



**Selwyn College
CAMBRIDGE**

GRADUATE STUDENT GUIDE

2011 – 2012

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1. INTRODUCTION

1.1 HOW TO USE THIS GUIDE

Welcome to Selwyn. There may be other welcomes that take a less bureaucratic form than a guide to the dos, don'ts, musts and must nots of Cambridge life, but we hope that this may be one of the most useful documents you receive. In conjunction with materials from your department and the Board of Graduate Studies, it will help you negotiate the often confusing, sometimes intimidating, and frequently illogical organization that is the University of Cambridge. It also goes some way to explaining your relationship with the College, so you are encouraged to become familiar with its contents. Those with whom you deal will refer to it on a regular basis, so don't throw it away! It is an important reference. It should also be read in conjunction with the *Student Accommodation Handbook* which deals with your accommodation in College and related services. Both Guide and Handbook are also available on the web: www.sel.cam.ac.uk/students/.

The Guide was drafted by a group of Fellows, Staff and Students, drawing on the experience of all three groups. Some of the material may appear rather dense and legalistic, but rest assured that this is not the only tone that College Officers adopt in their dealings with students. Selwyn has a well earned reputation as a 'user friendly' College. Most of the contents of this volume are intended to be common sense guidelines for the smooth running of the College and, by extension, the smooth running of the life of students.

In short, the Guide is intended to make your life here as straightforward as possible. If you have any suggestions about how it can be improved, please let your Tutor, the Bursar, the Senior Tutor, or the MCR Committee know.

