end by 11.45 pm. A charge of £5 will be made if the permission is handed in late and this will be increased to £20 if the permission is not handed in at least 24 hours before the party. If the permission is not handed in before the party, the charge will be increased to £30. This charge is in addition to any fine that may be imposed if Tutorial permission has not been obtained for the party. Permission from the Senior Tutor is required for parties in public rooms in College.

Students holding parties should ensure that the rooms are cleaned after the parties so as not to leave an undue burden on housekeeping staff.

11. Students resident in College are permitted to accommodate a guest overnight in their rooms for not more than three nights in any consecutive seven. Students are at all times responsible for the proper behaviour of their guests in College and in hostels or lodgings.

GENERAL

12. Students of the College are required to comply with any instructions given by College or University officers, or by any other person authorised to act on behalf of the College or University, in the proper discharge of their duties. They must state their names and that of their Colleges when asked by a Proctor or Pro-Proctor, or other person in authority in the University or in any of the Colleges in the University.

13. Students of the College must not disrupt or impede or attempt to disrupt or impede the activities and functions of the College or of the University or of any other College.

14. Students of the College must not impede freedom of speech or lawful assembly within the College or the Precincts of the University (i.e. anywhere within three miles of Great St. Mary's Church). They must give any notice which is required to be given to a College or University officer under the terms of the Codes of Practice issued by the College and the University under the provisions of Section 43 of the Education (No. 2) Act 1986. (The College's Code of Practice is printed as Appendix 1 in the College Information booklet, and copies of the College's and University's Codes are posted on the College notice boards.)

15. The College takes a serious view of any form of substance abuse, whether involving alcohol or drugs. Such abuse may incur the most severe disciplinary measures.

16. The rules for the use of the College Library must be strictly observed. In particular, the taking out of books from the Library without correctly registering each loan is forbidden.

17. The use of the College computer network and any related facilities is subject to the 'Rules and Regulations' published by the University Computing Service. Any infringement of these rules is regarded as a serious matter and may

incur a fine or result in the suspension of a student's authorisation to use IT facilities in both College and University.

18. Members of the University must wear gowns when dining in Second Hall (including Guest Nights) during Full Term, and surplices or gowns at evening services in the College Chapel. A proper standard of dress is required at all times.

19. Students may not walk on the grass in the Old Courts, including St. Michael's Court, nor may they climb or sit on the roofs of College buildings. They may not play games in the courts or in the Harvey Court Gardens (other than croquet on the croquet lawn).

20. Notices may be posted only on approved notice boards in the College. Advertisements, posters and banners may not be displayed from College rooms or in public parts of the College without tutorial permission. Public parts of the College may not be used for bookstalls or similar purposes, nor fund raising by collections or other means, and notices may not be handed out in Hall.

21. Students are required to register with a Medical Practitioner and with the Dental Service in Cambridge.

22. Students of the College may not keep or use motor vehicles (other than mopeds) without permission both from the Senior Tutor and from the University Motor Proctor. Motor vehicles may be parked in Harvey Court or on any other College property only if a College Parking Permit is displayed, and they may not be parked in St. Mary's Court. Bicycles and motorcycles kept by students must have painted on them a College number allotted by the Head Porter. They may not be ridden or wheeled through the College Courts.

23. The rules for the use of the bar in College must be strictly observed.

24. No trading on College premises is permitted without the agreement of the College Council.

FINANCIAL

25. College accounts are required to be paid before the end of the first fortnight in each Full Term, and overdue accounts will be subject to charges. The College may refuse to permit students to return into residence, or to present them for a degree, until their accounts have been paid in full.

26. Undergraduates are required to dine at, and pay for, not less than thirty eight (or, in Easter Full Term, thirty five) dinners in Hall in each Full Term, and in addition to pay for at least five further dinners to be taken by themselves or their guests.

GRADUATES

27. Graduate Students resident in College are required to conform to the general rules for undergraduates as set out above. Graduates, however, do not need a formal Exeat to go away from Cambridge during Term, nor do they need to obtain a Terminal Exeat from their Tutor at the end of each Term. They must, however, inform their Tutor if they are to be away from Cambridge for any prolonged period. Graduate students are required to dine at, and pay for, not less than sixteen Hall dinners each term (eight dinners if married).

GENERAL INFORMATION

THE HISTORY OF THE COLLEGE

The College was founded in 1348 by Edmund Gonville, Rector of Terrington in Norfolk. In 1353 his executor, William Bateman, Bishop of Norwich, moved it from its original site, now part of Corpus Christi College, to the present site, and gave it statutes. Bishop Bateman renamed it the Hall of the Annunciation of Blessed Mary the Virgin, though it continued to be called Gonville Hall. Its buildings were at first on the north side of Gonville Court, which was completed with the building of the Chapel before 1389 and of the west and east sides before 1500. The whole court was, however, refaced in the eighteenth century.

In 1557 the College was refounded under its present name by John Caius, M.D., a former student and Fellow of Gonville Hall. He extended, enriched and beautified the College, building Caius Court together with the Gates of Humility, Virtue and Wisdom, and Honour, through which undergraduates were to progress. He was Master from 1559 to 1573, President of the College (later Royal College) of Physicians, and physician to King Edward VI, Queen Mary and Queen Elizabeth I.

The present Hall (by Salvin) was built in 1854, replacing the ancient Hall in the north-west corner of Gonville Court. The main buildings of Tree Court (by Waterhouse) were built in 1868-70, replacing the former Legge and Perse buildings. The older (north eastern) part of St. Michael's Court dates from 1903 and the newer (south-eastern) part from 1935-36. Harvey Court (by Sir Leslie Martin), on the other side of the river, was built in 1962. The Stephen Hawking Building was completed in 2006.

Further information about the history of the College may be found in Christopher Brooke's *History of Gonville and Caius College* (1985), and also in the *Biographical History of Gonville and Caius College*, Vols I-VIII. Both of these works are in the College Library. Briefer accounts can be found on the College website at <http://www.cai.cam.ac.uk/college/past>.

COLLEGE PERSONNEL

College Officers Students may find it helpful to know the functions or identity of some of the College Officers and Staff with whom they may have contact.

The *Master*, by statute, presides over the government of the College. The *President* discharges a variety of social functions and acts for the Master in his absence.

The *Tutors* give assistance, advice and direction to their pupils on all academic and personal matters that may arise during the course of their student careers in Cambridge. Students should normally consult their own Tutors, but if the need arises they may consult another. A list of duty Tutors available at night and during weekends is posted on all Tutors' notice boards, in the Undercroft and in the Porters' Lodges. Students may consult the *Senior Tutor* in confidence about any matter in his office on R Staircase, Tree Court.

The *Directors of Studies* give specialist advice about the courses and lectures that undergraduates should attend, and arrange for their instruction in supervisions.

The *Lectors* in French and German are temporary appointments from the countries concerned, who take part in the teaching of their languages to students of the College.

The *Fellow Librarian* is a Fellow responsible for the College Library, and is assisted in its day-to-day running by the College Librarian.

The *Dean* is responsible for the services in the Chapel. She is also willing to give help and advice to all members of the College, whatever their religious beliefs.

The *Praelector* represents the College at University ceremonies, and formally presents its members for matriculation and for degrees.

The *Precentor* is the College Director of Music.

The *Senior Bursar* is responsible for the property and finances of the College. He is also the College's Data Protection Officer.

The *Domestic Bursar* is responsible for the maintenance, repair improvement and furnishing of all College buildings, including hostels and flats. He also has responsibility for catering, the porters, gardeners and some other staff, and domestic services generally. He is the College's Personal Safety Officer.

The *Development Director* is responsible for alumni relations.

The *Tutorial Office* (directed by Mrs Mills, as Tutorial Administrator) *College staff* is on S Staircase in Tree Court, where information and assistance is available on most College and University matters of a non-financial nature.

The *Bursary* (Mr Tait, Finance Manager, and Mrs Phillips, are those principally concerned with students), next to O Staircase in the same court, deals with all financial matters, including College Accounts and Student Loans.

The *Executive Head Chef* (Mr Smith), whose office is adjacent to the Kitchens, prepares the menus and controls the buying and preparation of food. He welcomes suggestions which may be made to him through the Food and Bar Officer of the GCSU Committee.

The *Catering Administrator* (Mr Davey) in the Kitchen Office on A Staircase, Gonville Court, supervises arrangements for meals and functions in College and compiles members' kitchen accounts.

The *College Housekeeper* (Miss Marsh), on N Staircase, Tree Court, assisted by the *Deputy Housekeeper* (Mrs Coulson) at Harvey Court, is responsible for the Bedmakers, who are employed by the College to keep rooms and staircases clean and tidy.

The *Head Porter* (Mr Holmes) and the *Deputy Head Porter* (Mr Healey), will usually be found in the main Porters' Lodge on Trinity Street. The *Senior Porter* (Mr Boyden) has responsibility for Harvey Court and for the Stephen Hawking Building.

The *College Nurse* (Mrs Douglas-Hiley) attends regularly during Full Term at the Health Centre on U staircase in Tree Court, and will also visit students in their rooms and lodgings, if necessary.

The *College Librarian* (Mr Statham) can usually be found in the Upper Library.

The *Computer Office* (Mr Pettit, Computer Systems Officer) is in the basement of the Cockerell Building, under the Library.

The *Acting Clerk of Works* (Mr Watson) has an office in the centre of St Michael's Court.

RESIDENCE

Keeping terms

The system by which the University permits undergraduate students to sit examinations and be admitted to degrees is related to the number of terms they have kept. The academic year begins on 1 October, and the three University Terms (Michaelmas, Lent and Easter), which are of 80, 80 and 70 days respectively, include periods of about 60 days each called Full Term, during which all formal instruction takes place. To keep term students must reside in rooms in College (including hostels or lodgings) or in other approved places in the centre of the city, for a period equivalent to the length of Full Term within University Term, an obligation normally fulfilled during the actual period of Full Term. The dates of these terms are provided below.

Coming into residence

All students are required to come into residence at the beginning of each term not later than the day preceding the start of Full Term. Permission to come up after this day will be given only in cases of illness or other emergency, and should be sought in writing from the student's own Tutor. First-year students will be asked to come up one or two days earlier than usual. On coming into residence all students should immediately sign the Redit – 'he or she has returned' – Book at the main Porters' Lodge. If this is not done, they may lose days of residence and have to make them up at the end of Term, or they may even jeopardise their standing to sit examinations and be admitted to a degree. In students' own interests, those who have still not signed the Redit Book by the end of the first week of Full Term are fined £10.

Exeats

Undergraduates requiring leave of absence from the College for a period covering one or more nights must obtain an Exeat – 'let him or her depart' – from their own Tutor. This form must be endorsed with a contact address and delivered to the main Porters' Lodge, where the Redit Book must again be signed as soon as the student returns. Days of absence may need to be made up at the end of term.

Before leaving Cambridge at the end of term all undergraduates must obtain, in person from their own Tutors, a Terminal Exeat, which provides crucial evidence that the term has been kept and authorises departure. This form should also be endorsed with a contact address and must be delivered to the main Porters' Lodge before midnight on the last day of Full Term. Once again in students' own interests, a fine of £20 is imposed on any who fail to submit a Terminal Exeat in time.

A further fine of £10 is imposed if a form has still not been submitted by the last day of University Term.

Full Term occupies only about half of each year, and teaching and examinations are arranged on the assumption that undergraduates will do a considerable amount of reading at other times, either in College or elsewhere. Undergraduates may be encouraged by their Tutors and Directors of Studies to reside in College longer than they strictly have to for purposes of keeping term. They are entitled to do so within the accommodation licence periods set for each term, but otherwise a special arrangement must be made with the Senior Tutor's Assistant, as explained later in this booklet under the heading 'Accommodation'.

Dates of terms

	University Term			
	Full Term			
Michaelmas 2008	1 Oct	7 Oct	5 Dec	19 Dec
Lent 2009	5 Jan	13 Jan	13 Mar	24 March
Easter 2009	10 April	21 April	12 June	18 June
Michaelmas 2009	1 Oct	6 Oct	4 Dec	19 Dec
Lent 2010	5 Jan	12 Jan	12 Mar	25 March
Easter 2010	10 April	20 April	11 June	18 June
Michaelmas 2010	1 Oct	5 Oct	3 Dec	19 Dec
Lent 2011	5 Jan	18 Jan	18 Mar	25 March
Easter 2011	17 April	26 April	17 June	25 June

ACADEMIC

- Changing subject* Students are admitted to read particular subjects. However, the Tripos system permits certain combinations of subjects to be made in a B.A. Honours degree, and sometimes it may be appropriate and possible for a student to change subjects. Those who think they may wish to do so should consult their Tutors and Directors of Studies, who will have to consent to any change. Copies of a policy document on 'Changes of Subject' are available in the Senior Tutor's Office.
- Intermitting* Permission is not normally given to students to intermit their courses, except in the case of approved study abroad, or for reasons of health.
- Examination entries* Undergraduates and some Graduates will receive information about entering their names for University examinations as early as the Michaelmas Term of each year. It is of vital importance that they attend to this information and do whatever is asked of them carefully and promptly.
- Personal development planning* Students will be given various opportunities both in their academic work and in other activities to develop skills that will be transferable to situations outside academic work and study. They are encouraged to use these opportunities to develop skills such as critical reflection; the ability to gather, organise and deploy evidence, data and information; the ability to identify and solve problems; the ability to present material orally in a clear and effective way; the ability to present written material clearly and appropriately; self-direction; self-discipline ; and so on. The process of identifying skills that may be needed and then looking for opportunities to develop them has come to be known as personal development planning.
- In future years all university students will be expected to graduate with a Progress File recording the opportunities they have used to develop transferable skills. These opportunities could be very diverse: for example, being a member of the G.C.S.U. or M.C.R Committee, participating in sport, voluntary work, University or College societies, acting. A Progress File recording these activities may used to construct a c.v. or to show to prospective employers, and may be helpful to Tutors or supervisors who write references. Other elements of the Progress File will be a transcript of Tripos or M. Phil. exam marks, self-assessment forms, and copies of supervision reports

(now available for viewing by means of the CamCORS on-line supervision reporting system).

Students are strongly encouraged to keep these things together in a file. Tutors or Directors of Studies may provide some information and guidance about Progress Files, but one of the central points of Personal Development Planning is that students take responsibility for their own development. It may be helpful to do the following: 1. make early contact with the University Careers Service (in Mill Lane, or at <http://www.careers.cam.ac.uk>); 2. look at Faculty or Department websites or handbooks for transferable skills policies; and 3. visit the University Transferable Skills website:

<http://www.caret.cam.ac.uk/transkills/pdp>).

The College Library, consisting of about 90,000 books and manuscripts, is housed in the Cockerell Building, across Senate House Passage from Caius Court. Books most needed by students and the chief reference works will be found in the first floor Upper Library; the Lower Library, on the ground floor, houses the manuscripts, early printed books and other special collections. *College Library*

The Upper Library is available from 7.00 am to 1.00 am every day except for the period between Christmas Eve and New Year's Day inclusive. Access to the Upper Library is by University Card; access to the Lower Library is by appointment only. Introductory tours of the Library are given during the first week of the Michaelmas Term.

The Library is exclusively for the use of members of the College; no student from another institution may enter the Library without prior authorisation from the Fellow Librarian.

A Library booklet is issued each year by the Fellow Librarian. It gives information about the College Library (catalogues, borrowing arrangements, etc.) and also some introductory information about other Cambridge libraries.

There is a substantial collection of medical books housed in a separate room within the Upper Library; these books are issued by members of the Library staff, upon request. The rules concerning the borrowing of these are strict, so as to ensure fair access to the collection for all.

The Library administers the College Musical Society's Library, an expanding collection of classical music and jazz compact discs, located in Room 6 in the Upper Library. Students wishing to borrow

items should refer to a member of staff. Also in this space is a collection of music scores and performing scores.

A card-operated photocopier is available in the Upper Library: cards for its use may be purchased from the dispenser mounted on the wall next to the machine.

The Library is administered from offices in the Upper Library and a member of staff is usually there during working hours on weekdays, often at the enquiry desk opposite the entrance. Members of Library staff are always pleased to offer assistance and information.

*University
Library*

The University Library is open on weekdays from 9.00 am to 7.00 pm (9.00 am to 10.00 pm during Easter Full Term), and on Saturday from 9.00 am until 5.00 pm. Admission cards and further information concerning the University Library are obtainable at the Library itself.

Faculty libraries

Directors of Studies will advise about the facilities of Department and Faculty Libraries.

College Archive

The College Archive is situated in the Cockerell Building. It collects, documents and provides access to records reflecting or illustrating the history of the College and its members, both preserving the long term memory of the College and supporting the conduct of its current legal, administrative and academic functions.

The Archive's collections span eight centuries and include the Foundation Charter of 1348 and Refoundation Charter of 1557, a broad range of College and estate records, personal papers of notable Caians, records from student organisations, College clubs and societies, and an extensive collection of photographs and memorabilia. The media range from parchment to the latest digital formats. The collections constitute a unique information and heritage resource and are available for consultation by Caians and the wider academic community. Restrictions, however, may apply to some records.

The Archive collects and accepts donations of items which illustrate a cross-section of College life, and which might not normally survive as part of the official record, for example posters, menu cards, published material about the College or Caians, and artefacts, such as ties and stamps. The Archive also curates a substantial image library, which has been acquired through donation, purchase and commission, consisting of photographic and electronic images of the College's buildings, estates, events and members.

PRIZES AND SCHOLARSHIPS

Prizes of books to the value of £100 are offered for competition by resident junior members, as follows. *College book prizes*

(a) For Undergraduates and Affiliated Students:

- (i) *Bodey Prize* for Applied Mathematics;
Brown Prize for Pure Mathematics;
Rossetti Prize for English Verse;
Siddle Prize for an essay on a subject connected with the British Commonwealth;
Webb Prize for an English Essay;
Marke Wood Prize for an essay on a subject of the candidate's own choice;
- (ii) Master's Essay Prizes, for any written exercises of sufficient merit, including verse, translations and musical compositions. There is no restriction of subject or language, but essays should be related to some field of learning. An account of original work done by the candidate is acceptable.

(b) For Graduate Students:

Prizes of the same value for exercises composed after the date of the candidate's graduation, comprising:

- (i) An account of some original work not directly connected with the candidate's primary research topic;
- (ii) An essay on any branch of learning other than that of the candidate's research;
- (iii) An original musical composition;
- (iv) Original prose or verse in any language (including verse translations);

(c) For Pre-clinical and Clinical Medical Students:

The Sahara Essay Prize for an essay on any medical subject.