Dr Nick Butterfield

Tutor for Graduate Students

Dr David Smith

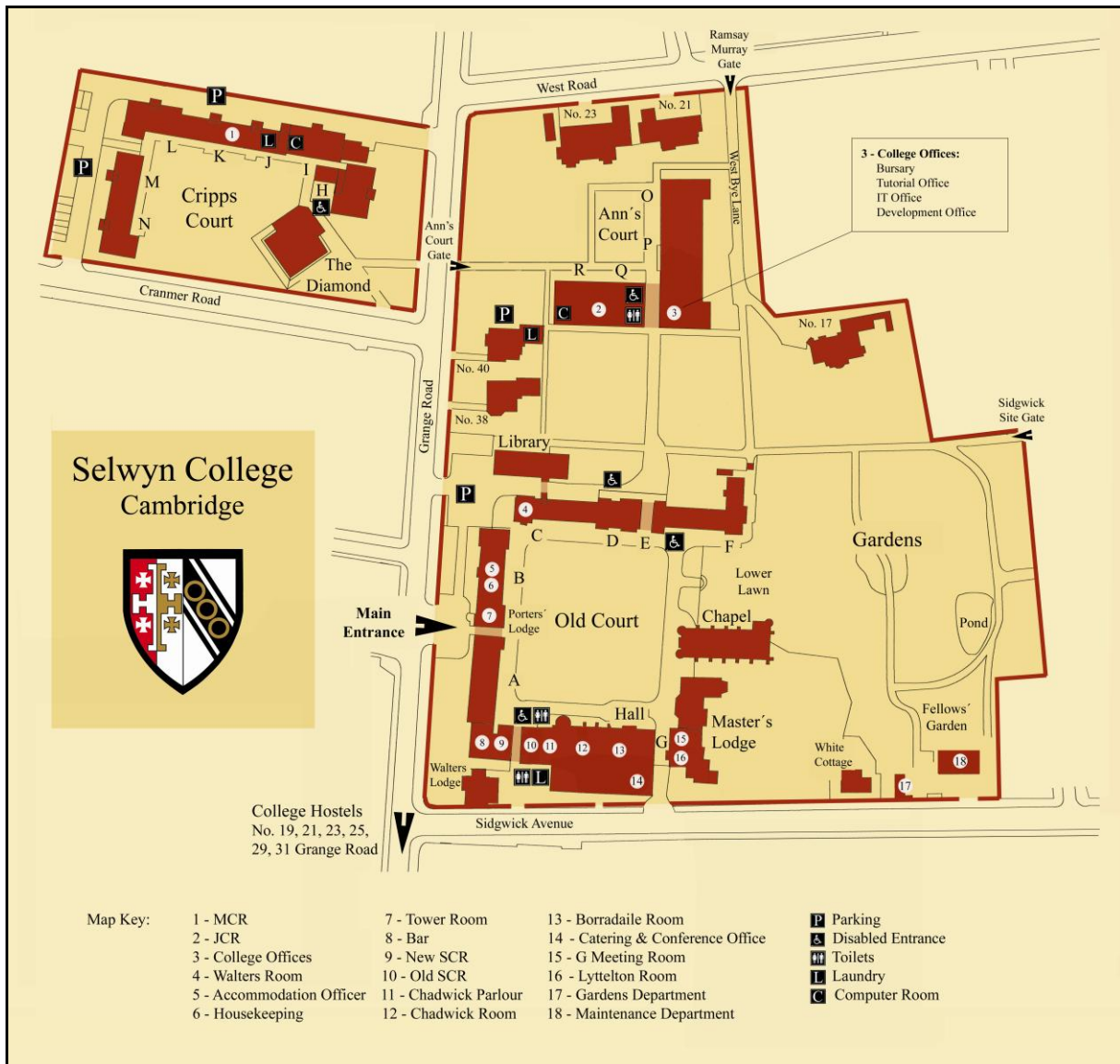
Tutor for Graduate Students

Ms Beth Dodd

MCR President

1.2 CONTACT DETAILS AND MAP OF THE COLLEGE

College Address:	Selwyn College Grange Road Cambridge CB3 9DQ
Telephone:	Porters' Lodge/Switchboard: 01223 335846 (UK) +44 1223 335846 (International)
Email:	porters@sel.cam.ac.uk
Fax:	01223 335837 (UK) +44 1223 335837 (International)
Website:	http://www.sel.cam.ac.uk



Important Contacts	Name	*Phone	Email
Senior Tutor	Dr James Keeler	(7)63898	senior-tutor@sel.cam.ac.uk
Tutors for Graduate Students	Dr Nick Butterfield	(3)35864	njb1005@esc.cam.ac.uk
	Dr David Smith	(3)35881	dls10@cam.ac.uk
Bursar	Mr Nick Downer	(3)35892	bursar@sel.cam.ac.uk
Dean	Dr Jack Button	(3)35832	dean@sel.cam.ac.uk
Chaplain & Dean of Chapel	Revd Canon Hugh Shilson-Thomas	(3)35875	chaplain@sel.cam.ac.uk
Fellow for Rooms	Dr James Keeler	(3)35842	fellow-rooms@sel.cam.ac.uk
Fellow for Grants	Dr Daping Chu	(3)35876	dpc31@cam.ac.uk
Accommodation Officer	Mrs Sue Donelan	(7)69339	accommodation@sel.cam.ac.uk
Bursary (Fees & Bills)	Mrs Jane Eagle	(7)69498	jem52@cam.ac.uk
Catering Manager	Mr Bill Simmonett	(3)35855	catering@sel.cam.ac.uk
Head Housekeeper	Mrs Sue Jeffries	(3)35893	head-housekeeper@sel.cam.ac.uk
Head Porter	Miss Helen Stephens	(3)35899	headporter@sel.cam.ac.uk
HR & Health & Safety Officer	Miss Sue Barnes	(7)69271	slb54@cam.ac.uk
IT Office	Mr Howard Beaumont	(3)35850	it-office@sel.cam.ac.uk
Librarian	Mrs Sarah Stamford	(3)35880	lib@sel.cam.ac.uk
Maintenance Manager	Mr Doug Benzie	(3)35851	maintenance@sel.cam.ac.uk
Master's Assistant/ Bursar's Assistant	Ms Sheila Scarlett	(3)35890	svs25@cam.ac.uk
		(3)35892	
Porters' Lodge	Switchboard	(3)35846	porters@sel.cam.ac.uk
Senior Tutor's Assistant	Miss Gina Vivian-Neal	(3)35842	grv21@cam.ac.uk
MCR President	Ms Beth Dodd		mcr-president@sel.cam.ac.uk
MCR Vice-President	Mr Dishant Mahendru		mcr-vicepresident@sel.cam.ac.uk
MCR Secretary	Mr Ali Philpott		mcr-secretary@sel.cam.ac.uk
International Students' Officer	Ms Hee Kyung Chung		mcr-intstudents@sel.cam.ac.uk