The following regulations apply to all the above prizes.

- (i) Candidates offering Greek or Latin verse composition, or a Latin Essay, should take the subjects set by the University for competition in 2009 for the Porson, Montagu Butler, and Members' Latin Essay Prizes respectively.
- (ii) Candidates for other prizes should consult their Tutors and Directors of Studies before choosing subjects.

- (iii) Verse translations should be accompanied by a copy of the original.
- (iv) Entries must reach the Master by 1 March 2009 with a statement indicating the nature and extent of any advice and assistance received, and a declaration that the work has not been and will not be submitted in any University examination. (The declaration concerning examination work is not required in the case of Sahara Essay Prize entries.)

<i>Grazebrook Prize</i>	Under the terms of a generous gift by Mr Owen Grazebrook, who was at Caius from 1904 to 1907, a prize or prizes of up to £100 in books, or in such other form as may be approved by the College Council, is offered annually, provided candidates of sufficient merit present themselves, for an essay by 'a student of engineering or the physico-chemical sciences', on a subject chosen by the student related to the humanities, including the history and sociology of science and technology. Special regard will be paid to qualities of imagination and literary style. The prize is open to resident members of the College who are undergraduates of at least one year's standing, or Bachelors of Arts or graduate students. Intending candidates should consult the Director of Studies in Engineering or Natural Sciences (Physical) as to eligibility and topic. Essays must reach the Master by 1 March 2009.
<i>Cameron Prize</i>	The Cameron Prize of £75 in books, for reading Lessons in Chapel, is awarded in the Easter Term.
<i>Music prizes</i>	The Compton Wills Prize and the Sir Rudolph Peters Prizes are awarded for meritorious contributions to College music. The H.L. Perry Prize is awarded for the best instrumental performance in a college concert during the year.
<i>Examination prizes</i>	Book prizes worth £100 are awarded to undergraduates who obtain a First Class or its equivalent in a University Examination. Various named prizes in particular subjects are awarded in addition.
<i>The Schuldham Plate</i>	The Schuldham Plate, a prize founded in 1776, consists of a piece of silver. It is awarded annually to 'some scholar, taking his degree of B.A., as after due examination shall be most deserving'.

The Lock Tankard is awarded to the graduate who is judged by the Master and Senior Tutor to have contributed most to the life of the College.

*The Lock
Tankard*

Scholarships or Exhibitions may be awarded to students who distinguish themselves in University examinations. All awards are made for one year; but they may be renewed for a second year, provided that the holder's work and progress during the first year of tenure are satisfactory. Awards which are won for the first time at the end of the second year of residence are called Senior Scholarships and Senior Exhibitions and are of the value of £170 and £120 respectively. Other Scholarships and Exhibitions are of the value of £140 and £100 respectively.

Awards

Undergraduates who achieve first class honours and who remain in the College registered as candidates for the Ph.D. degree are eligible for College Studentships. The J. R. Bellerby Award is made for research in Economics. Clinical Scholarships or Exhibitions may be awarded to medical students for clinical courses at Addenbrooke's Hospital or elsewhere. Postgraduate Scholarships may be awarded from the W. M. Tapp Fund to law students continuing with their professional training, and from the Ridgeway Fund to candidates for Holy Orders.

Awards are made by the Electors to Scholarships, which is a body consisting of the College Council, the Tutors, College Lecturers, Fellows who are Directors of Studies, and any other Fellows who are examiners in the relevant examinations. When making decisions about awards, the Electors take into account the whole of an undergraduate's academic record in Cambridge, including both examination results and supervision reports.

Details concerning the Intercollegiate Instrumental Awards Scheme can be found in the Admissions Prospectus. College Instrumental Awards are open to players of any musical instrument, and auditions are held at the beginning of the Michaelmas Term. Further details may be obtained from the Precentor.

Instrumental

The Holland Fund exists to provide grants to students reading Music who are in financial need. The Grabowski Bursary provides money for instrumental and other musical tuition, with preference to those reading Music. Application forms can be obtained in the Lent Term from the Senior Tutor's Assistant.

Music Awards

<i>Tancred Studentship and Ronald Greaves Award</i>	Medical students and divinity students who ‘are natives of Great Britain and of the Religion of the Church of England’ may apply to the Trustees of the Tancred Foundation (established 1721) for Studentships to be held either at the College or for an approved clinical or theological course. Third year medical students are also eligible to apply for the Ronald Greaves Award. Further information can be obtained from the Senior Tutor’s Assistant.
<i>Altounyan Vacation Studentship</i>	This Studentship, founded by Ian Weinbren in memory of Dr Roger Ernest Collingwood Altounyan, the discoverer of the cromoglycate treatment for asthma, is intended to provide support for medical or veterinary students wishing to complete research work begun as a Part II project, with a view to publication, during the summer vacation immediately following their graduation. Applications, including the names of two referees, must be received by the Senior Tutor by the last day of Easter Full Term.
<i>Frend Prize</i>	By generous benefaction of the Reverend Professor William Frend, late Bye-Fellow of the College, a prize of £200 may be made annually for an essay relating to early church history and archaeology. Essays must be submitted to the Master by 1 March 2009. Where no suitable essay has been received by that date, a travel grant of £200 may be made by the Tutors to support participation in an archaeological survey of on an early Christian site.
<i>Book grants</i>	All undergraduates of the College, together with postgraduate students reading for fourth year Triposes, for the LL.M. or for one of the Diplomas for which the student is not a registered graduate student, and all Clinical students are eligible for book grants. Application forms are available from Directors of Studies and from the Senior Tutor’s Assistant.
<i>Travelling scholarships</i>	All undergraduates of the College may apply to the Tutors for support with the costs of travel, which in some cases may be available from special funds. Where students intend to travel in connection with their studies they should apply for support from the Tutors’ Donation Fund. Application forms for travel unrelated to study will be available from the Senior Tutor’s Assistant during the middle of Lent Term.

Through the generosity of two alumni of the College, the Bell-Wade Bursary Fund has been established to assist students with the costs of pursuing excellence in sport as well as academic study. Applicants should write to the Senior Tutor by the end of the Lent Term giving details of their academic and sporting achievements and their financial need. *Bell-Wade Bursary Fund*

Entries for certain University Scholarships and prizes have to be submitted through the candidate's Tutor, who should be consulted in the first instance. A complete list of these awards is published in a special number of the *Cambridge University Reporter*, a copy of which is available in the Library. *University scholarships*

ACCOMMODATION

Rooms and lodgings

Undergraduates are required by University Ordinance to reside in their College, in a College hostel or in College lodgings. Exceptionally, the College may authorise residence in some other premises in the centre of the city, but before granting such permission the College authorities must be satisfied that suitable arrangements are being made to observe the normal conditions for residence and discipline.

Graduate Students, Affiliated Students, and others of B.A. status, may reside where they wish. Most postgraduate students are, however, housed in College accommodation. The College owns a few furnished flats, which are let primarily to married Graduate Students. Further information may be obtained from the Tutorial Office.

Allocation of rooms

The Tutorial Administrator is responsible, under the general direction of the Senior Tutor, for allocating rooms in College and College hostels, as far as possible in accordance with the wishes of the students concerned, and for advising on the reservation of rooms in lodgings.

Provisional allocation of rooms in College is made during the Lent Term of each year for the following academic year, and provisional arrangements for the reservation of lodgings are completed at the same time. Lodgings are engaged for a term at a time; at the division of each term, they may be re-engaged for the following term, or either party may give notice to terminate the agreement. Students living in lodgings should be careful to ensure that this procedure is followed.

Rents

Undergraduates occupying rooms in College or College hostels pay a termly rent which entitles them to ten weeks' licensed occupation during term within specified dates (set out below). The rent charged for the ten week licence period is fully inclusive of the cost of providing furnishing and maintenance of the rooms, heating, electric lighting, the use of appropriate cooking facilities, baths, the services of a bedmaker, and cleaning materials. A schedule of current charges for the different rooms can be seen in the Tutorial Office. Rent increases are agreed in the May or June of each year and are implemented in the October of the same year. Students in lodgings pay a termly rent not inclusive of heating or lighting covering a

10-week period. (Graduates should see the section headed 'Notes for Graduate Students' below).

The licence periods covered by rental payments for rooms in College or College hostels are: for the Michaelmas Term 2008, from Sunday 28 September to Saturday 6 December (inclusive); for the Lent Term 2009, from Sunday 4 January to Saturday 14 March (inclusive); and for the Easter Term 2009, from Sunday 12 April to Saturday 20 June (inclusive). *Rental dates*

During vacations rooms are often needed to accommodate conference guests and for other purposes. They must therefore be left in a usable state at the end of each term. Personal belongings must be removed (or, during the Christmas or Easter Vacations, kept in a box; during the Long Vacation they must be removed). Pictures must similarly be taken down and put out of sight. If students wish to leave their belongings elsewhere in the College during vacations they should see the entry on storage below. Belongings left in a way that prevents the use of rooms are liable to be removed on the instructions of the Senior Tutor's Assistant, who may be able to advise in advance on what is acceptable. (Those leaving permanently must clear their rooms entirely, removing all rubbish – bin bags are available from the Bedmakers – and taking all personal items home. Anything left in a room after the key has been returned to the Porters will be disposed of, either immediately or – in the case of evidently valuable or significant items – after three months.) *Vacations*

Since rooms cannot be provided to guests unless the College can vouch for their security, it is important that students return their keys to the Porters' Lodge before they leave. All room and front door keys must be handed in by 10.30 a.m. on the day after the end of the licence period (always a Sunday morning) and once the key is returned the room is not allowed to be accessed again, the following charge applies to those who return to their room after 10.30 am. A fine of £20 is imposed if keys are handed in between then and midnight on the same day, and of £30 if handed in within the next two days. Students who inadvertently take keys home with them should telephone the respective Porter's Lodge at once and leave a message for the Head Porter, and return the keys, securely packaged, by recorded delivery post, to reach the College by 10.30 am on the Wednesday following the end of the licence period. In any case in which keys have not been returned by 10.30 am on the Wednesday following the end of the licence period the room will be deemed to be in unauthorised

occupation and the penalties specified below will be applied. Although the imposition of fines and penalties is always regrettable, they are easily avoided and have been found necessary to prevent the loss of essential revenue.

For students who reside in the Stephen Hawking Building, bedroom access rights will be withdrawn at 10.30 am on the Sunday following the licence period and will be reinstated at midday on the day of the commencement of the next licence period.

Undergraduates who need to reside in College outside the licence periods need to make a prior arrangement by completing a form available from the Senior Tutor's Assistant, at least two weeks before the end of Full Term. Authorisation is usually required from a Tutor or Director of Studies. The Senior Tutor's Assistant will let students know if it is not possible for them to occupy the same rooms in vacations as during term. Undergraduates residing in College or hostels outside the licence periods will be charged at the rate of £13.25 per night for rooms and services. Rent during vacations is charged for the entire period in which a student occupies a room. No rebates are given in respect of nights spent away. Students living in lodgings (but not hostels) should try to make an arrangement with the householder, who may be willing to have them stay up at a rent to be agreed. If the householder cannot offer accommodation, it may be possible for a room to be found in College, provided the Senior Tutor's Assistant has sufficient warning.

Any student who remains in residence outside the licence periods without authorisation will be charged at twice the normal nightly rate.

Graduating students must vacate their rooms by midday and return the key to the Porter's Lodge. The room must not be accessed again.

Students leaving residence permanently are expected to clear their rooms entirely. All rubbish must be removed (black bin bags will be provided). Charges may be made to those who leave excessive rubbish or belongings in their room or staircase. Anything left in a room after the key has been returned to the Porters will be disposed of, either immediately or (in the case of evidently valuable or significant items) after three months.

Storage

The College accepts no responsibility for property left over vacations. Students may, at their own risk, leave their property during vacations in the 'Void' at Harvey Court. As space is limited, students (with the exception of those classed as International students, for whose use a

special storeroom adjacent to the void is set aside) may use no more than two shelves to store personal belongings. Belongings left in the void over a vacation must be removed within two weeks of the start of the next Full Term or it will be disposed of. Students intending to work away during one or more terms should consult the Head Porter about the possibility of leaving property in the storeroom adjacent to the 'Void' during their absence.

Although the College Courts are private property, the public normally has access to them, and rooms are therefore subject to pilfering. Students are strongly advised to keep their rooms locked when they are out and also their windows closed, particularly if they live on the ground floor. College staff will lock doors if rooms are found to be empty, but while efforts are made to keep rooms secure, students are responsible for the safety of their own belongings, and the College does not insure private property kept on its premises. Students are advised to make their own arrangements for insurance, and should remember that some providers insist on evidence of forced entry for a claim to succeed while others do not. The Bursary can advise on the selection of a suitable provider. The Head Porter has a safe in which items of particular value may be deposited for short periods in special circumstances. *Security*

Every occupant of a College room, dependant on where they are residing, will receive a key or will be able to use their University Card to gain access to their residence and will be responsible for the safety of the key/card. Copying of keys is forbidden, and disciplinary action will be taken against anyone in breach of this rule. Although the Porters keep duplicate room keys/cards for use in emergencies, the loss of a key will normally mean that a new lock has to be installed. A charge of £20 is therefore made if a key is lost, or if it is not surrendered when the room is vacated. Similarly, where a spare key borrowed in an emergency is not returned within 24 hours a charge of £10 will be incurred, rising to £20 after a week has elapsed, and by a further £10 for every week that elapses thereafter.

As well as providing access control for some student rooms, the University card is also the instrument that provides all students with access rights to various areas of the College. See also Page 26 for the procedure to be followed in case of a lost or damaged card.

GATE HOURS AND GUESTS

College gate hours

The West Road Porters' Lodge is staffed twenty-four hours a day.

As a general rule the Main College is open between 6.00 am and 1.00 am every day. Visitors are permitted to enter the College grounds between 9.00 am and 2.00 pm except in examination periods. At 2.00 pm each day the middle gate located in the entrance passage is closed and access and egress must be made via the Porters' Lodge. Every day at 1.00 am the street and Lodge doors are locked with the wicket gate left open. Those requiring access must use the intercom system to attract the attention of the Porter on duty.

Unless resident in Gonville, Caius or Tree Courts, students may not pass through the Main Gate after 3.00 am. Any students who are not resident in these courts and are visiting other students must vacate the courts by 3.00 am. After 1.00 am the Porter on duty may, at his discretion, refuse entry to any person not resident in these courts who in his opinion is likely to cause a disturbance or is heavily intoxicated.

Access to St Michael's Court is by means of an access card. Vehicular access to St Mary's Court is open between 6.00 am and 10.30 am from Monday to Saturday.

Visitors and guests

Visitors, including guests of members of the College, are admitted with the implied permission of the College authorities (which may be withdrawn at any time), subject to the following provisions.

A student may not bring more than three visitors into the College between 1.00 am and 3.00 am and between these hours all visitors must be accompanied by hosts who accept full responsibility for their actions. All visitors, other than those signed in as overnight guests, must leave the College by 3.00 am.

Guests may stay in guest rooms in College for short periods if accommodation is available. The guest rooms are single rooms only, with the exception of one twin-bedded room located in K Block, Harvey Court. The booking should be made in the Porters Lodge. If the stay is for more than three nights, tutorial permission is required. The charge for a College member's guest is £28 per night for a single guest room with breakfast included or £35 for the twin room with breakfast included. These charges are debited to the host's College account, or payment can be made by the guest with cash, cheque or

debit/credit card¹. Guest rooms may be occupied no earlier than 2 pm on the day of arrival, and must be vacated by 10.30 am on the last day of stay, and the key returned. If this is not done the room cannot be prepared for an incoming guest and the host may incur an extra charge.

One guest (not more than one, except with tutorial permission) may be accommodated with a student in the student's room in College or a College hostel. Guests in College lodgings are accommodated at the discretion of and by arrangement with the householder. Students may not have overnight guests in their own rooms, nor may any person be an overnight guest in any student's room in the College or a College hostel, for more than three in any seven consecutive nights.

Undergraduate students' guests may not stay overnight in the College outside University Term.

Students are held responsible for the behaviour of their guests at all times. The privilege of accommodating guests overnight may be withdrawn at any time. Visitors may use College bars, and attend Hall, only as accompanied guests of members of the College. Visitors may not pay in cash for what they consume. Visitors' drinks in the bar must be paid for by their host.

Students should ensure that their guests, whether staying in their own rooms or in guest rooms, have been shown the location of fire exits and fire alarm call points. In the interest of fire safety, the College needs to have an accurate record of the identity of everyone staying overnight in each College property/staircase, which will be used for the purpose of a roll call if the property has to be evacuated. Students who intend to stay overnight somewhere other than in their own rooms must therefore make that clear to the relevant Porters Lodge or Hostel Keeper using the appropriate Orange form. Similarly, students who intend to have guests (whether or not they are members of the College) staying overnight in their rooms must make that clear in the same way using the appropriate Blue form.

Students living in hostels or lodgings may return to their room at any time. All visitors in hostels and lodgings must leave by midnight.

*Hostels and
Lodgings*

¹ This facility is expected to be available later in the year

DOMESTIC

Use of rooms

Rooms in College are furnished and decorated by the College. Each room should contain a bed, desk, desk chair, arm chair, bookshelves, hanging space, bin, lamp, curtains and drawer space. No alterations may be made to the furniture, furnishings or fittings, nor may articles be attached to the wall by drawing pins, nails or screws – pinboards are available on request from the Maintenance department. The use of any form of adhesive including Blu-Tack, White-Tack, Sellotape etc on walls is forbidden, however artist tape may be permitted with permission (check with the Housekeeper first). Charges will be made to those who mark the walls. Any damage done to a room or its contents other than fair wear and tear will be considered the responsibility of the occupant, who will be charged the cost of any repairs. Charges may also be made to cover the cost of repairs to supporting rooms such as gyp rooms, showers, bathrooms or lavatories, for which those resident in neighbouring rooms are held responsible. Students who find any damage in rooms or their contents when they move in are therefore advised to draw it to the attention of the Housekeeper or Maintenance Department.