** When calling from within the University network, omit all (3) and (7) prefixes.*

2. ADMINISTRATION AND COLLEGE OFFICERS

2.1 ADMINISTRATION

All matters of central organization and government of the University are regulated by the Statutes and Ordinances of the University. There is a general assembly of officeholders and Fellows, the Regent House, which holds regular Congregations, or meetings. The University Council submits motions to the Regent House and consists of the Chancellor, the Vice-Chancellor, sixteen elected members of the Regent House, four external members and student representatives. The latter are present for some business. There is a representative of the Graduate Union.

Each Faculty has its own Faculty Board and Degree Committee structure, most of which include student representatives. There is then a University oversight of these bodies. Academic matters, including the approval of lists of successful candidates, appointment of PhD examiners and so forth are dealt with by Faculties in conjunction with the Board of Graduate Studies.

The Colleges of the University of Cambridge are autonomous, self-governing institutions with their own Statutes and Governing Bodies. The latter are composed of the Fellows of the College and, for much business, elected student members. In Selwyn College there is a Council of twelve senior and four student members, the latter also being the student representatives on the Governing Body. Two of the student members are always postgraduates. These representatives, or their nominees, also serve on committees that deal with rents, accommodation, library facilities, computer facilities, catering and other College affairs.

Junior members of the College (undergraduate and postgraduate students) also run their own committees and these liaise with the Governing Body and Council. Undergraduates are members of the Junior Combination Room (JCR) while postgraduates are members of both the JCR and the Middle Combination Room (MCR). The concept of being a member of a room is a little bizarre, so these are often referred to as the JCR Society (JCRS) or MCR society (MCRS). The elected committees of these two societies deal with the issues and amenities relevant to each community and organize social events. The MCRS holds open meetings fairly regularly during Term – and not so regularly out of Term – at which issues are raised, reports of other College meetings presented and policy decided. The MCR President is a member of the Governing Body and the College Council. Pending a change in the College Statutes, a second MCR representative, currently the Treasurer, attends meetings of the GB and Council, by invitation.

The MCR is the main focus of graduate life at Selwyn. Many social events are organized by the Committee throughout the year, the MCR dinners providing a particularly pleasant opportunity to catch up with people. The room itself is situated in Cripps Court and has newspapers delivered every day, cold soft drinks and nibbles available when you want them (to be signed for), cable TV and a music system. Most MCR information, especially about entertainments, is dispersed via email, so you need to ensure that you are put on the MCR mailing list as soon as possible after you have arrived so that you know what is going on. It should be emphasized that MCRS members are also welcome to take part in JCRS events, and to make use of the additional facilities provided by the JCR. The JCR boasts a pool table and games machines.

2.2 COLLEGE OFFICERS

The Master of the College is Professor Richard Bowring. The Vice-Master is Dr Michael Tilby. The Bursar is Mr Nick Downer. The Senior Tutor is Dr James Keeler.

The Fellow for Rooms (Dr James Keeler) is responsible for allocating rooms in College.

The Dean (Dr Jack Button) is responsible, together with the Master and Tutors, for disciplinary matters. He also deals with certain routine matters, such as the licensing of motor vehicles and the booking of public rooms, and is available for consultation at times posted in the Porters' Lodge.

The Dean of Chapel and Chaplain is the Reverend Canon Hugh Shilson-Thomas, who is in charge of all matters connected with the services and use of the Chapel. He is also available to help any junior member of the College with any sort of personal problem or difficulty, or faith-related matter.

The Praelector (Dr David Chivers) is responsible for presenting members of the College for their degrees.

The Teaching Fellows, Research Fellows and Bye-Fellows, with their subjects, are listed in Appendix 1, as are the names of External Directors of Studies.

From time to time the College elects a distinguished person to an Honorary Fellowship. Honorary Fellows are not members of the Governing Body and have no formal duties. Many of them, however, support the College in significant ways.

2.3 TUTORS

The Tutors for Graduate Students, Dr Nick Butterfield and Dr David Smith, are the Tutors whose 'sides' of students include most postgraduates. Both are regularly available for advice or consultation, either in person or, for relatively straightforward business, by email. They are also both available by appointment, Dr Butterfield in D12B (njb1005@esc.cam.ac.uk), and Dr Smith in F17 (dls10@cam.ac.uk); please contact them by email to arrange a time. In cases of emergency you should not hesitate to contact your Tutor outside regular hours. The Porters will usually be able to put you in touch with him by telephone.

All graduate students are encouraged to call on their Tutor at the beginning of the Michaelmas Term and, of course, whenever else they are so inclined.

Information of particular relevance to graduate students is posted on the Selwyn Graduate Students' Webpage:

<http://www.sel.cam.ac.uk/grads/index.html>

Selwyn does not have Tutors specifically for women students, though we recognize that there are sometimes matters which students would prefer to raise with a woman. In such circumstances, you should contact Mrs Haruko Laurie (hul1@cam.ac.uk), who serves as undergraduate tutor. The College Nurse is also a frequent source of support to women students on matters that go beyond the strictly medical.

The role of the Tutors is to ensure the general welfare of College students. They represent students in their dealings with the University or College and are available to give advice, assist, and provide a sympathetic ear. If you have any concerns regarding your academic work, finances, health, or general welfare you should not hesitate to contact your Tutor.

For graduates, the role of the Tutor is sometimes less obvious than with undergraduates. The Tutors do, however, see many students who experience financial hardship, personal problems, or difficulties with their studies that they wish to discuss outside their departments. The Tutor can play a key role in helping students to get the most out of their time in Cambridge. This can be connected to:

- navigating the politics and bureaucracies of the University and the Colleges
- applying for extra grants for travel or because of unforeseen hardship
- changing your department or supervisor
- disciplinary matters
- coping with family issues
- acting as intermediary with Faculties in cases of health, personal or academic problems

In most cases, graduate students will not be dealing formally with College Directors of Studies, whose main responsibility is to oversee the academic progress of the undergraduates in their subject. Even so, we encourage students to make contact with College Director(s) of Studies in their subject areas. Such interaction can be beneficial and stimulating for both students and Fellows.

The College hopes that it can provide a background that allows each student to perform to the top of his or her potential. Time spent here should be challenging, interesting, and rewarding. For the minority whose experience is not so, Tutors have experience in dealing with most issues. We encourage you not to hide problems, or try to ignore them. It may be that your Department or other networks can help you deal with many concerns, but keep in mind that a considerable range of support and assistance is available through the College, particularly with regard to personal and financial issues.

Any student who feels that he or she is failing to get adequate support, or is being unfairly treated, can approach a Tutor or the Senior Tutor. All such approaches will be treated in the utmost confidence. Students can also make representations to the Senior Tutor through the Officers of the MCR. In cases that relate to general or policy matters, students may request their representatives on Governing Body and College Council to raise issues.

2.4 SENIOR STAFF

The Bursar is Mr Nick Downer. He manages the College finances, administration, property, buildings, catering and non-academic staff in accordance with decisions of the relevant committees. He has overall responsibility for Fire Safety and general Health and Safety in the College. He is also the College's Data Protection Officer and Freedom of Information Officer. The Bursar's office is on the 2nd Floor of the College Offices in Ann's Court.