Bedmakers will regularly attend and will clean communal areas (such as gyp rooms and bathrooms) on a daily basis. They have regular access to rooms and will enter every other day to empty bins and clean washbasins. Rooms will be thoroughly cleaned according to a schedule posted on the staircase, weekly in the Stephen Hawking Building and fortnightly elsewhere. Rooms must be left tidy on the allocated cleaning day so the bedder can vacuum the floor. Students who place notices reading ‘please do not disturb’ on their doors will not be disturbed on that day, but bedmakers are instructed to enter rooms at least on every second day regardless of any notices displayed, and they will ask the Porters to investigate if notices are left up for more than 24 hours. The Housekeeper, Deputy Housekeeper and Housekeeping Supervisors check cleaning standards in rooms and communal areas regularly.

Some Hostels are cleaned by external contractors who may not conform to the programme outlined above. Where external contractors have to be brought in to clear up an exceptionally severe or unpleasant mess, for instance involving vomit left by an inconsiderate reveller, the charge will be passed on to the student responsible.

Furniture must not be removed from any rooms. Students’ own furniture (including beds and sofas) must not be moved into rooms.

Graduates, with permission from the Housekeeper, may be allowed to bring up furniture, but it must comply with relevant legislation and must be removed when the room is vacated. Where any furniture or fitting is in need of repair, notice may be given to the Housekeeper.

The College endeavours to respond to maintenance issues as follows, emergency work as soon as possible, urgent work within 48 hours and non urgent work ideally within an academic term, although this depends on the scope of the job. For non-urgent matters please contact your house representative, but for emergency repairs contact the porters or Maintenance department directly (Monday-Friday). Maintenance work will be done in a manner that minimises disturbance to residents, however this may not always be possible. Students should be given notice of planned maintenance where possible.

Gas fires are checked annually to see that they are safe, but if you have one in your bedroom, you are strongly advised to switch it off before going to bed in case of leaks or inadequate ventilation. On no account should gas fires be left on unattended for more than a few minutes.

The College provides kitchen facilities for graduate students and will include 4 ring cookers with full ovens and grills

College gyp rooms are provided, with microwave oven, kettle, toaster and a grilling machine. These facilities are considered adequate for preparing simple meals. These appliances are to be used with caution and only utensils suitable for use in such appliances may be used. All utensils must be washed up by the user and the gyp rooms left clear. Students are responsible for cleaning the microwave oven and grill machine after every use. Fridges must be emptied by the end of the Easter Term, when items left in gyp rooms will be disposed of.

Any electrical cooking or water heating type appliance found in College gyp rooms or kitchens that has not been provided by the College will be confiscated immediately

The use of cooking and water heating equipment such as kettles are forbidden in College rooms. Any items discovered in use will be confiscated at once and the offence reported to the Senior Tutor.

Rooms are provided with 13 amp electrical socket outlets which must not be overloaded (the maximum load on a 13 amp socket must never exceed 3kW, and where there are several sockets in one room or set the load must never exceed 4kW in total). The electricity supply throughout the College is 230 volts/50 Hz.

Electrical appliances (including computers, mobile phones or similar low voltage chargers) should be turned off when not in use. Safety instructions supplied with appliances (which should carry the CE mark of approval) should be studied and observed.

Supplementary heating may only be used in centrally heated rooms with the direct approval of the Domestic Bursar. Unauthorised heating appliances (portable heaters) including electric blankets found in student rooms will be confiscated. The controls on central heating should not be tampered with or adjusted.

Portable shower attachments may not be used. Where possible, showers are fitted in or near all staircases, but where they cannot be provided, bath mixer taps with showers are normally supplied. The housekeeping staff are authorised to confiscate portable shower attachments found in bathrooms.

Fire precautions Every care should be taken to minimise the risk of fire. Common causes of fire are: electrical and other appliances left switched on unattended; clothes, furniture, or curtains near gas or electric heaters. The use of candles, incense or the like in students' rooms is forbidden; any discovered will be confiscated. Care must also be taken not to impede egress from buildings. Bins, shoes and other objects must never be left in corridors.

The College is fitted with automatic alarm systems operated by heat and smoke detectors. Occupants should acquaint themselves with the location of fire exits and assembly points near their rooms,

Anyone detecting a fire should:

- (a) operate the nearest fire alarm;
- (b) leave the building by the nearest safe exit; and
- (c) report to the assembly point.

Improper interference with fire detection and alarm equipment or with fire safety apparatus and automatic door closures, quite apart from incurring the risk of criminal prosecution, is a serious offence for which a fine of £40 or more may be imposed by the College, which clearly must do everything in its power to protect its students. The same applies to anyone inciting such an offence. Fines of at least £40 are also imposed on anyone who lets off a fire extinguisher without good reason, or encourages someone else to do so. Offenders will also be charged the cost of replacing the equipment.

As required by law, fire alarms are tested weekly at pre-determined times. Fire evacuation procedures will be practised at least once a year. Students are required to participate.

If any points relating to fire hazards or fire precautions arise, the Fire Precautions Officer, Professor M. C. Smith should be consulted. The Domestic Bursar has overall responsibility for the fire safety arrangements in College and may also be consulted. The College's Statement of Practice on Fire Safety is printed as Appendix 4 to this booklet.

There are self-service laundry machines on C and F Staircases St. Michael's Court, N Staircase Tree Court, and in Harvey Court. The College accepts no responsibility for items of clothing damaged in the College machines or left in laundry rooms. Students should exercise care when operating the machines and follow the instructions. Items left in laundry rooms after the end of the Easter Term will be disposed of immediately. Complaints of laundry malfunction should be reported to the Housekeeper. *Laundry*

A number of lockers for the use of students living in lodgings and hostels are available and a note of their locations can be obtained from the Housekeeper. Lockers for M.C.R. members are on K Staircase, St. Mary's Court and in the lavatory in the Gate of Necessity. Applications for these should be made to the College Housekeeper. Keys are issued on payment of a deposit of £5, and must be returned at the end of the academical year. *Lockers*

Within the College TV Room and at the bottom of "D" Staircase, Gonville Court, there are a number of "short term use" lockers available for students to secure belongings whilst dining in Hall. These are operated with a £1 coin that is returned on emptying the contents of the locker. A £5 charge will be made for lost keys.

Any lost property found in the College will be kept in the Housekeepers Store for one month for the date received (see page 17 and 25 for information on items left in student rooms and laundry rooms). Items of significant value will be kept in the porters' lodge safe for three months only, and will then be disposed of. *Lost property*

All students' mail is delivered to pigeonholes in the corridor by the Buttery Bar in Gonville Court, or to the Middle Combination Room, as appropriate. *Mail*

<i>Notices</i>	Notices concerning matters of College administration are posted on the screens in the Undercroft outside the J.C.R. in Gonville Court, together with University notices. All important notices are also posted in the Combination Room at Harvey Court.
<i>Computer facilities and e-mail</i>	Three computer rooms are available for use by students: in the Cockerell Building basement, in K 26, St. Mary's Court and in Harvey Court. An additional computer room is available solely for graduates in 8 Harvey Road. These rooms are intended for silent work and study. The playing of computer games is forbidden, as is the consumption of food and drink. Some 350 student rooms also have network connection points. Dedicated e-mail terminals for use by all students may be found in the J.C.R. (Gonville Court). The use of computers on any part of the College network is subject to the 'Rules and Regulations' published by the University Computing Service, copies of which are displayed in the computer rooms (see Regulation 17). The use of the computer rooms is subject to the code of conduct displayed on notice boards in the rooms. The Computer Officers are available, during displayed 'open' hours, to advise students on computing matters in their office in the Cockerell Building basement.
<i>Costs of Internet use</i>	Colleges are charged for incoming transatlantic Internet traffic. Charges may be passed on to individuals who raise excessive and unjustified traffic.
<i>Proximity card access</i>	Every student is issued with a University Card, uniquely identifiable by its number. This card is the responsibility of the student and will be needed to access secure areas of the College, such as some accommodation areas, the Library and computer rooms. In the event of loss or damage, students who have lost their cards should notify the Tutorial Office immediately by telephone (32413) or by email (louise.mills@cai.cam.ac.uk) to request a replacement, which will normally take 2 working days to arrive. During the time that a new card is being produced a temporary card may be borrowed from either Porters' Lodge and may be kept for a period not exceeding 2 weeks. Should this period be exceeded a fine of £10 may be applied for every week or part of a week that elapses thereafter.
<i>Music practice rooms</i>	There are two rooms available for music practice in Harvey Court: both contain upright pianos. One of these may be reserved for periods of two hours on application to the West Road Porter's Lodge; the other is available on a first-come-first served basis. A piano is also available in the Cavonius Room. This may be reserved between 6 pm

and 11 pm, by arrangement with the Kitchen Office, provided the room has not been reserved for other purposes. In the Old Courts, the Senior Parlour, the Bateman Room and the Bateman Auditorium may be booked for music practice by arrangement with the Kitchen Office. The music practice facilities are not available after 11 pm

There are television sets in the Breakfast Room at Harvey Court, the Cath Yates room in K Block and in the television room below the Buttery, and one in the bar area itself. Students are responsible for having their own licenses for television sets in their College rooms. *Televisions*

A payphone is situated on the ground floor of Q Staircase Tree Court. *Telephones*

College extensions situated in the MCR, the Senior Parlour and the Junior Parlour are for College business. They are not meant or equipped to be used for receiving calls from outside the University. Messages from outside will be accepted by the Porters, but they will not redirect outside private calls to these extensions.

Students may be allowed to arrange for a private telephone to be installed in their rooms, but permission must be obtained from the Domestic Bursar's office before an approach is made to British Telecom. Arrangements to link telephones between rooms are not allowed unless prior special permission has been obtained from the Domestic Bursar. This will be given only in exceptional circumstances.

NTL telephone connections are available in the majority of rooms and connection should be arranged by the individual with NTL direct. Please note that cabling is strictly prohibited on the outside of College property and you may therefore be unable to receive Cable Television. *Cable*

A Gymnasium is available on the ground floor of Harvey Court. This is available only to those who have applied for membership of the facility; only members of the College are eligible to apply. A £10 joining fee is payable. Forms are available from the Main Porter's Lodge on Trinity Street. The Gymnasium is open to members between the hours of 6 am and 11 pm daily. It is closed for cleaning and maintenance between 10 am and 11 am Monday to Friday. *Gymnasium*

The College's insurance provides cover for personal accident and injury to its students only for incidents occurring on College premises, where the College is shown to have been negligent in some way and *Health and Safety and Insurance*

therefore becomes legally liable. However, the College does not provide insurance for personal injury or sickness arising from other forms of accident. It is not possible for the College to provide cover for the general hazards of everyday life, such as road accidents and incidents where no fault can be ascribed, and over which it has no control. Students who are concerned about personal safety, and especially those who regularly engage in sporting activities or hazardous pastimes, would be well advised to take out personal accident cover.

Copies of the University's Safety Book, together with advice issued from time to time by the College, may be obtained from the office of the Domestic Bursar, who is the College's Health and Safety officer.

Recycling

The College encourages recycling and has the following facilities. Yellow bags are provided for paper recycling. These can be found outside the Housekeeper's Office at the foot of N Staircase, Tree Court, in the JCR and MCR, and outside the Deputy Housekeeper's office at Harvey Court, and are also available from bedmakers. Once filled with paper (including glossy paper, but not envelopes with plastic windows) and with newspapers and magazines (but not catalogues), the bags should be left outside in the court at the foot of staircases for collection on a Monday or Thursday morning. Glass may be taken for recycling to the bins in the dust holes located in Gonville Court and Harvey Court. Plastic bottles may be taken to the recycle bin in St Michael's Court and Harvey Court; lids must be removed first and the bottle crushed. Cardboard recycling bins are also available in St Michael's Court and in the bin room at Harvey Court. It is the responsibility of each house representative to ensure that glass, plastic and cardboard waste accumulated in the gyp rooms is taken to be recycled.

PARTIES AND USE OF PUBLIC ROOMS

A gathering of more than ten persons with or without alcoholic liquor is deemed to constitute a party. For parties thus defined, whether they are held in College or elsewhere, the host must obtain written tutorial permission (see Regulation 10). Permission is not normally given for parties in College Rooms at which the number of guests exceeds 30 (single host) or 50 (several hosts using all their rooms). For a party in lodgings, the householder's written permission must be obtained in advance. After parties, rooms should not be left in a state which gives the bedmaker or householder unreasonable extra work. *Parties*

Students living in Mortimer Rd or Harvey Rd must be aware that BBQs are only allowed in the respective gardens of house 1. BBQs must be cleaned and put away after use (ensuring hot coals are not put in bins) and the area left clean and tidy. A GCSU BBQ will be available at Harvey Court on application to the GCSU executive. Terms and conditions for its use are printed in Appendix 8 of this document.

Students may book public rooms in College for their personal use, or for the use of College or University societies of which they are members. The *Bateman Auditorium* has seating for up to 98 and is equipped with audio visual and advanced lighting facilities. The *Bateman Room* is adjacent to the *Auditorium* and may be booked in conjunction with or separately from it. Functions in the *Bateman Room* may involve no more than 50 people and must not involve amplified music or dancing. The *Cavonius Room* (situated at the southern end of the Stephen Hawking Building) is available during term-time from 9 am to 6 pm as a student common room, where newspapers and magazines may be read, emails may be sent, and quiet conversations conducted. It is not to be used as a venue for boisterous games or activities that may cause disturbance or damage. The room may also be booked for individual or society use between 6 pm and 11 pm. Occasionally, parts of the room will be sectioned off for college-related activities. During vacations the room is heavily used for conferences and other events and is not available for reservation. The *Junior Parlour* and *Green Room* may be booked for meetings and other suitably small and discrete gatherings, including dinners. The *Senior Parlour* may normally be booked only by a Fellow, but it may be made available to students for sit-down meals catered for by the College if they cannot be accommodated in the Junior Parlour. *Use of public rooms in College*

Advice on the availability of all these rooms may be obtained from the Kitchen Office. In any case it may be necessary to obtain approval of the use of the room from the Senior Tutor on a form supplied by the Kitchen Office.

Permission for the use of *Hall* can be obtained only from the College Council, via the Senior Tutor. For May Week events in the *Harvey Court Gardens*, application should be made directly to the Senior Tutor. During May Week, society functions may be given precedence over private parties.

*Charges for
public rooms*

Charges will be made for the use of public rooms as follows, for each hour: Junior Parlour, £10; Bateman Auditorium, £12; Bateman Room, £8; Senior Parlour, £12; Cavonius Room, £12. No charge will be made where rooms are used for meetings, annual dinners, etc. of Caius undergraduate societies, for College purposes, or for other purposes (e.g. charitable fund-raising) at the discretion of the Senior Tutor.

Routine cleaning and normal wear and tear will be covered by the above charges, but extra will be charged for breakages and special cleaning.

The following conditions govern parties held in public rooms in College:

- (a) A member of the College must be the host, and will be held responsible to the College.
- (b) The guests are to be invited in advance by written or printed invitations, and it will be the responsibility of the host to ensure that only guests thus invited are admitted to the party.
- (c) A charge will be made for the use of College glassware, crockery, cutlery or linen if the food and drink is not ordered from the College.

Students who book a public room in the College are expected to collect and return the key in person, and to be present throughout the period of use. They will be held responsible for:

- (a) The good conduct of the meeting or party.
- (b) Settlement of the account.
- (c) The payment of any additional charges arising from damage or from extra work laid upon the College Staff. This sum will be determined by the student's Tutor.

Tutors may apply some or all of these conditions to parties held elsewhere in College.

Food and drink for private luncheons, dinners or parties should be ordered from the Kitchen Office at least one week in advance. The Catering Administrator in the Kitchen Office may be consulted about special menus. It is advisable to ask for a quotation of the cost of a meal before ordering it, especially if cooks, kitchen porters or waiters are likely to be working overtime. *Catering for private parties*

Students will normally be required to make pre-payment for the catering for parties held in their last term of residence.

MEALS

Hall meals

Dining in Hall forms an important part of the corporate life of the College, and students are expected to dine on at least 38 nights (if undergraduates) or 16 nights (if graduates) in each Full Term. These requirements may be varied only with written permission from a Tutor.

Almost all other Colleges have a Kitchen Fixed Charge paid by all undergraduates, which averages over £120 per term. At the request of students, that payment has not been introduced at Caius. Instead an element for kitchen overheads is included in the charge for dinner. Admission to dinner is by ticket, and undergraduates are required to pay for a minimum of 43 dinners per Full Term, 5 of which may be taken by guests. In the Easter Term because of its shorter length, the minimum is 40.

Breakfast and lunch are optional and payment is made by means of a meal card.

The Kitchen Office issues a notice for students setting out full details of the current scale of charges, and arrangements relating to Dinner tickets and meal cards.

The times of meals are as follows:

Breakfast:	Weekdays	8.15 – 9.30 am
	Saturday and Sunday Brunch	9.30 am – 1.00 pm
Lunch:	Weekdays	12.15 – 1.30 pm
Dinner:	Weekdays	6.15 and 7.20 pm
	Sundays in Term	6.15 and 7.30 pm
	Saturday Cafeteria Dinner	6.15 – 7.30 pm

Guests in Hall

Guests may be entertained to lunch, dinner or breakfast in Hall. ‘Superhall’ dinners are held from time to time during term at Second Hall, with a special menu, and at a higher charge than for the normal dinner.

Special diets

Vegetarian options are provided at all meals. Students with particular dietary needs should consult the Executive Head Chef at the earliest possible opportunity to see whether the kitchens can provide suitable meals. If this is not possible, he will notify the Kitchen Office that a

fixed charge of £125 per term should be paid instead of dinner tickets being purchased.

Grace before Second Hall is said in Latin, as follows:

Grace in Hall

Benedic, Domine, nobis et donis tuis quae ex largitate tua sumus sumpturi; et concede ut, ab iis salubriter enutriti, tibi debitum obsequium praestare valeamus, per Iesum Christum dominum nostrum; mensae caelestis nos participes facias, Rex aeternae gloriae.

(Bless, O Lord, both us and these Thy gifts, which, of Thy bounty, we are about to receive; and grant that being by them wholesomely fed, we may be able to render that worship which is Thy due, through Jesus Christ our Lord; at whose celestial table may we be partakers, O King of everlasting glory.)

There is a *Buttery* opposite the J.C.R. in Gonville Court, open for the sale of drinks and confectionery from 10.30–12 noon, 12.30–2.00 and 6.00–11.00 pm. Weekend times vary and are displayed in the bar. Behaviour in the bar area is regulated by a voluntary code of conduct introduced by G.C.S.U. The Bar Manager may refuse to serve students in appropriate cases. He should be consulted before a party of students or guests is assembled.

Buttery Bar

No food or drink should be brought in from outside the College and consumed in the Bar area. Waste bins are provided and should be used. Excessive mess may result in closure of all or part of the Bar area.

Kitchen accounts are kept in the Kitchen Office. Students may inspect their own accounts during normal office hours.

Kitchen accounts

MOTOR VEHICLES AND BICYCLES

Motor Permits

Students are forbidden by University Ordinance from keeping or using motor vehicles (except mopeds) in Cambridge at any time without permission from a College Tutor and the University Motor Proctor. Permission is dependent on arrangements being made for garaging the vehicle off the public highways. The College has very limited parking space which may only be used if a parking permit is obtained from the Head Porter. He should be consulted in the first instance. Only if he indicates that space is available should the matter be pursued further with the Senior Tutor.

Any infringement of the rules relating to motor vehicles is regarded by both the University and the College as a serious offence, and may be punished by a severe fine by either body.

Bicycles

University Ordinance also provides that a bicycle or moped owned or used by a member of the University in *statu pupillari* must bear a distinguishing letter in accordance with instructions issued by the Proctors (in the case of this College 'G') and a special number which is allotted by the Head Porter. Bicycles must be kept in racks, and may not be ridden or wheeled in the Courts. They must not be taken into accommodation, placed in stairwells or otherwise obstruct access to or egress from buildings. If found in such a location, or on the pavement in Trinity Street or another public highways where they may cause an obstruction, they may be removed by the College.

The bicycle racks in Tree Court are reserved for Fellows and College Staff. The bicycle racks located underneath the Stephen Hawking Building are for residents of the building only. The bicycle rack situated alongside the Harvey court Porter's Lodge is for use of visitors only; student cycles left there will be removed. Members of the College are urged to place bicycles in appropriate secure areas to reduce the risk of theft.

Cycles which appear to have been left unused in the bicycle racks will be removed each October. On notice being given, if any cycle has not been reclaimed within two months of its being impounded, it will be disposed of.

MEDICAL

There is no College doctor, but all students are required to register with a general practitioner in Cambridge on coming into residence. Those who fail to do so may need to be encouraged by the imposition of a financial penalty. *Doctors*

All accidents and injuries should be entered in the Accident Book kept in the Trinity Street Porters' Lodge. *Accident Book*

A qualified Nurse (Mrs Carolyn Douglas-Hiley) attends at the Health Centre in U Staircase, Tree Court, during Full Term, from 8.30 am until 11.00 a.m., Mondays to Fridays, to treat minor ailments and injuries. For further information see the notice on the Surgery door. Students falling ill in College or lodgings should inform the College Nurse, who may visit them, or call the doctor, as appropriate. If necessary they can be transferred to the Health Centre. No charge is made for treatment in the College. Mrs Douglas-Hiley is available to see any student, not necessarily only those who are ill. *College Nurse*

The College's policy on HIV and AIDS is outlined in Appendix 2 to this booklet. The College's AIDS Adviser is the Nurse. *Policy on HIV and AIDS*

The University Dental Service at 3 Trumpington Street (*telephone 01223 332860*) offers treatment to all members of the University under the usual National Health Service regulations. Students are advised to register with the Dental Service as early as possible. *University Dental Service*

Students who are liable for prescription, dental and other NHS charges may be able to obtain an exemption certificate on grounds of low income. *NHS Charges*

Psychiatric advice, or confidential discussion in cases of emotional or mental distress, is available free to students from the Student Mental Health Service (Department of Psychotherapy, Level 1, Addenbrooke's Hospital). It is recommended that students wishing to seek such advice should first talk to their Tutor, or their own doctor, or to the Dean, or to the College Nurse, all of whom are accustomed to being consulted in confidence about these matters. *Mental Health*

<i>Counselling Service</i>	There is also a University Counselling Service at 2-3 Bene't Place, Lensfield Road, Cambridge CB2 1EL, (<i>telephone 01223 332865</i>), staffed by trained professional Counsellors and others with wide experience of students' problems. Students may make their own appointments at the Counselling Service, or a Tutor may make an appointment with a Counsellor on the student's behalf.
<i>Peer Support Service</i>	The College is a member of the Peer Support scheme. This service complements the college welfare system, supportive of the tutorial system and the work of welfare officers and the Counselling Service. Peer supporters are students trained in non-judgemental listening, the aim being to help others to make decisions, without giving advice. They are not counsellors, but their availability increases the range of welfare choices available. Posters showing the names and photographs of the Peer Supporters are displayed in the JCR.
<i>Linkline</i>	Linkline (<i>telephone 01223 367575</i>) is an entirely student-run service offering advice to anyone feeling worried or depressed, open every night in Full Term from 7.00 pm to 8.30 am.

FEES AND ACCOUNTS

The College Consolidated Fee includes a general establishment charge intended to cover a proportion of the overheads of the College, such as the maintenance of buildings and grounds, the provision of services (other than those directly connected with the provision of meals), and some tuition costs. Students registered as eligible for assistance with the payment of University fees, even if not actually in receipt of any assistance, are not required to pay this College fee (the College instead receives a smaller sum from the University). *College payment*

Students are required to make a payment at the beginning of the Michaelmas Term equivalent to the average termly amount due for room and rent and the minimum requirement of Hall dinners. This advance payment is credited against the Easter Term bill. In terms subsequent to the first, a full bill will be rendered in respect of the preceding term and the outstanding balance shown on it must be paid before the end of the first fortnight of that term. In the case of research students the pre-payment will be retained until they finally go out of residence. *Accounts*

The bill sent to students gives the date by which payment is due. If a student has not settled his or her account by the due date, then, unless an acceptable explanation is given to the relevant Tutor, an administrative charge of £10 will be applied to the bill. A further charge of £40 will be added to such accounts remaining unpaid after a further four weeks. Students whose bills remain unpaid may not be given permission to return into residence in the following term until the account has been settled in full (see Regulation 25). Students who have difficulty in settling their accounts should consult their Tutors.

Undergraduates beginning their last term of residence are given an estimated College account for that term, covering all items of College expenditure, and payable before the end of the first fortnight of Full Term. They will not be presented for the B.A. Degree or permitted to attend the graduation dinner unless this has been settled. They should therefore ensure that it is settled in good time if they wish to take their degree at General Admission.

Queries relating to specific details of College accounts should be addressed to the Bursary. On more general matters relating to accounts students are advised to consult their Tutors.

Lodging-house accounts for items other than the rent of rooms are due at the end of each term and must be paid to the householder before the lodger goes down.

Student Loans For those are in receipt of a Student Loan, the cheque in respect of the first instalment is sent to the College. It is usually available in the Bursary (O Staircase, Tree Court) in the first few days of Full Term.

Vacation Study Grants Grants towards the costs of vacation study, especially if participation is a course requirement, may be available from funds allocated to the University by the Higher Education Funding Council for England. In some cases application must be made to the relevant Faculty or Department, in others to the College. Advice and application forms may be obtained from the Senior Tutor's Assistant.

Tutors' Donation Fund The Tutors may make donations to junior members in deserving cases, especially where financial hardship is involved. Advice and application forms may be obtained from students' own Tutors.

Bursaries Gonville and Caius College participates in the Cambridge Bursary Scheme which is administered by the Isaac Newton Trust with financial support from the University and the College, and exists to assist UK students who face financial difficulty. UK Students admitted to the College in 2008 are eligible to apply for a Cambridge Bursary, which may be up to £3,150. Application forms are distributed to eligible Freshers early in the Michaelmas term. Students who applied for a Cambridge Bursary in a previous year are automatically sent forms to re-apply.

The College continues to operate a separate Bursary scheme (in line with the Newton Trust scheme) for those UK students who were admitted before 2006 or who took a gap year before admission in 2006. Application forms will be available from the Senior Tutor's Assistant before the end of the Michaelmas Term and awards will be made in the Lent Term. All applicants who are found by their LEAs to be in need of assistance with the payment of their University fees will receive a mandatory award of up to £1,000.

Those in financial need who do not qualify for these awards should consult their Tutors.

MISCELLANEOUS

Undergraduates of this College wear the blue Caius gown. Registered Graduate Students from other Universities have B.A. status and wear the B.A. gown without strings if they are under 24 years of age, and have M.A. status and wear the M.A. gown without strings if over 24. Affiliated Students from other universities wear the Caius undergraduate gown if they are reading for the Cambridge B.A. or Mus.B. degrees. *College Gowns*

The University provides a Careers Advisory Service, at Stuart House, Mill Lane. Its services are available to all members of the University, and the Information Room is open during normal office hours. *Careers Advisory Service*

Students in trouble with the Police for other than trivial matters are strongly advised to contact their Tutors before making any statement. The Police do not inform Colleges of an intention to prosecute their students. *Police*

From time to time complaints are received about fly posters being exhibited in the City. This is illegal, and the officers of any Society advertising its activities in this way, or anyone else involved, will be personally responsible. *Fly posting*

COLLEGE CHAPEL

The services in the College Chapel are open to all members of the College, whatever their religious denomination; many who are not members of the Church of England attend. Visitors are welcome to services.

During Full Term there are daily services in Chapel. On Sundays Holy Communion is celebrated at 10.30 a.m. (with breakfast provided afterwards) and Evensong is at 6.00 p.m. Details of the weekday services are given in the Chapel Card sent to all members of the College at the beginning of Term. The College Choir sings Choral Evensong on Tuesdays and Thursdays as well as on Sundays. Help with reading the lessons in Chapel is appreciated.

The Chapel Organ may normally be used by qualified students between 1.00 and 5.00 p.m. with the previous permission of the Precentor. Users may not admit other persons to the loft.

College Choir

The College Choir, directed by the Precentor, comprises Choral Scholars, Exhibitioners and volunteers. The choir sings regular choral services in Chapel and also performs at the Perse Feast and at Annual Gatherings of Old Members. In addition, the choir's activities include concerts, radio broadcasts, recordings and tours. Information regarding the availability of volunteer places may be obtained from the Precentor.

STUDENTS' UNION, COLLEGE CLUBS AND SOCIETIES

All students are members of the Gonville and Caius College Students' Union (GCSU) which exists to represent the interests of the students in the College. GCSU is currently affiliated to the National Union of Students and in consequence all students are entitled to the privileges of NUS membership.

The GCSU office is in V2, Tree Court (Tel: 39571). The GCSU President's rooms are normally on N Staircase, Tree Court (Tel: 32444). There are various College clubs, for example, for Rowing, Rugby and Association Football, Hockey, Athletics, Cross-Country, Badminton, Cricket, Golf, Lawn Tennis, Table Tennis, Squash, Croquet, Chess and Bridge. Other societies include the College Musical Society (which runs the College Orchestra and Chorus), the Gonville Hall Debating Society, the Shadwell Dramatic Society, and the Engineering, History, Law, Medical, Modern Languages, Natural Sciences, Arts and Films Societies, among others.

There are no subscriptions to individual College clubs and societies; they are all financed by the College through an annual grant to GCSU. Students who join certain University Clubs (e.g. athletics, fencing, gymnastics) which provide facilities not available in College may have their subscription refunded, in part, by the GCSU. Applications should be made to the junior Treasurer. In many cases a matching grant may also be obtained from the College by making an application through a Tutor.

Any student has the right to opt out of GCSU. Such students will not be in any way disadvantaged or excluded from any College facility or event, including those that are the direct responsibility of GCSU.

Complaints against GCSU may be made in accordance with the complaints and grievance procedure approved by the College Council and published on various College notice boards and printed as Appendix 3 to this booklet.

NOTES FOR GRADUATE STUDENTS

Tutors The Tutors for Graduate Students are currently Dr Melissa Calaresu, Dr Ruth Scurr, Dr Jonathan Evans and Dr Helen Mott. Any graduate who expects to be away from Cambridge for a prolonged period should be sure to inform their Tutor of the circumstances.

Hall Graduate students will be charged for tickets for sixteen Hall dinners in Full Term (eight dinners if married). They are strongly encouraged to dine more than this, if they wish. Graduates who have completed nine terms of research and are exempt from College fees are not required to purchase dinner tickets unless living in College accommodation. Dinner tickets are required for graduates' guests. The charge for dinner includes an element for overheads. Graduates working away from Cambridge for periods exceeding two weeks may be entitled to a refund if the absence is authorised in advance by their Tutor.

Accommodation Graduate students are normally allocated their accommodation for the full academic year. There are a small number of flats available for married graduates. Graduates should apply in writing to their Tutor or to the Tutorial Administrator (Mrs Louise Mills) if they wish to be considered for these. Accommodation is normally only provided for up to three years after the date of matriculation or after the start of a Ph.D. course, as appropriate. Rooms are allocated on an annual basis (1 October – 20 September). Graduates can express a preference for a particular room in their second and third years. They may choose, but this cannot be guaranteed, to stay in their first year room. At the end of each academic year all graduates, including those who wish to remain in the same room, are required to return their keys to the Porters' Lodge during September. Graduates not moving to a new room will be able to sign the key out again immediately. Any graduate who has not returned his or her key by the end of October will be fined. Most rooms do not have a telephone socket, but graduates may have one installed – at own expense – if required. Most rooms will have a computer network connection.

Rents Rents for graduate rooms are calculated on an annual basis. Students are charged on a quarterly basis. No distinction is made between residence during terms and vacations for rental purposes. Rents are subject to annual review and increase.

Graduates working away may be eligible for a reduction in rent charged. Any reductions allowed will depend on the conditions under which the student retains the room and must be authorised by the graduate's Tutor in advance. Graduates must surrender their keys to the Porters' Lodge and not permit anyone else to occupy their room. *Working Away*

A Registered Graduate Student who is not a Cambridge graduate has B.A. status or, if he or she has attained the age of 24, M.A. status. *Status*

Registered graduate students may borrow up to ten books from the University Library. *Library*

In Second Hall, the gallery is for members of the MCR and their guests, and from time to time a special dinner is arranged for them. Other social functions are organised from time to time by the Tutors for Graduates. The Middle Combination Room for the use of graduate students is on D staircase, Gonville Court and is secured by a combination lock, the code being available to MCR members from the Porters Lodge. An additional satellite area for MCR use is located in the basement of 1 Harvey Road. The MCR Committee runs a programme of activities. *MCR*

The College has an independently operated Day Nursery for children between the ages of 3 months to 5 years. Graduate Students in need of crèche or nursery school accommodation for their children are advised to consult Mrs Elizabeth Wiggam, who is responsible for the operation of the Nursery, and should also discuss the matter with their Tutor. Limited childcare bursaries are available for students whose children attend the College Nursery. Applications should be made through the Tutors who can also give advice about other sources of funding for childcare. *Nursery*

Limited funds are available to assist graduates experiencing financial hardship and any graduate who thinks they may be eligible should see their Tutor for a (confidential) discussion of the problem. Graduate students who are British nationals may be eligible for support from the University's Access to Learning Fund (application forms are available from the Senior Tutor's Assistant, and advice on eligibility may be sought from the Graduate Tutors). The attention of graduate students is also drawn to the November special issue of the University Reporter which gives comprehensive information about University and general awards, funds, studentships and prizes. *Hardship*

Travel

Funds are also available for supporting conference attendance or other travel related to research and application forms are available from the Tutorial Administrator. Completed forms should be taken in person to one of the Tutors for Graduates. Retrospective applications will not be considered.

Books

Students seeking financial assistance for the purchase of books should discuss the matter with the Tutors for Graduates.

The attention of all graduate students is drawn to College Regulation 27.

RAISING CONCERNS WITH THE COLLEGE

One of the principal functions of the College is to assist students with their education. This is generally done through the provision and maintenance of a suitable environment for scholarly activity and personal development, and more particularly through the provision of teaching, pastoral care, accommodation, a library and related facilities, and many other resources. It is important that the College receives regular advice from its student members on how well it fulfils its educational function, broadly conceived. The paragraphs that follow begin by identifying the most convenient avenues for presenting comments and suggestions for improvements. It is recognised that in some cases students will wish to make what would be better described as complaints. Procedures for bringing complaints, first informally and then formally, are also set out. Whether students are making comments and suggestions or are bringing complaints, they may expect a serious, sympathetic, fair and efficient response from the College. It should be remembered, however, that the College will seek to protect its members from vexatious or malicious complaints, will take less seriously comments and suggestions that seem frivolous, and will respond less sympathetically to complaints from students who have not themselves fulfilled their obligations to the College and the University.

1. COMMENTS AND SUGGESTIONS

1.1. Broadly speaking, where a service provided by the College seems in need of improvement, the best person to inform will be the person immediately responsible for its provision. Where this is not possible, or where the response is considered to be unsatisfactory the concern may usually be raised with someone else who is less immediately responsible. For example:

- concerns about the adequacy or condition of library resources should be drawn to the attention of the Library staff, or of the Librarian;
- concerns about the adequacy or condition of computer resources should be drawn to the attention of the Computer Officers, or of the Senior Tutor;
- concerns about the adequacy or condition of rooms and their furnishings should be drawn to the attention of the Housekeepers, or of the Domestic Bursar;

- concerns about the fairness or suitability of the allocation of rooms should be drawn to the attention of the Tutorial Administrator, or of the Senior Tutor;
- concerns about the quality or variety of the meals served in Hall should be drawn to the attention of the Executive Head Chef, or of the Domestic Bursar;
- concerns about the adequacy or quality of the service offered in the Buttery should be drawn to the attention of the Catering Administrator, or of the Domestic Bursar;
- concerns about the adequacy or quality of the service offered in the Porters' Lodges should be drawn to the attention of the Head Porter, or of the Domestic Bursar;
- concerns about the presentation or accuracy of bills or accounts should be drawn to the attention of the Bursary staff, or of the Senior Bursar;
- concerns about the style or quality of undergraduate supervisions should be drawn to the attention of the supervisor, or of the relevant Director of Studies;
- concerns about the level of effectiveness of tutorial support should be drawn to the attention of the Tutor, or of the Senior Tutor.

Where it is unclear who is responsible for the provision of a service, or where a direct approach would be awkward, advice may be taken from a Tutor or from anyone else referred to in the next paragraph.

1.2. Students who have comments and suggestions to make may find it helpful to take advice on how best to proceed from their Tutors or from the Senior Tutor, or from the officers of the G.C.S.U. or the M.C.R. In some cases it may be more convenient and effective to raise the concerns through an intermediary.