The Bursar is assisted by the Head Housekeeper (Mrs Sue Jeffries), who has an office on the Ground Floor of B staircase, the Head Porter (Miss Helen Stephens), the Maintenance Manager (Mr Doug Benzie), the HR & Health & Safety Officer (Miss Sue Barnes) and the Catering & Conference Manager (Mr Bill Simmonett), who is directly responsible for all aspects of College catering, including the Bar. The Executive Head Chef is Mr Matt Rowe. The Accommodation Officer is Mrs Sue Donelan. The Bursar's Assistant and Master's Assistant is Ms Sheila Scarlett, whose office is on the 2nd Floor of the College Offices in Ann's Court.

Routine College business, including the bills and invoices for students, and the collection of fees is carried out through the Bursary (Finance Manager: Mrs Sally Clayton; Assistant Accountant: Mrs Jane Eagle), which is situated on the Ground Floor of the College Offices, Ann's Court. Grant Cheques are issued by the Senior Tutor's Assistant (see below).

The IT Manager (Mr Brian Holley) is responsible for the computing needs of both the College's administration and its members and is also located on the 2nd Floor of the College Offices, Ann's Court. He is assisted by his deputy, Mr Howard Beaumont.

Also located on the 2nd Floor of the College Offices is the Development & Alumni Relations Office. The Development Director, Mrs Sarah Harmer, is assisted by Mr George Roberts (Development Officer) and Mrs Claudia Anderson (Database Administrator). The Alumni Officer is Mrs Shona Winnard.

The College Librarian (Mrs Sarah Stamford) is responsible for the management of the College Library. The College Archivist is Ms Elizabeth Stratton.

The College Nurse (Mrs Diana Lloyd) has a surgery on B staircase in Full Term. Surgery hours are posted in the Porters' Lodge.

The Head Gardener is Mr Paul Gallant.

2.5 THE TUTORIAL AND ADMISSIONS OFFICE

The Senior Tutor's Assistant (Miss Gina Vivian-Neal), the Admissions Secretary (Mrs Stephanie Pym) and the Tutorial Secretaries (Mrs Margaret Hay and Mrs Samantha Carr) have offices on the 1st Floor of the College Offices, Ann's Court. Arrangements are made here for Matriculation (formal admission as a

member of the University), entry to examinations, dealing with routine tutorial paperwork, issuing of grant cheques, and all admissions and graduation business.

2.6 THE PORTERS' LODGE

The roles of Porters are many and diverse. They oversee safety and security; they are the College's first point of reception for visitors; they deal with incoming mail, issue keys, keep records of room bookings and events, and generally keep an eye on what is going on. The Head Porter is also the College's Security Officer and Fire Officer.

3. ACADEMIC MATTERS

Postgraduates are admitted by the University through the Board of Graduate Studies (BoGS), and then by a college. This is different from the way in which the colleges run undergraduate admissions. All students are admitted on the basis of previous academic excellence and on the assumption that they will give their studies top priority.

Those students admitted onto a PhD course rather than an MPhil leading to a PhD will usually be required to undertake the Certificate of Postgraduate Study if they do not already hold a Master's degree. The CPGS is intended to give students the opportunity to demonstrate that they have mastered the research techniques and have the necessary aptitude and motivation to proceed to their doctoral work.

Examinations, whether written or oral, are the responsibility of the University rather than the colleges, and the latter play a minimal role in them except to provide help, advice, and IT support for students. The CPGS and the MPhil are usually the stepping stones to the PhD, though the exact requirements will vary from Faculty to Faculty. From the College point of view, the necessary paperwork is generated by your application for leave to continue to the PhD which is processed by the BoGS. We will usually welcome such applications.

Your main academic mentor is your research supervisor. He or she will be the first point of contact between you and your department, and will oversee your academic progress. There are BoGS guidelines about the supervisor's duties and responsibilities covering, for example, availability to students, return of written work, and advice. If you experience problems with your supervisor and/or your department, it is part of your Tutor's duties to help resolve them.

3.1 UNIVERSITY REGULATIONS

Full details about fees and regulations can be found in the Statutes and Ordinances of the University of Cambridge (www.admin.cam.ac.uk/univ/so). In addition, the University annually publishes a useful booklet entitled 'Information and Regulations'. Graduate students should also receive a copy of the Memorandum to Graduate Students from the Board of Graduate Studies (www.admin.cam.ac.uk/offices/gradstud).