1.3. College policy is directed by the College Council, subject to review in certain areas by the General Meeting of the Master and Fellows. The President and Vice-President of the G.C.S.U. and the President of the M.C.R. sit on the College Council and can influence the direction of policy in that forum. There is also student representation on several committees appointed by the College Council and the General Meeting, including (at least for the time being) the following:

- the Domestic Management Committee;
- the Student Charges Advisory Committee;

- the Works Management Committee;
- the Security Management Committee;
- the Computing Management Committee;
- the Equal Opportunities Management Committee;
- the Health and Safety Management Committee;
- the Library Management Committee;
- the Musical Activities Advisory Committee;
- the Clubs and Societies Management Committee;
- the Chapel Committee.

It will often be appropriate for students' concerns to be raised at meetings of the College Council or one of the committees listed (and generally, where concerns relate to the business of a committee, that will be the most appropriate place for them to be raised in the first instance). The officers of the G.C.S.U. or the M.C.R. may be asked to identify the relevant student representatives and to initiate discussions with them.

1.4. Sometimes the concerns students have will relate more to their dealings with the University, or even with another College, than with this College. Where the University is involved, there may be a document available describing the best way of raising concerns. Although the College will usually have no jurisdiction in such a case, it may have a role assigned to it in the procedures described, and the officers mentioned in paragraph 1.2 above, as well as Directors of Studies or other Fellows who teach in the relevant Faculty or Department, may be able to give advice and assistance. Similarly, where another College is involved, although this College will have no jurisdiction, its officers may be able to give advice and to assist in the raising of the concerns with appropriate person or body. Advice and assistance may also be available in all these cases from the officers of the Cambridge University Students Union or of the Graduate Union.

2. INFORMAL COMPLAINTS

2.1. The concerns students have may sometimes amount to complaints rather than to comments or suggestions for improvement. Nevertheless, in many cases, at least in the first instance, it may be more productive for the concerns to be raised in the form of comments and suggestions as outlined in the last section, or to be drawn to the attention of a member of the College not mentioned in the last section (such as Women's Officer, the Adviser appointed annually by the College Council to deal with cases of harassment, the Chaplain or the Dean), or of an approachable member of the College staff (such as the

Nurse). While students are entitled to make complaints whenever they have something to complain about, they may sometimes find that their concerns are dealt with more effectively, and with less distress to all those involved, through a process of conciliation. Advice may again be taken from those referred to in paragraph 1.2 above.

2.2. Where students do wish to raise concerns in the form of complaints, they should write to the appropriate officer of the College stating clearly that they wish to make a complaint, explaining in as much detail as possible the source and nature of their concern, and indicating at least roughly the sort of remedy they would hope to receive (for instance, a change of policy, a personal apology, disciplinary action against another student, a Fellow or a member of staff, or financial compensation). The appropriate officers to whom letters of complaint should be addressed are identified in the next four sub-paragraphs.

2.2.1. As already stated, students may expect their comments and suggestions to be dealt with seriously, sympathetically, fairly and efficiently. Where they believe that the response that they have received has been dismissive or disdainful, or that the way in which their comments and suggestions have been dealt with has not been fair and reasonable, or that they have been forced to wait for an inordinate length of time before receiving a response, they may write to the Senior Tutor (or, if it is the conduct of the Senior Tutor they wish to complain about, to the Registry, who will invite a suitable officer of the College to examine the complaint). The purpose here will be to review the response to the comments and suggestions rather than to reconsider the substance of the original comments and suggestions.

2.2.2. Life in the College is governed by its Statutes and Regulations, and it is important not only that these be adhered to, but also that they be interpreted correctly and applied fairly. Where students feel aggrieved at the way in which the Statutes and Regulations have been interpreted and applied to them, for instance by the imposition of a fine or administrative charge for the perceived breach of a Regulation, they may write to the Senior Tutor (or, if it is the Senior Tutor's handling of the Statutes and Regulations they wish to contest, to the Registry, who will invite a suitable officer of the College to examine the complaint). The Senior Tutor or the other officer appointed may be expected to reconsider the interpretation of the Statutes and Regulations and to make any necessary adjustment to their application. However, it should be noted that the interpretation and application of College

Regulations 2-3 is a special case and is governed by a separately issued statement of practice on examination failures, not by this document.

2.2.3. The College is committed to providing equal opportunities for learning and personal development to all its students, regardless of sex, race, colour, nationality, ethnic or national origins, religion, marital status or disabilities. As a means of ensuring that opportunities are equally distributed it has appointed an Equal Opportunities Committee to monitor activity and to advise the College Council. It may happen, however, that despite the College's best endeavours students still feel that they have been subjected to harassment or discrimination on grounds of their sex, race, colour, nationality, ethnic or national origins, religion, marital status or disabilities. The College deplores any form of harassment or discrimination that creates an intimidating, hostile or offensive environment for study and social life. Among other things, it deplores the making of unwelcome sexual advances or requests for sexual favours, or other unwelcome behaviour of a sexual nature, especially if the person responsible is abusing a position of authority or trust; it deplores verbal abuse in the form of insults, sexist or racist jokes, or the ridiculing of students for cultural or other differences; and of course it deplores all violence, threats of violence, incitements of others to violence. Conduct will be taken to amount to unacceptable harassment if any reasonable person could have complained about it, whether or not it was intended to be intimidating, hostile or offensive, and whether or not it has been repeated. Students who believe that they have been subjected to harassment or discrimination should write to the Advisor (or, if it is the Advisor's behaviour they wish to complain about, to the Registry, who will invite a suitable officer of the College to examine the complaint).

2.2.4. In any other cases in which students wish to complain, they should write to the Senior Tutor (or, if it is the Senior Tutor's conduct they wish to complain about, to the Registry, who will invite a suitable officer of the College to examine the complaint). If no attempt has been made to raise the complaint as a comment or suggestion for improvement, the Senior Tutor or other officer may ask whether conciliation would not be a better approach, or may refer the complaint as a generalised question to the officer or committee responsible for the area of concern. In cases dealt with in the latter way, the response to the particular complaint may be governed by the response to the generalised question, subject if need be to further review under sub-paragraph 2.2.1. above.

However, the Senior Tutor or other officer may decide that it would be better to deal directly with the complaint as such.

2.3. When officers of the College receive letters of complaint they will write back to the student within a week, acknowledging receipt and where appropriate proposing a meeting to discuss the concerns raised. The officers will then make any enquiries that seem necessary and, except in cases delayed by the referral of questions to other officers or committees, will endeavour to produce considered responses in writing within a month of their first receipt of the letters of complaint. Any remedial action required will be taken with the minimum of delay.

2.4. Although the Senior Tutor, the Advisor, or any other officers invited to deal with particular cases by the Registry, will keep written records of the letters they receive and send, of any oral discussions and of any enquiries made, the procedure described in this section remains informal in the sense that the cases raised will be dealt with privately and in whatever way seems suitable to the officers involved, in consultation with the students bringing the complaints.

2.5. Complaints will be handled confidentially so far as possible, but students need to be aware that this confidentiality may not be as they would wish, for a number of reasons:

- in practice, it will often be impossible to investigate a complaint fairly without revealing to any person complained about the identity of the student bringing the complaint;
- the College must reserve the right to take disciplinary action against person complained about and may need in doing so to divulge details of the case to the person;
- the written records preserved by the officers who deal with complaints will be used in periodic reviews of the complaints procedure, though no more detail of individual cases will be revealed than is strictly necessary to enable the College to identify any areas that are emerging as general causes for concern;
- the written records preserved could eventually be required to be produced as evidence in a court of law if someone involved in a complaint were to pursue the matter further outside the College;
- the written records preserved will be revealed to others, including any person complained about, if students choose to

proceed with a formal complaint, as described in the next section.

In any situation in which otherwise confidential information will need to be passed on to a person complained about, the student bringing the complaint will first be consulted. More particularly, although an officer charged with the investigation of a complaint may conclude that the only way ahead is to raise a formal complaint, this will only be done if the student decides to follow the advice offered (though clearly, where such advice was not followed no more could be expected from the College).

3. FORMAL COMPLAINTS

3.1. Students who wish to make a formal complaint should write to the Master (or, if it is the Master's conduct they wish to complain about, to the President of the College), stating clearly that they wish to make a 'formal complaint', explaining in as much detail as possible the source and nature of their concern, and indicating, at least roughly, the sort of remedy they would hope to receive. If the complaint has already been made informally, this should be mentioned. The Master or President will write back to the student within a week confirming receipt of the letters of complaint.

3.2. If a complaint has already been made informally, the Master or President will write to the officer who dealt with it asking to be sent the written record of the case. If a complaint has not been already been made informally, the Master or President may ask the Senior Tutor or the Advisor (or, if the complaint involves the Senior Tutor or Advisor, a suitable officer of the College), to examine the complaint and to submit a written record of the examination, to be attached to the letter of complaint received and to the letters already sent to the student and to the officer.

Once the Master or President has assembled all the relevant papers, the complaint will be dealt with in one of the ways outlined in the next seven sub-paragraphs.

3.2.1. If the complaint has not already been made informally, and if the Master or President believes that it would be best dealt with informally, or as a comment or suggestion for improvement, the student may be asked whether conciliation would not be a better approach, or whether it would not be better to refer the complaint as a generalised question to the officer or the committee responsible for the area of concern. If the student wishes to proceed with the complaint, and if it is a complaint that would have fallen under

sub-paragraph 2.2.4 above if made informally, the Master or President will invite the College Council to make a ruling on whether the complaint should be dealt with in accordance with sub-paragraphs 3.2.4, 3.2.5 or 3.2.6 below. The Master or President will ask the Registry to include the complaint on the agenda for a College Meeting and to send copies of the written record to Council members and to the student, who will be invited by the Registry to decide whether the complaint should be included on the agenda as unreserved or as reserved business.

3.2.2 If a complaint has already been made informally, and if the Master or President believes that it has already been brought to a satisfactory conclusion, the student will be invited to withdraw the complaint. If the student is not able or willing to do so, the Master or President will invite the College Council to make a ruling on whether the complaint should be dealt with in accordance with sub-paragraphs 3.2.4, 3.2.5, or 3.2.6 below. The Master or President will ask the Registry to include the complaint on the agenda for a College Meeting and to send copies of the written record to Council members and to the student, who will be invited by the Registry to decide whether the complaint should be included on the agenda as unreserved or reserved business.

3.2.3 If a complaint has already been made informally and if what is objected to is the way in which it was handled rather than what was originally complained about, the Master or President will ask the Registry to include the procedural complaint on the agenda for a College Meeting, to send copies of the written record to Council members and to the student, and to invite the student and the officer who handled the complaint to attend the meeting. The Registry will invite the student to decide whether the complaint should be included on the agenda as unreserved or as reserved business.

3.2.4 If a complaint has not already been made informally but the Master or President believes that it should be dealt with immediately as a formal complaint, or if a complaint has already been made informally but the Master or President does not believe that it has been brought to a satisfactory conclusion, and if the complaint relates to a Fellow of the College, then the Master or President will ask the Registry to include the complaint on the agenda for a College Meeting, to send copies of the written record to the Council members, to the student and to the Fellow, and to invite the student and the Fellow (and any friends or advisors nominated under paragraph 3.3 below) to attend the meeting. The

Registrary will invite the student to express a view as to whether the complaint should be included on the agenda as unreserved or as reserved business, but will invite the Fellow involved to make the final decision. If necessary, the College Council will initiate the disciplinary procedure described in Statute 56 and relating to 'academic staff'.

3.2.5 If a complaint has not already been made informally but the Master or President believes that it should be dealt with immediately as a formal complaint, or if a complaint has already been made informally but the Master or President does not believe that it has been brought to a satisfactory conclusion, and if the complaint relates to another student of the College, then the Master or President will ask the Senior Tutor (or, if the Senior Tutor has already dealt with the complaint informally, the Admissions Tutor) to include the complaint on the agenda for a meeting of all the Tutors, to send copies of the written record to the Tutors and to both of the students involved, and to invite the students to attend the meeting. If the Tutors are unable to arrive at a conclusion that satisfies the student making the complaint, the Senior Tutor or Admissions Tutor will ask the Registrary to include the complaint on the agenda for a College Meeting and to send copies of the written record, with a supplement describing the Tutors' proceedings, to Council members and to the two students. The Registrary will invite the two students to attend the meeting, and will ask them whether they would prefer the complaint to be included in the agenda as unreserved or as reserved business. It will only be included as unreserved business if both students agree that it should be.

3.2.6 If a complaint has not already been made informally but the Master or President believes that it should be dealt with immediately as a formal complaint, or if a complaint has already been made informally but the Master or President does not believe that it has been brought to a satisfactory conclusion, and if the complaint relates to a member of the College staff, then the Master or President will ask the College officer responsible for the area in which the member of staff works to have the complaint dealt with in accordance with the usual disciplinary procedure. The officer responsible may also be asked to report in due course on the outcome of the case to the College Council, particularly if the officer has previously been involved in the case and has had to delegate its handling to a deputy.

3.2.7 If a complaint does not relate to the conduct of any person, and if the Master believes that it should be considered by the College Council, then the Registry will be asked to include the complaint on the unreserved agenda for a College Meeting, to send copies of the written record to Council members and to the student who made the complaint, and to invite the student to attend the meeting. If the Master does not believe that the complaint should be considered by the College Council, and the student insists that it should be, then the Master will ask the Registry to include the complaint on the unreserved agenda for a College Meeting and to send copies of the written record to Council members and to the student. If the College Council decides that the complaint should be considered then the Registry will invite the student to attend the next College Meeting for consideration of the complaint as an item of unreserved business.

3.3 If it should happen that the Registry is implicated in a complaint, the Master or President will ask some other member of the College Council to circulate any papers and to issue any invitations. Those invited to attend a meeting of either the College Council or the Tutors, whether as a person making the complaint or as a person complained against, will be entitled to bring a friend or adviser with them. The person who makes the arrangements for the meeting may invite others to give evidence or advice, but before any decision is made all those who are not members of the College Council or the Tutors' Meeting and also any Council members or Tutors who have been previously involved in the complaint or its handling, will withdraw. The Registry, or some other Council member appointed by the Master or President, or the Senior Tutor or Admissions Tutor, will write to the student who made the complaint and to anyone complained against with a week of the meeting explaining its outcome. Any remedial action required will be taken with the minimum of delay.

4. EXTERNAL REVIEW

Any student who has pursued a complaint appropriately within the College and remains dissatisfied with its handling may take the matter up with the Office of the Independent Adjudicator for Higher Education. Information about the Office and its work is available at www.oiahe.org.uk or from the Senior Tutor's Assistant, who also has copies of forms that may be used to raise concerns with the office.

LIST OF FELLOWS

VISITOR

The Crown, acting through the Lord Chancellor
of Great Britain for the time being.

MASTER

Sir Christopher Hum MA, KCMG

PRESIDENT

W Y LIANG, BSc, PhD, Professor of Superconductivity

FELLOWS

M J PRICHARD, MA, LLB, Life Fellow, former University Lecturer in Law
NEIL McKENDRICK, MA, Life Fellow, former Master and former Reader in
Economic History
W J MacPHERSON, MA (Aberdeen), PhD, Life Fellow, former University
Lecturer in Economics
L S SEALY, BA (Auckland, NZ) PhD, Life Fellow, Emeritus S J Berwin
Professor of Corporate Law
M D WOOD, MA, PhD, Life Fellow, former University Lecturer in Engineering
J T FITZSIMONS, MA, PhD, MD, ScD, FRS, Life Fellow, Emeritus Professor of
Medical Physiology
J H PRYNNE, MA, Life Fellow, former Reader in English Poetry, former
Librarian
A J KIRBY, M.A, PhD, FRS, Life Fellow, Emeritus Professor of Organic
Chemistry
R P DUNCAN-JONES, MA, PhD, FBA, FSA, Life Fellow, former College
Lecturer in Roman History
J P CASEY, M.A, PhD, Life Fellow, former University Lecturer in English
S H P MADDRELL, MA, PhD, ScD, FRS, Life Fellow, Honorary Professor in
Integrative Physiology
E F TIMMS, MA, PhD, FBA, OBE, Life Fellow, Professor of German at
University of Sussex
J G ROBSON, M.A, ScD, FRS, Life Fellow, Emeritus Reader in Neurophysiology
S W HAWKING, BA (Oxon), PhD, HonScD, CH, CBE, FRS, Lucasian Professor
of Mathematics
J E J ALTHAM, M.A, PhD, Life Fellow, former University Lecturer in
Philosophy
J J THWAITES, MA, PhD, Life Fellow, former University Lecturer in
Engineering
V A C GATRELL, MA, PhD, Life Fellow, former Reader in History
R W E LePAGE, MA, PhD, Life Fellow, former University Lecturer in Pathology
DJ ELLAR, MA, PhD, ScD, Life Fellow, retired Professor in Microbial
Biochemistry
R G HOLLOWAY, MA, PhD, MusD, Professor of Music Composition
C N L BROOKE, MA, LittD, CBE, FBA, Life Fellow, Emeritus Dixie Professor
of Ecclesiastical History