If you wish to depart in any way from these regulations and conditions, you must consult your Tutor about how to go about applying for permission to do so.

One regulation involves the 'keeping of Term,' or fulfilling a residency requirement. To keep Term most students (there are some exceptions) must live not more than ten miles from Great St Mary's Church (between the Old Schools and the Market Square) for a period equivalent to the length of Full Term, i.e. 60 days (59 nights) for both Michaelmas and Lent Terms, and 53 (52 nights) for Easter Term. Nights spent away during Full Term may be offset by those spent in residence during that term. They may not be carried over from one term to another.

Residence outside University Terms for postgraduates depends on your status and your course. PhD students will usually spend their full working year in Cambridge unless they have to travel elsewhere for their research. So will some, but not all, MPhil students.

	← TERM →			
	← FULL TERM →			
Michaelmas Term 2011	1 October	4 October	23 December	19 December
Lent Term 2012	5 January	17 January	16 March	25 March
Easter Term 2012	17 April	24 April	15 June	25 June

In addition to keeping Term, you are required to carry out research for a specified number of Terms (usually six or nine) before you become eligible for the research degrees. As a PhD student it is expected that you will devote the major part of your vacations to your studies, so you will usually live in Cambridge for the full year. The practice for one-year courses varies.

Students whose research requires them to work elsewhere than Cambridge for any length of time must apply for leave to study away from Cambridge. There is a standard form that can be accessed via your personal CamSIS website (see 3.2). The procedure is simple as long as your supervisor supports and explains the necessity of residence outside the city. Terms for which leave is received count towards your residence requirement. According to recent University regulations, the maximum period for which a PhD, MLitt or MSc is required to pay a fee is nine terms. Fees already paid in respect of an MPhil or MRes course do not count toward the nine-term maximum period. Any student who has not completed a dissertation in the nine-term period should remain on the register of Graduate Students, without further fee liability, until the end of the twelfth term, so as to provide a writing-up period if required.

<http://www.admin.cam.ac.uk/offices/gradstud/fees/>

3.2 CAMSIS

The Cambridge Student Information System (CamSIS) is an integrated database and management system for the use of the University, Departments, Colleges and students. Students are able to view their personal files (including, for example termly supervision reports), download and submit various BoGS application forms, and update details of their personal data such as postal, telephone and email addresses. To log on, you will need to enter your Student ID and password on the CamSIS webpage (www.camsis.cam.ac.uk), and then follow the menus.

Students are responsible for managing the completion of most BoGS forms, including those requiring approval by a Degree Committee, via their personalized CamSIS account. In a few instances, however (e.g. Applications to Continue/to be Readmitted), the forms will only be available from the Board's website. Note that all MPhil students must apply to continue on to a PhD.

3.3 SAFETY NETS

Although much of the structure of your working life in Cambridge is a matter for you and your Faculty, the College can still play a major role in both your academic and general wellbeing. One way the College can contribute is when things go wrong. If for example, preparations for examinations in your MPhil are disrupted by illness, bereavement, or other circumstances your Tutor is the person to whom you should turn to intercede with your Faculty. The result can be an extension of coursework deadlines, or some other appropriate solution. Sometimes, all that is needed is a formal note to the Faculty explaining the circumstances. In more extreme cases you might be advised to intermit for a year (for PhD students sometimes for shorter periods). Different departments have different policies, so there is no hard and fast rule in these cases, but negotiations are often somewhat less stressful when undertaken in conjunction with the College. Tutors are, of course, bound to keep information confidential where that is in the student's interests.

On occasion, a medical condition may make it necessary for a student to be allowed to take examinations in College and, in extreme circumstances, to have the timetable varied or to be allowed extra time. This is not a decision for the College, and applications for such allowances should be made through your Tutor. It will probably be necessary to provide evidence of your medical condition. Please contact your Tutor as early as possible to discuss any such application. Where the injury or illness is unforeseen, and severe enough to warrant special treatment, it is possible for special arrangements to be made at short notice. In cases of illness or other discomfiture during an examination ensure that you contact your Tutor as soon as possible. This also applies to medical problems that interfere with the completion of your dissertation. Depending on the circumstances, it may be possible to apply for an extension or other allowances.

It is not unusual that an extension of the deadline for submission of a PhD or MLitt thesis becomes unavoidable. Your Tutor can advise you on how to go about applying for an extension, as well as where, when and how to seek extra funding.

Admission of non-native English speakers is dependent on language requirements that are among the stiffest in the UK, so neither the University nor the colleges make formal provision for teaching students English as a foreign language. If, however, you are experiencing difficulty with academic or technical English, you should discuss it with your Tutor and/or supervisor as soon as possible. A variety of services are provided by the University Language Centre and the Graduate Union:

<http://www.langcen.cam.ac.uk>

<http://www.gradunion.cam.ac.uk/>

Tutors can also offer advice when a student is considering a change of supervisor or even a change of department, and can play an important role in cases where supervision is felt to have been inadequate. In the latter case it is possible that the Tutor may be able to say things to a Head of Department that a student might feel awkward about.

In a few very rare cases a student may wish to appeal against decisions of the University (usually the Board of Graduate Studies or a Faculty, usually concerning examination results). Your Tutor is the person to see about this. If you feel that you have a legitimate grievance under the Board's Memorandum to Graduate Students you should contact your Tutor, who will be involved with you in formulating and presenting your appeal.

3.4 STUDENT VISAS AND PBI

Recently introduced legislation (Points Based Immigration, or PBI) has significantly altered both the process for obtaining a student visa and the monitoring requirements for those who hold such visas. In particular it will be necessary for visa holders to check in (in person) at the start of the academic year and then at a number of pre-defined times during their course. All of this will be handled by the staff in the Tutorial Office, and those who need to comply with these regulations will be told well in advance what they need to do.

These new regulations are, regrettably, very draconian and so it is absolutely vital that students do not miss any of the checking-in points. To do so will risk deportation, and it will also make it more difficult for College to sponsor overseas students in the future.

Any enquiries regarding visas and PBI should be directed to Mrs Samantha Carr, Graduate Secretary, who can be found in the Tutorial Office.

4. COLLEGE LIFE

4.1 ARRIVING AT SELWYN

Selwyn College is in Grange Road on the west side of Cambridge (see 1.2 for map and/or www.cam.ac.uk/map/). The full postal address of the College is shown at 1.2 in this Guide and on the College website (www.sel.cam.ac.uk).

Some postgraduates may find it necessary to come into residence before their course begins. If you fall into this category, please contact your Tutor as early as possible. It is usually possible to find accommodation in such cases, but advance notice is essential.

Matriculation

All students who have not previously been members of the University are required to matriculate or 'sign in' by putting their name on a list at the beginning of their first Term of residence. This process is administered by the College. In doing this, students promise to abide by the Statutes and Ordinances of the University and to pay due respect and obedience to the Officers of the University.

Matriculation forms part of a series of induction events that take place in College at the beginning of the Michaelmas Term. Those arriving at other times and those on part-time courses should contact the Tutorial Office to make arrangements. The College holds a dinner to welcome new students and recognize their matriculation.

4.2 WHAT TO DO ON ARRIVAL IN CAMBRIDGE

Most new graduates students will arrive in Cambridge at the end of September, usually a few days before the 4,000 or so new undergraduates. You can save yourself a lot of queuing by dealing with various procedures before the rush.

Overseas students will find it a challenge to establish a UK bank account, so it is best to start early (see: www.gradunion.cam.ac.uk/info/bank.html).

All members of the University are issued with a University Card. If you lose your card or encounter any difficulties with its use, please contact Mrs Margaret Hay in the Tutorial Office in the first instance. There is a charge for a lost card (currently £10), which is put onto the student's bill. Stolen or damaged cards are replaced free of charge, providing a crime number for the stolen card is presented, or by returning the damaged card to Mrs Hay. You must return your University Card to the Porters' Lodge when you leave Cambridge.