A W F EDWARDS, MA, PhD, ScD, Life Fellow, former Professor of Biometry
 P J BAYLEY, MA, PhD, Drapers Professor of French
 R. HILL, MA, PhD, ScD, FRS, Life Fellow, Emeritus Professor of the Mechanics of Solids
 Sir SAMUEL EDWARDS, MA, PhD, Hon ScD, FRS, Life Fellow, Emeritus Cavendish Professor of Physics
 R J BUTCHER, MA, PhD, Life Fellow, Senior Lecturer in Physics,
 R H S CARPENTER, MA, PhD, ScD, Reader in Oculomotor Physiology
 D S H ABULAFIA, MA, PhD, LittD, Professor of Mediterranean History
 D G W INGRAM, M.A, C.Eng., Life Fellow, former College Lecturer in Engineering
 D S SECHER, MA, PhD, Life Fellow, former University Director of Research Services
 J HERBERT, MA, PhD, MB, CB, Life Fellow, Professor in Neuroendocrinology
 E V J TANNER, MA, PhD, Life Fellow, Senior Lecturer in Botany
 D A JEFFERSON, MA, PhD, Reader in Crystallography, Director of Studies in Physical Sciences
 T J PEDLEY, MA, PhD, ScD, FRS, G I Taylor Professor of Fluid Mechanics
 A T H SMITH, MA, PhD, LL.D, Life Fellow, former Professor of Criminal and Public Laws
 P ROBINSON, MA, PhD, Professor of Computer Technology, Director of Studies in Computer Science (On leave Michaelmas 2008)
 Captain T G A RAM, MA, RN, Life Fellow, former Domestic Bursar
 P GRAY, MA, PhD, ScD, FRS, Physical Chemistry, Life Fellow, former Master
 J SAXL, M.A, PhD, Professor of Algebra, Director of Studies in Pure Mathematics
 J WHALEY, MA, PhD, Senior Lecturer in German. (On leave Easter 2009)
 J D FORD, MA, LL.M, PhD, College Lecturer in Law
 Sir Alan FERSHT, MA, PhD, FRS, KB, Herschel Smith Professor of Organic Chemistry
 D S WRIGHT, MA, PhD, Reader in Organic Chemistry
 G A WEBBER, MA, DPhil, FRCO, Precentor, Tutor, Director of Studies in Music
 P J ROGERSON, MA, PhD, Senior Lecturer in Law, Director of Studies in Law
 M J BROWN, MA, MD, FRCP, Professor of Clinical Pharmacology
 M C SMITH, M.A, MPhil, PhD, FRCO, Professor of Control Engineering.
 D K SUMMERS, MA, DPhil (Oxon), Senior Lecturer in Genetics, Director of Studies in Biological Sciences
 K-T KHAW, MA, MSc, MB, BChir, FRCP, CBE, Professor of Clinical Gerontology
 E M HARPER, MA, PhD, Palaeontology, Royal Society Research Fellow, Assistant Director of Studies in Earth Sciences
 P BINSKI, MA, PhD, FBA, Professor of the History of Medieval Art, Director of Studies in History of Art.
 D M HOLBURN, MA, PhD, Senior Lecturer in Engineering, Senior Tutor, Director of Studies in Engineering
 A BUNYAN, BA (Trinity College, Dublin), PhD, College Lecturer in German, Director of Studies in Modern Languages.
 A S BRETT, MA, PhD, University Lecturer in Classics and History, Tutor
 G VINNICOMBE, BA, PhD, University Reader in Engineering

M BADDELEY, BA, BEc, (Queensland), MPhil, PhD, College Lecturer in Economics, Director of Studies in Economics, Tutor

N HAMMOND, MA, DPhil, Reader in Early Modern French Theatre & Thought. College Lecturer in French, Director of Studies in Modern Languages

K O'SHAUGHNESSY, MA, DPhil, MRCP, BM, BCH, Senior Lecturer in Clinical Pharmacology

J EVANS, MA, PhD, PPARC Advanced Research Fellow at Department of Applied Mathematics and Theoretical Physics, Graduate Tutor (Michaelmas 2008), Director of Studies in Applied Mathematics (Leave agreed Lent 2009, Easter 2009, Michaelmas 2009)

A D OLIVER, MA (Yale), PhD, University Reader in Philosophy, Director of Studies in Philosophy

K J PATEL, MA, PhD, MRCP, Director of Studies in Medicine

J D MOLLON, MA, DPhil (Oxford), DSC, FRS, Professor of Visual Neuroscience

D A GIUSSANI, BSc, PhD (London), Reader in Developmental Cardiovascular Physiology & Medicine, Director of Studies in Medicine

I R HERD, MA, Domestic Bursar & Steward

M T CALARESU, BA (W. Ontario), MA (Kingston), PhD, College Lecturer in History, Graduate Tutor, Director of Studies in History (Leave agreed Michaelmas 2009)

C HOLT, BSc (Sussex), PhD (London), Professor of Developmental Neuroscience

R S C GORDON, MA (Oxford), PhD, Reader in Modern Italian Culture

J A TODD, B Sc (Edinburgh), PhD, Professor of Human Genetics

R J EVANS, MA (Oxford), DPhil, LittD (UEA), FBA Professor of Modern History

J E SALE, MA, PhD, MB, BChir, MRCP, Molecular Immunology, Director of Studies in Medicine

W T S HUCK, MSc (Leiden), PhD (Twente), Professor of Macromolecular Chemistry, Director of Melville Laboratory for Polymer Synthesis

R J SMITH, MA, PHD, FBA, Professor of Econometric Theory & Economic Statistics

J ELLIS, MA, PhD, Assistant Director of Research in Physics, Director of Studies in Physical Sciences

J M ALLWOOD, MA, PhD (Imperial College London), MBA (London), Senior Lecturer in Engineering, Praelector, Director of Studies in Engineering

F QUEVEDO, BSc (Guatemala), PhD (Texas), Professor in Theoretical Physics (Leave agreed Academic Year 2008/9)

R J GIBBENS, MA, PhD, University Senior Lecturer in Mathematics & Computer Science

P A LYON, MA, PhD, Development Director

P MANDLER, MA, PhD (Harvard), University Lecturer in History (Leave agreed Academic Year 2009/10)

R J MILLER, MEng (Oxon), DPhil (Oxon), College Lecturer in Engineering

D TROTTER, MA, PhD, FBA, King Edward VII Professor of English

I SMITH, BA, DPhil (Oxon), Reader in Pure Mathematics (Leave agreed Michaelmas 2009, Lent 2010)

J SCOTT-WARREN, BA, PhD, University Lecturer in English, Director of Studies in English

M A S BLACKBURN, MA, PhD, University Reader in Numismatics and Monetary History, Registry

J A FRASER, MA, PhD, BM, BCH, Research Fellow in Medicine
 S VASALOU, BA (London), MA (London), PhD, Research Fellow in History,
 Director of Studies in Philosophy
 C J-B HAMMOND, MA, DPhil (Oxon), Dean of Chapel, Director of Studies in
 Theology
 H R MOTT, BA, DPhil (Oxon), College Lecturer in Biochemistry, Graduate
 Tutor (Lent 2009 & Easter 2009)
 J M SCHERPE, PhD (Hamburg), College Lecturer in Law
 S C MORTIMER, BA (Oxon), DPhil (Oxon), Research Fellow in History
 V DOKCHITSER, MA, PhD, Research Fellow in Mathematics
 N K SUGIMURA, MA (Yale), DPhil (Oxon), Research Fellow in English
 D BOWMAN, BA, MA (UEA), PhD, College Lecturer in English, Tutor, Director
 of Studies in English
 A G BELL, BA (Oxon), MSt (Oxon), DPhil (Oxon), Admissions Tutor, Director
 of Studies in Anglo-Saxon, Norse & Celtic
 A J M SALMOND BA, BDes (Victoria University of Wellington, NZ), MPhil,
 PhD (Cantab), Director of Studies in Archaeology & Anthropology (Leave
 agreed Lent 2009, Easter 2009, Michaelmas 2009)
 R G SCURR, MA (Oxon) PhD, College Lecturer, Graduate Tutor, Director of
 Studies in Social & Political Science, Assistant Director of Studies in History
 J A COLLINS, MA, Senior Bursar
 M AGATHOCLEOUS, BA , PhD, Research Fellow in Neurobiology
 L SUNDERLAND, MA (King's, London), PhD, Research Fellow in French
 E J BRAMBLEY, MA, PhD. Research Fellow in Applied Mathematics
 A F ROUTH, MA, MEng, PhD (Princeton), Tutor, Director of Studies in
 Chemical Engineering, Assistant Director of Studies in Engineering
 S HOUGHTON-WALKER, BA, PhD, College Lecturer in English
 D RICHES, BSc (London), PhD (London), Tutor, Director of Studies in Medical
 Sciences
 L C L CHUA, BA (Oxon), PhD, Research Fellow in Social Anthropology
 P S DAVIES, MA, College Lecturer in Law
 S A REINART, BA (Cornell, USA, Research Fellow in History
 J E P APPLEBY, BA, PhD, Research Fellow in Archaeology
 J M BOSTEN, BA, PhD, Research Fellow in Neuroscience
 J A ZEITLER, Staatsexamen (Würzburg, Germany), PhD (Otago, NZ), Research
 Fellow in Chemical Engineering
 E L HUNTER, BA, PhD, College Lecturer in History, Director of Studies in
 History

EMERITUS FELLOWS

J PORTEOUS, OBE, MA, former Senior Bursar
 E S PAYKEL, MD, FRCP, University Emeritus Professor of Psychiatry
 T P BLIGH, MSc, PhD, former College Lecturer in Engineering
 D W PHILLIPSON, MA, PhD, LittD, FBA, former Professor of African
 Archaeology, former Curator of the Museum of Archaeology and
 Anthropology
 C J BURROW, MA, PHD, former Reader in English Literature, Fellow of All
 Souls' College, University of Oxford
 B D HEDLEY, MA, MBA (Harvard), former Senior Bursar

BYE-FELLOWS

G TITMUS, BSc, PhD, Computer Officer, University Computer Laboratory,
Director of Studies in Computer Science
C LAWSON, MA, PhD, Assistant Director of Studies in Economics
P W CARL, BA, MArch (Princeton), Director of Studies in Architecture
M HISCOCK, BA (Oxon), PhD, College Lecturer in Classics, Director of Studies
in Classics

HONORARY FELLOWS

The Rt Hon the Lord ASHLEY of STOKE, MA, HonLLD, CH, PC,
Professor G I BARENBLATT, MA, MSc, PhD, ScD, Professor in Residence,
Department of Mathematics, University of California, Berkeley, USA
Professor Sir M J BERRIDGE, BSc, PhD, FRS, Biochemist, Emeritus Fellow at
Babraham Institute, Cambridge
Sir Alec BROERS, BA, PhD, ScD, FRS, FEng, former Vice-Chancellor,
University of Cambridge
The Rt Hon the Baron CARR of HADLEY, MA, PC, former Home Secretary
Professor L L CAVALLI-SFORZA, MA, HonScD, Emeritus Professor of
Genetics, Stanford University Medical Centre, California
Professor T C CAVE, MA, PhD, FBA, Professor of French Literature, Oxford
University
The Rt Hon Kenneth CLARKE, MA, LLB, PC, QC, Member of Parliament for
Rushcliffe, former Chancellor of the Exchequer
Professor J H CONWAY, MA, PhD, FRS, Professor of Mathematics, University
of Princeton
The Rt Hon the Lord FLOWERS, MA, FRS, former Rector of Imperial College
Professor G A GRESHAM, MA, MB, BChir, ScD, TC, Emeritus Professor of
Morbid Anatomy and Histopathology, University of Cambridge
A HEWISH, MA, PhD, Hon ScD, FRS, Emeritus Professor of Radioastronomy,
University of Cambridge (Nobel Prize for Physics)
Professor R HIDE, BSc, PhD (Manchester), ScD, FRS, CBE, Senior Research
Investigator, Department of Mathematics, Imperial College, London
University
The Rt Hon Sir Paul KENNEDY, MA, LLB, PC, Interception of Communications
Commissioner (MI5), retired Lord Justice of Appeal,
The Hon J F LEHMAN, BA, PhD (Washington), DSM, former Secretary of the
United States Navy
The Rt Hon Lord MORRIS, LLM, PC, QC, KG, former Attorney General
Professor L L PASINETTI, MA, PhD, Emeritus Professor of Economic Analysis,
Università Cattolica del Sacra Cuore, Milan
The Rt Hon Sir Mark POTTER, MA, PC, President of Family Division of High
Court
The Rt Hon the Lord RICHARDSON, MA, HonLLD, KG, PC, MBE, former
Governor of the Bank of England
J H SACKS, MA, PhD, HonDD, KBE, Chief Rabbi of the United Hebrew
Congregations of the British Commonwealth of Nations
The Rt. Hon. the Lord SIMON of HIGHBURY, MA, INSEAD, CBE, former
Chairman of BP, Non-Executive Director of Unilever
Q R D SKINNER, MA, FBA, Regius Professor of Modern History, University of
Cambridge

Professor P G STEIN, MA, FBA, Emeritus Professor of Civil Law, University of Cambridge

Professor J STIGLITZ, BA (Amherst), PhD(MIT), Department of Economics, Columbia University, New York, Nobel Prize for Economics

The Rt Hon the Lord TUGENDHAT of WIDDINGTON, MA, KT, non-executive European Chairman at Lehman Brothers, former Chairman of Abbey plc

Sir Christopher ZEEMAN, MA, PhD, FRS, former Principal of Hertford College, Oxford

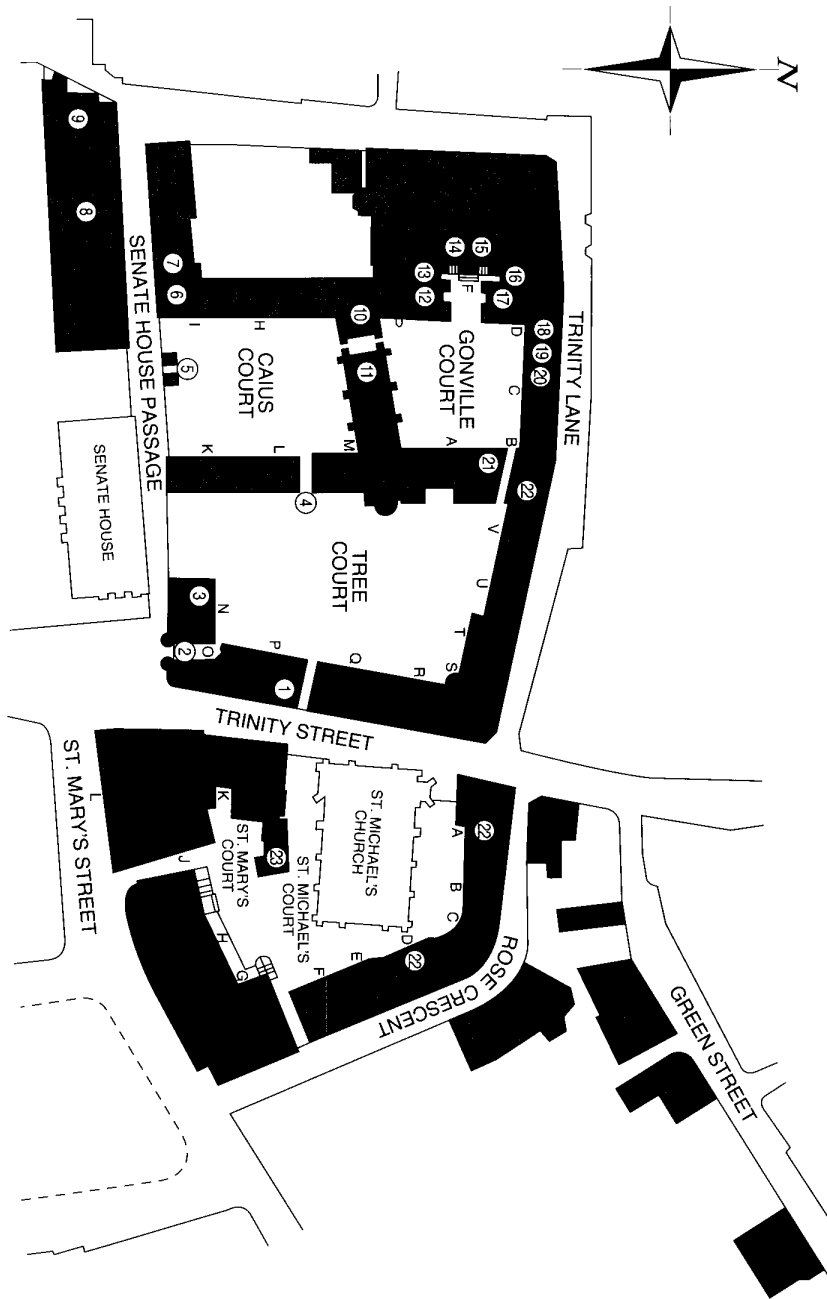
Professor G J ZELLICK, MA, PhD, former Vice-Chancellor of London University

LECTORS

Andrea Rohde, Staatsexamen (Jena, Germany), German Lector

Marie Laniel, Maîtrise & Licence (Université de la Sorbonne), French Lector

PLAN OF OLD COURTS



Key to plan of the Old Courts

1	Gate of Humility and Porters' Lodge
2	Great Gate and Bursary
3	Housekeeper's Office and Ladies' Cloakroom
4	Gate of Virtue
5	Gate of Honour
6	Lavatories
7	Bateman Auditorium and Bateman Room
8	Cockerell Building (Library, Computer Office and Computing Room)
9	Archive
10	Master's Lodge
11	Chapel
12	Junior Combination Room
13	Lavatories
14	Fellows' Combination Room (upstairs)
15	Dining Hall and Staircase F (upstairs)
16	Buttery and Bar
17	Student Sitting Room and Green Parlour
18	Television Room, Ladies' Cloakroom, and Senior Parlour (upstairs)
19	Middle Combination Room
20	Junior Parlour
21	Linen Room
22	Lavatories
23	Clerk of Works' Office
A, Gonville Court	Kitchen Office
F, St. Michael's Court	Self-Service Laundry
Q, Tree Court	Domestic Bursar's Office
R, Tree Court	Senior Tutor's Office
S, Tree Court	Tutorial Office
V, Tree Court	GCSU Office
K, St. Mary's Court	Computer Room

Letters refer to staircases

PLAN OF WEST SITE



Appendix 1

MEETINGS ON COLLEGE PREMISES

Code of Practice under Section 43 of the Education Act (No.2) 1986

1. Section 43 of the Education Act (No.2) 1986 places a duty on the College to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for its members, students and employees and for visiting speakers. A copy of the section is annexed to this code.

2. The section also requires the College to issue and keep up to date a Code of Practice to be followed by students, other members and employees of the College about the organisation of meetings that are to be held on College premises, and about the conduct required of those persons in connection with meetings. This Code of Practice therefore applies to all students, other members and employees of the College in respect of meetings on any of the College's premises. Outdoor, as well as indoor, meetings are included. College premises include not only the College itself, but also land and premises elsewhere in the occupation of the college, such as College Hostels, the Sports Grounds and the Boathouse.

3. The attention of members of the College is drawn to the following College regulations:

12. Members of the College are required to comply with any instruction given by a College or University officer, or by any other person authorised to act on behalf of the College or University, in the proper discharge of his duties. They must state their names and that of their Colleges when asked by a Proctor or Pro-Proctor, or other person in authority in the University or in any of the Colleges in the University.

13. Members of the College must not disrupt or impede or attempt to disrupt or impede the activities and functions of the College or of the University or of any other College.

14. Members of the College must not impede freedom of speech or lawful assembly within the College or the Precincts of the University. They must give any notice which is required to be given to a College or University officer under the terms of the Codes of Practice issued by the College and the University under the provisions of Section 43 of the Education (No.2) Act 1986.

These regulations apply to ALL meetings held on College premises, including meetings organised by conferences and other outside bodies; and members of the College are reminded that actions that disrupt meetings or impede freedom of speech or lawful assembly will also constitute offences under the University's regulations for discipline.

ORGANISATION OF MEETINGS ON COLLEGE PREMISES

4. Permission is required for all meetings, including dinners, to which speakers who are not resident members of the College are invited and for any other meeting at which more than 30 persons are expected to be present, whether or not the meeting is open to the public. (Particular classes of meetings may be specifically exempted by the Senior Tutor.) The permission must be obtained from the Senior Tutor not less than 3 days beforehand, and if a room is to be reserved a booking must be made through the Kitchen Office. The application for permission should state the name of the member of the College taking responsibility for the meeting, the date and time of the meeting, the place, the name, addresses and colleges (if any) of the organisers, the name of the organisation making the arrangements, and the name of any expected speaker, whether or not a member of the University. This requirement extends to meetings and gatherings in junior members' own rooms if more than 15 persons are expected to be present.

5. The organisers of a meeting to which paragraph 4 applies must comply with any conditions set by the College authorities in respect of the organisation of the meeting or other activity and the arrangements to be made. Such conditions may include the requirement that tickets must be issued for public meetings, that an adequate number of stewards should be available, that the services of porters should be hired, that the police should be consulted about the arrangements, that the time and place of the meeting shall not be changed, that those who speak do not act unlawfully, e.g. by inciting racial hatred, and that the meeting may be ordered to be cancelled if serious public disorder is anticipated. The cost of meeting the requirements, and the responsibility for fulfilling them, rests with the organisers.

CONDUCT AT MEETINGS ON COLLEGE PREMISES

6. The organisers of any meeting on College premises, and persons attending the meeting, must comply with instructions given by any College officer or by any other person authorised to act on behalf of the College (including the Proctors) in the proper discharge of their duties. The attention of members of the College is drawn to the College regulations set out in paragraph 3 above. Any person

attending a meeting who is not a member of the College may be required at any time to leave the College's premises notwithstanding any payment he may have made to attend the meeting.

THE UNIVERSITY

7. The provisions of Section 43 of the Education (No.2) Act 1986 apply also to the University in respect of all its members, students and employees and visiting speakers. The College may invite the Proctors to enter its premises and authorise them to act in the discharge of their University duties. Members of the College are reminded that the University disciplinary regulations apply on College premises as elsewhere within the precincts of the University.

OTHER LEGAL REQUIREMENTS

8. The attention of organisers of public meetings and assemblies is drawn to Section 11 and 14 of the Public Order Act 1986, concerning processions and assemblies. Other legal requirements may affect the conduct of meetings. A speaker, for example, who incites an audience to violence or to breach of the peace or to racial hatred commits a criminal offence. Equally, assemblies of persons, even if directed to lawful purposes, cease to be lawful if they threaten serious public disorder or breaches of the peace.

APPLICATION OF THE CODE

9. Any person who is in any doubt about the application of this Code of Practice to a meeting or public gathering in the College is under an obligation to consult the Senior Tutor who will determine whether the provisions of the code apply. The Senior Tutor or his deputy may exempt certain categories of meeting from some or all of the requirements of paragraph 4 of this Code; and he may issue from time to time Notes of Guidance on the application of the requirements to particular premises and categories of meeting.

10. Breach by any member of the College of any of the requirements of this code may be treated as a serious disciplinary offence.

23 July 1987

ANNEX

Section 43 of the Education (No.2) Act 1986

43. (1) Every individual and body of persons concerned in the government of any establishment to which this section applies shall take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the establishment and for visiting speakers.

(2) The duty imposed by subsection (1) above includes (in particular) the duty to ensure, so far as is reasonably practicable, that the use of any premises of the establishment is not denied to any individual or body of persons on any ground connected with

- (a) the beliefs or views of that individual or of any members of that body; or
- (b) the policy or objectives of that body.

(3) The governing body of every such establishment shall, with a view to facilitating the discharge of the duty imposed by subsection (1) above in relation to that establishment, issue and keep up to date a code or practice setting out

- (a) the procedures to be followed by members, students and employees of the establishment in connection with the organisation
 - (i) of meetings which are to be held on premises of the establishment and which fall within any class of meeting specified in the code; and
 - (ii) of other activities which are to take place on those premises and which fall within any class of activity so specified and
- (b) the conduct required of such persons in connection with any such meeting or activity;

and dealing with such other matters as the governing body consider appropriate.

(4) Every individual and body of persons concerned in the government of any such establishment shall take such steps as are reasonably practicable (including where appropriate the initiation of disciplinary measures) to secure that the requirements of the code of practice for that establishment, issued under subsection (3) above, are complied with.

(5) The establishments to which this section applies are

- (a) any university;
- (b) any establishment which is maintained by a local education authority and for which section 1 of the 1968 (No.2) Act (government and conduct of colleges of education and other institutions providing further education) requires there to be an instrument of government; and
- (c) any establishment of further education designated by or under regulations made under section 27 of the 1980 Act as an establishment substantially dependent for its maintenance on assistance from local education authorities or on grants under section 100 (1) (b) of the 1944 Act.

(6) In this section -

"governing body", in relation to any university, means the executive governing body which has responsibility for the management and administration of its revenue and property and the conduct of its affairs (that is to say the body commonly called the council of the university);
"university" includes a university college and any college, or institution in the nature of a college, in a university.

(7) Where any establishment

- (a) falls within subsection (5) (b) above; or
- (b) falls within subsection (5) (c) above by virtue of being substantially dependent for its maintenance on assistance from local education authorities;

the local education authority or authorities maintaining or (as the case may be) assisting the establishment shall, for the purposes of this section, be taken to be concerned in its government.

(8) Where a students' union occupies premises which are not premises of the establishment in connection with which the union is constituted, any reference in this section to the premises of the establishment shall be taken to include a reference to the premises occupied by the students' union.

Appendix 2

HIV and AIDS

Gonville and Caius College Statement of Practice

The College follows the Guidelines on HIV and AIDS prepared by the University Working Group on AIDS. These guidelines are reviewed regularly to take account of developments in knowledge about AIDS and HIV infection, and anyone wishing to consult them should contact the Senior Tutor's Assistant (R4 Tree Court).

The notes which follow are intended merely for the general information and guidance of all members of the College.

1. The best medical information indicates that there is no reason why a person diagnosed as HIV antibody positive, or as suffering from AIDS, should for that reason alone cease to live or work in the College. Infection is not transmitted from person to person during everyday living or working activities, and the presence of those carrying the virus poses no threat to other members of College.

2. It may be that if a person diagnosed as HIV positive goes on to develop AIDS, he or she will be unable to work or study without interruption because of bouts of ill health. The question of the continuation of that person's studies or employment may then become a matter for consideration just as it would be in other cases of serious ill health.

3. First-Aiders are more likely than others to encounter accidental spillage of blood or other body fluids and should be properly instructed in proper procedures for dealing with such occurrences in the light of current guidelines. Domestic staff should observe usual hygiene practices (wearing gloves, using appropriate disinfectant and so on).

4. Gloves and materials for cleaning up spillages may be obtained from the Housekeeping Department.

5. The College authorities treat medical information, however obtained, as confidential and this general policy applies in the case of AIDS.

6. The College Nurse is able to advise members of the College on all matters relating to HIV infection, and to suggest other sources of advice should the need arise.

May 1995

Appendix 3

STUDENT UNION

Gonville and Caius College Statement of Practice

Under the Education Act 1994 the College is obliged to advertise the right of individuals to opt out of student union membership and to publish a procedure for dealing with complaints against the student union. The College Council has approved the provisions set out below.

A. MEMBERSHIP OF GONVILLE AND CAIUS COLLEGE STUDENTS' UNION (G.C.S.U.)

1. Any student may exercise the right not to belong to the G.C.S.U. by giving notice in writing to that effect to the President of the G.C.S.U. or to the President of the M.C.R. within two weeks of the commencement of any Michaelmas Full Term. A student who has given such notice shall cease to be a member of the G.C.S.U. for the duration of that academic year.

2. Students who exercise the right not to belong to the G.C.S.U. shall not be disadvantaged with regard to the provision of services or otherwise. Such students may, however, be excluded from certain privileges conferred outside the College by possession of a valid student union membership card.

B. COMPLAINTS PROCEDURE

1. Students who are dissatisfied in their dealings with the G.C.S.U. or who believe they are unfairly disadvantaged by reason of their having exercised the right not to belong to the G.C.S.U. may submit their complaint in writing either to a member of the G.C.S.U. Executive (to a member of the M.C.R. Committee in the case of graduate students) or to the Ombudsman, who is Dr. Elizabeth Harper.

2. Complaints submitted to a member of the G.C.S.U. Executive or of the M.C.R. Committee shall be dealt with by the relevant body within two weeks of their receipt. If a student is dissatisfied with the response he or she may appeal to the Ombudsman.

3. Complaints or appeals submitted to Dr. Harper shall be considered by her, in consultation with the Tutors where appropriate, within two weeks of their receipt.

4. Any complaint or appeal shall normally be treated in confidence.

5. While the College Council shall not review the substantive decisions of the Ombudsman a further complaint may be made to the College Council regarding procedural delay or unfairness in the handling of the complaint or regarding the inadequacy of any remedy provided.

September 1996

Appendix 4

FIRE SAFETY

Gonville and Caius College Statement of Practice

The College wishes to ensure that its students, staff, Fellows and visitors are protected from fire risks and has adopted the following to assist in their prevention.

1. BUILDINGS

Being the owner of Listed Buildings and of buildings that are used for a variety of different reasons, ranging from the Library, the Auditorium to private homes, presents considerable challenge to the College.

Mandatory legislation regarding the fire precautions necessary in Houses in Multiple Occupation and the workplace requires the College to conduct Fire Risk Assessments to provide a safe place of residence for students and a safe working environment for employees. The Fire Risk Assessment will identify all safety deficiencies that must be addressed and rectified.

The College is reluctant to deny anyone the opportunity to study by insisting upon temporary closure of accommodation but may have to do so in the interests of safety.

2. INDIVIDUAL RESPONSIBILITY

Individuals have a personal responsibility of care for themselves and others and to take great care of the fabric of the College.

The damaging or misuse of any item of fire prevention equipment may be a criminal offence and will be regarded very seriously by the College.

3. SPECIFIC RESPONSIBILITY

The Head Porter as Fire Safety Officer has specific operational responsibility for fire safety matters and is suitably qualified to advise on any fire safety related point under the overall authority of the Domestic Bursar. He is assisted by the Deputy Head Porter and the Senior Porter at Harvey Court who are suitably qualified and by a fire Safety Assistant who conducts the weekly fire alarm testing.

4. HEALTH & SAFETY COMMITTEE

Issues concerning fire safety can be drawn to the attention of the Health and Safety Management Committee which meets termly. Its constitution is described in the College's Health and Safety Policy.

5. TESTING OF FIRE ALARM SYSTEMS

These will be tested weekly with the intention of ensuring that defects are identified and repaired.

6. TESTING OF EMERGENCY LIGHTING

These will be tested monthly with the intention of ensuring that defects are identified and repaired.

7. MAINTENANCE OF FIRE SAFETY EQUIPMENT

Fire safety equipment such as fire extinguishers and fire blankets are maintained and tested annually by an approved contractor. Monthly visual checks are carried out by College staff to ensure serviceability.

8. MAINTENANCE OF FIRE ALARM SYSTEMS

Fire alarm systems are maintained on either a quarterly or six monthly basis by an approved contractor. Any defects identified are rectified at once.

9. MAINTENANCE OF EMERGENCY LIGHTING SYSTEMS

Emergency lighting systems are maintained twice yearly by an approved contractor. Any defects identified are rectified at once.

10. FIRE EVACUATION DRILLS

These will be held annually in all areas of College on a rolling programme, usually without warning. They provide an opportunity for all persons within the College to demonstrate their ability to vacate the building and assemble at a designated rendezvous point.

11. TRAINING

The Head Porter is responsible for arranging suitable training to be given to all Porters on immediate response to fire alarms and live fire fighting

training. All administrative staff receive bi-annual individual fire training and a record of such training is held by the Head Porter. All members of staff are instructed on the College fire policy and evacuation procedures during their induction. Students receive a comprehensive fire safety briefing from the local fire authority on their matriculation into College.

12. FIRE WARDENS

In addition, a number of staff will be identified by the Head Porter as fire pickets whose principal duties will be:-

- a) Assisting evacuation
- b) Maintaining fire instruction signs
- c) Reporting any obvious defects

Where greater fire risks appear likely, e.g. workshops, kitchens, staff will be given suitable extra training.

13. DOCUMENTATION

The Head Porter is responsible through the Domestic Bursar, for collating and updating all relevant documentation including fire logs, training records and system manuals related to fire safety within the College.

14. RESPONSIBLE PERSONS

Two Fellows, resident within the Old Courts and Harvey Court, are appointed by the College Council to be available for consultation by students on any point relating to fire safety. They may also be able to assist, if present, during the 'silent hours' if evacuation is required or in liaison between the College and the fire brigade.

College Council
3rd May 2006

Appendix 5

HEALTH & SAFETY

Gonville and Caius College Statement of Practice

HEALTH AND SAFETY POLICY

This document is a statement of policy of Gonville & Caius College. Its primary purpose is to ensure that all members of the College are aware of their responsibilities in relation to Health and Safety and to assist them to discharge those responsibilities. The policy takes into account the requirements of **The Health and Safety at Work Act 1974** and associated legislation and as such must be brought to the attention of all College members.

Prepared By: College Health and Safety Adviser
Date of Issue: 1 November 2006
Authorised By: Gonville & Caius College Council
Review Date: 1 year hence

GONVILLE & CAIUS COLLEGE HEALTH AND SAFETY POLICY STATEMENT OF INTENT

1. Background

In accordance with the provisions of the Health and Safety at Work Act 1974, this document sets out the policy of Gonville & Caius College towards the health, safety and welfare at work of its Fellows, staff, students and others who may be affected by its activities. It also explains the organisation and arrangements, which the College Council has established to put the policy into effect.

The College recognises that a high level of commitment to health and safety has benefits to the College including good financial sense. The scope of this policy includes the occupational health of all our Fellows, students and staff as well as their safety at work. The College views health and safety as an **issue** that must continually progress and adapt to changes. The approach is based on the assessment of health and safety through the implementation and maintenance of a robust health and safety management system.

The College regards health and safety as the responsibility of every member of the College but recognises that key personnel have specific duties and responsibilities to comply with both the letter and spirit of this policy. As an academic institution we also promote the active involvement of students and their representatives to ensure they act in accordance with the requirements of this policy.

Appropriate levels of resources allocated to support health and safety and a positive culture is encouraged through the active support and involvement of Fellows, staff and students in the decision-making process, either on an individual basis, or through their representatives.

Adequate, monitoring and reviewing of the implementation of the health and safety policy is undertaken with the aim of continual improvement.

1.1 General Statement of Intent

To this end, the College commits itself, so far as is reasonably practicable, to achieving the following objectives:-

- To ensure that health and safety risks inherent in the activities of the College are assessed and steps taken to remove or control these. The process of risk assessment will be used to ensure that this is done in an efficient, systematic and cost effective manner.
- To consult with Fellows, staff and students on matters affecting their health and safety.
- To provide and maintain its environment, plant, equipment and systems of work in such ways that are safe and without risks to the health of staff, students and visitors to the College.

- To make arrangements for the safe use, handling, storage and transport of articles and substances.
- To provide the necessary information, instruction and training to staff and others, including temporary staff, to ensure their competence with respect to health and safety and to regularly assess their performance.
- To prevent accidents and cases of work-related ill health and investigate dangerous occurrences or incidents that does not result in injury.
- To liaise and work with all necessary persons to ensure that adequate arrangements are in place for ensuring the health and safety of fellows, staff, students and visitors. These arrangements will include the provision of a safe and healthy working environment, including appropriate welfare facilities and emergency systems.
- To implement and maintain monitoring systems to ensure that all relevant Statutes, Regulations and Codes of Practice are complied with and to take any additional measures considered necessary.
- To ensure appropriate arrangements are in place for the effective review and revision of this policy statement as necessary at regular intervals.

Date:.....

Gonville & Caius College Council

2. HEALTH AND SAFETY ORGANISATION

2.1 College

The College has ultimate legal responsibility for the health and safety of Fellows, staff and students and other people affected by the college's activities

2.2 The Domestic Bursar

The Domestic Bursar is the College Health and Safety Officer and accountable to the College Council for the day-to-day operational responsibility to ensure compliance with relevant statutory health and safety legislation and for ensuring this policy is put into practice.

2.3 Head of Departments

Head of Departments are responsible for ensuring that health and safety standards are complied with within their area of control and that staff are kept fully informed of health and safety issues.

2.4 Fellows, Staff, Students, Visitors and others

All Fellows, staff, students, visitors and others have a duty to co-operate with the College in complying with the health and safety arrangements in force and must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions. In addition, they must not interfere with or misuse anything that is provided in the interest of health and safety. They must also abide by relevant statutory provisions.

2.5 Advisory Responsibilities

2.5.1 The College Health and Safety Adviser is responsible through the Domestic Bursar for advising on relevant legislation and providing professional advice on matters of general health and safety, advising the College council on the strategy and formulation of its Health and Safety policy.

2.5.2 A qualified Occupational Health Professional, currently from the Occupational Health Department at Hinchinbrooke Hospital, provides Occupational Health advice and requirements for College employees. This service is available through the College's Human Resources Officer

2.5.3 The College Clerk of Works is responsible for advice and management through the Domestic Bursar to the College Council for the physical safety of buildings and property under the control of the College. He is additionally responsible for advising on relevant legislative matters, and providing professional advice on construction and building related matters, asbestos and legionella management.

2.5.4 The **College Fire Safety Adviser** is responsible through the Domestic Bursar, for, advising on relevant legislation, providing professional guidance and operationally responsible for matters of fire safety and its management.

2.5.5 Food Hygiene advice and requirements are provided by an external consultant who is responsible for advising on relevant legislation, environmental health matters, conducting quarterly kitchen hygiene audits and providing relevant certified hygiene training for kitchen employees.

2.6 Resolution of Health and Safety Issues

If a member of staff wishes to raise a health and safety issue they should first raise it with their Head of Department. If the Head of Department has insufficient resources to deal with the issue they should raise the matter by use of the College Health and Safety Adviser. The exception to this rule would be if there was a situation of serious and imminent danger where the emergency services should be contacted or, if this was not appropriate, the College Health and Safety Officer. At any stage in this process a College Adviser (see section 2.5. Advisory Responsibilities) may be contacted for guidance, however the responsibility for the resolution of a problem would as much remain within the affected department's management process.

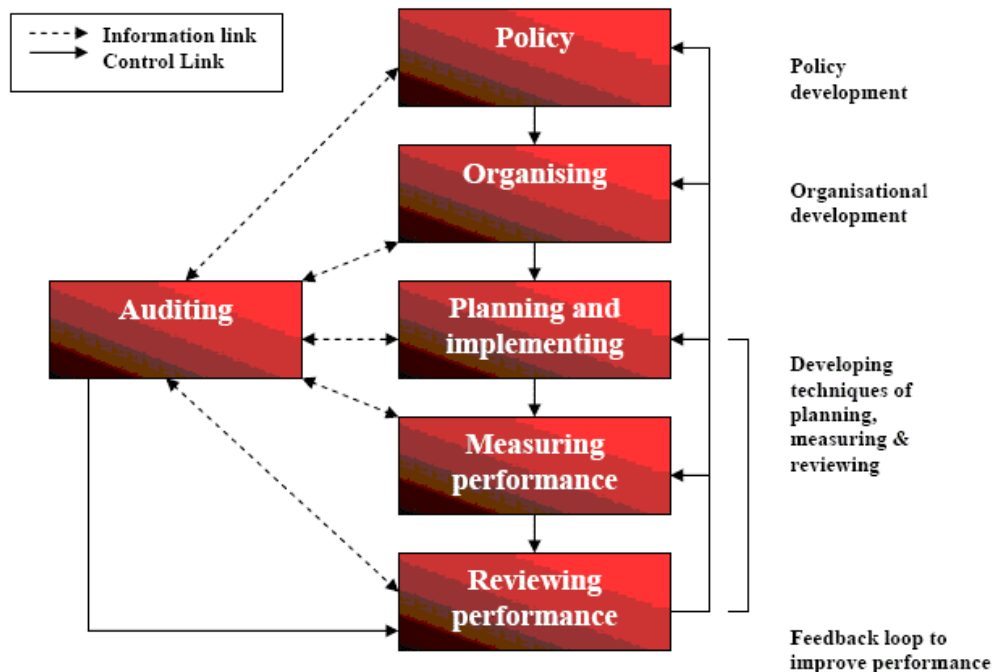
3. HEALTH AND SAFETY GENERAL ARRANGEMENTS

This section details the day-to-day arrangements that are provided for the effective management of health and safety within the College.

3.1 Guidance on Implementation

To facilitate the successful implementation and maintenance of this policy, the College uses the model management system called: Successful Health and Safety Management, (known as HSG65). Developed by the Health and Safety Executive, it is extremely well respected and is flexible enough to be compatible with most quality assurance systems. The main elements are illustrated diagrammatically below.

Diagram: Key elements of successful health and safety management



The flexibility of this management system means that, through careful monitoring, it is possible to continually develop and add necessary policies and procedures to ensure that the College's health and safety arrangements continually improve.

2.3 Policy Implementation

The College's Health and Safety Policy, is based on best practice. This Policy, together with the College "Health and Safety Manual", and local arrangements, should influence all relevant activities and decisions.

3.3 Health and Safety Risks Arising from College Activities

It is a legal requirement for the College to ensure that an assessment of the risks to health and safety is carried out before any work commences. It is the responsibility of each Head of Department to ensure "suitable and sufficient" risk assessments within their area of responsibility and control are carried out, recorded and reviewed. Risks and their controls must be incorporated in departmental assessments and care should be taken to ensure that new members of staff are made aware and a record of this having been done is to be kept.

The College risk assessment process should be used to highlight any deficiencies in these arrangements. In order to establish control, Heads of Departments may delegate specific health and safety roles to appropriate members of staff or request assistance from such employees. These roles may include Assistant Fire Wardens, Display Screen Equipment Assessors, Fire Risk Assessors or others.

3.4 Employee Consultation and Representation

The College actively promotes and supports staff and student involvement and consultation and as such, a Health and Safety Management Committee (a Committee of the College, chaired by The Master of the College and consists of Fellows of the College, but will have the power to co-opt various Heads of Departments, staff or student representatives as necessary.

The Committee's terms of reference are:

- To oversee the College Health and Safety Policy and to monitor its implementation. To hear and resolve issues that have not been resolved through the appropriate Head of Department and College Officer.
- To advise and make recommendations to the College on matters relating to health and safety policy.
- To propose an annual budget and monitor expenditure, whilst directing significant financial requirements in excess of £50000 arising from health and safety matters to the College Council.
- To audit the implementation and effectiveness of health and safety matters in the College.
- To ensure that the College complies with all relevant health and safety legislation.

Note:

1. The Health and Safety Management Committee will meet three times annually, once during each Michaelmas, Lent and Easter term.

2. The minutes of the meeting will be circulated widely and it is to this Committee that unresolved issues should be brought for resolution.

Heads of Departments have particular responsibility to ensure the safety of their own staff and must ensure that staff are competent to carry out their duties by providing the necessary information, instruction, training and supervision. This should be a subject frequently raised in formal and informal discussion with staff so that good ideas and ways of enhancing working practices can be identified and implemented.

3.5 Accident, First Aid and Work-related Ill health

The College provides detailed guidance on the action required for both the reporting of incidents and the provision of first aid within departmental health and safety files. All accidents/incidents on College property will be recorded in the incident book retained in the Trinity Street Porters' Lodge. The causes of injuries should be analysed so that the risk of further injuries is minimised. The record in itself forms part of the College's ability to measure its health and safety performance. First aid boxes are strategically placed in the College and it is the responsibility of departmental heads to ensure that these boxes are well maintained in conjunction with the Nurse. The Human Resources Officer will ensure that nominated staff receive appropriate training to qualify them as first aiders or competent persons. The College Housekeeper in conjunction with the Nurse, will display the names of these in prominent positions throughout the College. More information can be sought from the First Aid Policy and Procedure document provided within the Health and Safety Manual.

3.6 Training

The advance of legislation and the development of new work processes can be managed more easily and understood with the assistance of professional training. From such training, Heads of Departments are responsible for holding individual certification or documentation for all their staff. All members of staff will receive regular training updates as appropriate. However, training and learning is not ultimately dependent on formal situations and learning processes can continue through work activities.

3.7 Planning and Implementing

In discharging their responsibilities, Heads of Department will ensure that a clear framework of standards, procedures and systems exist and are used to deal with the requirements of this policy document and associated guidance.

College health and safety policies, procedures and policy guidance will be developed by, or under supervision from, one or more of the College's advisers

(see section 2.5 Advisory Responsibilities) approved by the College's Health and Safety Management Committee and the College Council. This guidance will form part of the Health and Safety Manual.

In addition and in support of this policy, the College Clerk of Works is responsible through the College Health and Safety Officer (Domestic Bursar) for advising on the physical safety of all buildings in use by College staff and students. He/she is also responsible for ensuring that these buildings meet the relevant statutory provisions insofar as is reasonably practicable, in conjunction with the Health and Safety Officer and Adviser. In particular, this shall include construction management, fire safety management, security management, asbestos management and legionella management.

3.8 Measuring Performance

Performance measurement will be linked into active and reactive monitoring systems. Active monitoring will be carried out at Department level through:-

- Assessment of training needs and the delivery of suitable training;
- Regular inspections and health and safety tours;
- Health surveillance, (where appropriate);
- Environmental monitoring, (where appropriate);
- Direct observation of compliance with health and safety standards.

A key element of reactive monitoring will be the collection and analysis of incident reporting data. This data will be reported back to the Health and Safety Committee and Heads of Departments, so that standards can be developed to prevent future incidents.

3.9 Reviewing Performance

Performance review will be a continuous process undertaken at different levels within the College, although much of the review process will be concentrated in the activities of the Health and Safety Management Committee.

Reviewing will include: -

- Responses by Heads of Department and employees to failures to implement workplace precautions discovered either as issues brought to their attention through the incident reporting procedure, or observed in the course of routine activities.
- Actions to remedy sub-standard performance identified through formalised monitoring procedures.
- Assessment and response to action plans.
- Reactions to the results of audits or inspection.

3.10 Auditing

All control systems tend to deteriorate over time or become obsolete as a result of change. Therefore a system of auditing will be established in order to ensure that:-

- Appropriate management arrangements are in place.
- Adequate risk control systems exist, are implemented, and consistent with the hazard profile of the organisation.
- Appropriate workplace precautions are in place.

3.11 Fire Emergency Procedures

The College provides detailed guidance on the appropriate action to be taken in the event of a fire. Full details are available by consulting the College Fire Safety Policy, the College Emergency Action Plan, the Health and Safety Policy Manual or the College Fire Safety Adviser.

Appendix 6

FOOD SERVED IN COLLEGE

Every effort is made to ensure that all possible precautions are taken in the purchase, preparation, and serving of meals so that the food is healthy, enjoyable and safe to eat.

Everyone should be aware however that with some foods there is an element of risk and it may not be possible to guarantee absolutely the safety of dishes such as those listed below. They are served with this understanding.

The foods concerned include:

fresh oysters
cheese made from unpasteurised milk
game (shot pellets) and fish (bones)

ALLERGIES

Those who suspect or know that they are allergic to certain foods should advise the College accordingly. Whilst the College will make every effort to take account of such allergies, it regrets that it cannot be held responsible for any allergic reaction.

I. R. Herd
Domestic Bursar

Appendix 7

TERMS & CONDITIONS FOR BOOKING AND USE OF COLLEGE PUNTS

1. Only one punt may be loaned per person. Punts may only be loaned by the following people:

- a. Fellows of Gonville & Caius College
- b. Students of Gonville & Caius College
- c. Members of Gonville & Caius College staff
- d. Caians and Benefactors to the College

2. Booking of punts must be made in person or by telephone to the Gonville & Caius Porters Lodge (GCPL) – Tel: 01223 332400. Email requests will be ignored. Bookings may be made up to one month in advance.

3. Timings for punt use are as follows and reflect sunset timings:

April	May	June	July	August	September
9 – 11am	9 – 11am	9 – 11am	9 – 11am	9 – 11am	9 – 11am
Midday – 2pm	Midday – 2pm	Midday – 2pm	Midday – 2pm	Midday – 2pm	Midday – 2pm
3 – 5pm	3 – 5pm	3 – 5pm	3 – 5pm	3 – 5pm	3 – 5pm
	6 – 8pm	6 – 9pm	6 – 9pm	6 – 8pm	

Punts may not be used during the hours of darkness.

4. Care of the punt and ancillaries (pole, cushions etc) are the responsibility of the loanee. The loanee is also liable for any fines levied by the **Conservators of the Cam**.

5. The loanee assumes full responsibility for the punt, including cushions, pole, paddle, wooden slats, keys, locks, water baler and authority for loan disc. The College accepts no responsibility for injury, accidents or loss during punting.

6. A donation of £5 for use of the small punt “Bella” and £10 for the use of the large punt “Emma” should be paid to Gonville & Caius Porters Lodge (GCPL) for each hire period listed at Para 3. Donation can either be by cash, cheque or placed on individual College accounts.

7. The punt loanee is required to sign the booking sheet to obtain the loan disc.

8. Only the person who has booked the punt can obtain the loan disc from GCPL.

9. Any person who has booked a punt who is deemed to have consumed excessive alcohol will be refused use either by GCPL or Cripps Porters Lodge at St Johns College.

10. The punts are moored at St Johns College. Keys can only be obtained from the Cripps Porters Lodge on production of a Caius punt loan disc.

11. If a punt is not returned to its correct mooring, secured with its equipment, its cushions etc returned to its respective storage cupboard, keys returned to Cripps Porters Lodge and the loan disc returned to GCPL within 2hrs 30 minutes from the commencement of the loan period, then a fine of £20 per hour or part-hour will be charged. This is to prevent inconvenience to the next loanee.

12. Punts shall be left tidy and the punt, pole and paddle securely locked to the quay. Cushions must be returned to the appropriate storage cupboard. A fine of £10 may be levied for failure to secure items properly.

13. All losses and breakages must be reported to the GCPL immediately. All pieces of broken poles/paddles etc should be returned. Any articles, which are initially found to be damaged, or missing should be reported to the GCPL before departure, otherwise the loanee may be held liable for the damage. The following charges are applicable at the discretion of the College:

a.	Replacement lock	-	£15
b.	Replacement key	-	£7
c.	Water baler	-	£5
d.	Replacement paddle	-	£50
e.	Replacement pole	-	£150
f.	Replacement set of cushions – standard punt	-	£200
g.	Replacement set of cushions – large punt	-	£600
h.	Replacement small punt	-	£3000
i.	Replacement large punt	-	£5000

If any damage caused is not reported (i.e. if the next loanee or the boatman is the first to notice on his weekly inspection) an additional administrative fee of £30 may be levied.

14. The maximum number of persons permitted to use the punts is stipulated on the reverse of the loan disc and this includes the punter. Under no circumstances is this to be exceeded. Failure to comply with this is a violation of the bylaws of the Conservators of the Cam. Any fine imposed by the Conservators for failure to comply, will also result in the individual concerned being barred from any further loaning of a College punt.

15. The payment of fines is the responsibility of the loanee, regardless of cause.

16. The loanee is responsible for ensuring that the punting safety rules are observed at all times.

17. Any instructions given by Porters at either GCPL or Cripps Porters Lodge must be followed.

18. Receipt of the loan disc from GCPL is deemed to constitute acceptance of these terms and conditions.

PUNTING SAFETY RULES

1. The maximum number of passengers approved by the Cam Conservators are **SIX** for the small punt “Bella” (including the punter) and **NINE** for the large punt “Emma” (including the punter).

2. Only one passenger (standard punt) and two passengers (large punt) may face forward in the front section of the respective punts.

3. Punts may not be lashed together.

4. Keep to the right and respect other vessels.

5. All accidents must be reported to the Porter on duty and an entry made on an incident sheet.

6. Punters should be able to keep full control of the vessel at all times.

7. Whilst using the small punt, great care must be exercised when using the rollers between the Upper and Lower river. In particular, riding down the rollers in the punt is expressly forbidden.

8. On no account is the large punt to be taken up or down the rollers.

Appendix 8

BBQ INSTRUCTIONS

1. Hiring

- 1.1. The barbeque will be available for hire by college members for use by a registered Gonville and Caius Student Union Society. The person to contact is the GCSU Food and Bar Officer.
- 1.2. There will be no charge to hire the barbeque, except in special circumstance (see later).
- 1.3. The barbeque will be the responsibility of the signatory on this form. It is their duty to ensure it is returned cleaned, intact and with all the associated equipment, to the appointed storage place by 9pm on the day of hire.
- 1.4. GCSU will provide the barbeque, tongs and associated equipment, a bucket for water and a disposal container. Everything else must be provided by those hiring the barbeque.

2. Safety

- 2.1. The barbeque must be set up on level ground, away from over-hanging trees, bushes, fences or buildings, i.e. in Harvey Court Gardens, this is the concrete area near the steps.
- 2.2. The barbeque must never be left unattended. The person in charge of the barbeque is the signatory of this form.
- 2.3. Never use any flammable liquid other than barbecue starter fluid to start the barbecue.
- 2.4. Always use tongs and the appropriate equipment to handle food.
- 2.5. Once finished with the barbeque, ensure that the coals are cold and have stopped smoking once you have finished cooking. Remove the charcoal ashes from the grill and place them into the provided metal container with a tight-fitting metal lid. Add and mix in water with the ashes. Let it cool before disposing appropriately.
- 2.6. There must be a bucket of cold water in proximity at all times.
- 2.7. Never wear loose, flowing clothes when tending a barbeque. Tie long hair back.
- 2.8. Alcohol and barbequeing do not go together.

Failure to obey these rules will incur a fine of £25 pounds and restricted use of the barbeque in the future.

Appendix 9

Smoke-Free Policy

Introduction

The College takes the view that smoking in the workplace is a fire risk, contravenes health and safety regulations and is a health hazard to its members, staff and visitors as a result of passive smoking. This policy recognises that the Health Act 2006 expressly bans smoking in all public places and workplaces.

The Policy

The College is a community with large numbers of resident members. This policy is designed to ensure that those who live and work here and who do not smoke are not affected by the smoking of others. This means that smoking is prohibited inside all buildings and work vehicles.

Restrictions on Smoking

In order to promote the health and safety of both students and staff smoking is not permitted inside any building on College sites, including hostels, at any time, by any person regardless of their status.

Exceptions

Smoking in the Courts and outside buildings is permitted. Those doing so must ensure that their smoke does not enter buildings, and refrain from dropping cigarette butts. The ban will not apply to resident Fellows who wish to smoke in their sets provided that they do not do so when students or staff are present or expected.

Visitors

This policy applies to all visitors to the College including contractors, delivery drivers and conference guests.. Therefore members and staff who meet visitors are asked to ensure that they comply with this Policy. (There will be a display of no-smoking notices and the inclusion of appropriate statements in publicity material, particulars of appointments, invitations to events, external contracts and the like.)

Vehicles

Smoking is not permitted in College vehicles, or in any private vehicles being used on College business when another member of staff is being conveyed.

Support in Giving up

The College Nurse is available to offer advice, support and encouragement to those who would like to give up smoking. The NHS Stop Smoking Services (e.g. Cambridge Oasis 01223 723022) or the National Don't Give Up freephone helpline 0800 169 0 160 provide free advice and practical support for those people wishing to give up smoking

Disciplinary Action

Those in a supervisory capacity should be alert to the need to remind anyone found smoking in smoke-free areas of the College of the College's policy and ask them to stop immediately or leave the building.

Staff contravening this policy will be dealt with under the College's disciplinary procedure.

Any member of staff leaving their place of work to go to smoke during working hours and outside official rest periods will be expected to make up the time accordingly. Continual breach of this rule will be dealt with under the College's disciplinary procedure.

Students contravening this Policy will be reported to the Senior Tutor and be subject to disciplinary procedures.

Monitoring and Review

This policy will be reviewed annually by the College's Health and Safety Management Committee to ensure that it continues to operate satisfactorily and meet legislative requirements.

College Council

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