It is worth checking that your University Card has been processed (see: www.admin.cam.ac.uk/offices/misd/univcard/), and to make arrangements for College and Department computing and phone connections.

All students must be registered with a Cambridge doctor. This may include a brief medical examination. You must do this within seven days of your arrival, and inform the Tutorial Office of your Doctor's name. Some local doctors are listed in Appendix 2; a more comprehensive selection can be found in the phone book or on the web (www.cambridgeonline.co.uk/local/Health/General_Practitioners/)

THINGS TO DO WHEN YOU FIRST ARRIVE IN CAMBRIDGE	
Buy a map of Cambridge	Available from the Porters' Lodge or local bookshops (or see http://www.cam.ac.uk/map/)
Register with a doctor	See list of doctors (Appendix 2).
Register with a dentist	Call University Dental Service on (3)32860.
Open a bank account	Check for special student offers.
Get your email, PWF and Raven Accounts and passwords	Go to a College computer room, department computer facility, the Computing Service Reception, or see http://jackdaw.cam.ac.uk/signup
Join the MCR email list	Contact the MCR President
Get a copy of the MCR key	Porters' Lodge
Register your bike	Porters' Lodge
Check that you have received your University ID Card (gives you access to University facilities, and a means of paying for food in the Cafeteria).	If you haven't yet got one, present yourself to the University Card Office in Mill Lane (http://www.admin.cam.ac.uk/offices/misd/univcard/howtoget/map.html).
Consider getting a Railcard for discounted travel	Available from Cambridge Railway Station.
Register with the main Police Station. Depending on your nationality and/or country of origin, overseas students may have to register with the main Police Station within 7 days of their arrival in the UK (see Appendix 3).	Contact http://www.cambs.police.uk/

4.3 FOOD AND DRINK

4.3.1 Meals

For most of the year College provides cafeteria-style breakfast, lunch and dinner (Sunday brunch), and, during Full Term, a formal dinner on Tuesday and Thursday. The times of meals in Hall during Full Term are:

Monday to Friday		
Breakfast	8.00 am	– 9.30 am
Snacks	8.00 am	– 12.30 pm
Full Cafeteria service	12.30 pm	– 1.30 pm
Dinner (Cafeteria Service)	6.00 pm	– 7.00 pm
(Formal Hall)		7.30 pm
Saturday		
Breakfast	8.00 am	– 9.00 am
Lunch	12.45 pm	– 1.30 pm
Dinner	6.00 pm	– 7.00 pm
Sunday		
Brunch	11.30 am	– 12.30 pm
Dinner	6.00 pm	– 7.00 pm

Times may vary out of Term; any changes will be posted in the entrance to the Hall.

Dress for Formal Hall is jackets and ties for men and the equivalent for women. Jeans or trainers are not acceptable. Gowns must be worn by College members. A Latin grace is said before the meal. See Appendix 4 for Formal Hall Guidelines. College members may bring guests to any meals (maximum two), provided space is available. Guests are charged at the same levels as College members for MCR dinners, but a guest rate will be applied for Formal Halls.

The Cafeteria is open for the purchase of drinks, hot food, snacks and sandwiches. There are also a number of non-food items available in the Cafeteria such as toiletries, notepads, batteries and washing powder etc.

If you are ill, the College Nurse can make arrangements in certain circumstances for College meals to be provided in your room.

Special dinners can be arranged in designated College public rooms. Contact the Catering Manager (catering@sel.cam.ac.uk) well in advance to book the room and discuss the menu.

4.3.2 Special dietary requirements

Vegetarian dishes are provided in Hall at every meal, but if any students have special dietary requirements not currently catered for, they should consult the Catering Manager (gluten-free and other special diets are regularly catered for). No vegetarian meal contains any meat or animal fat, and cross-contamination is avoided. Vegetarian meals are therefore suitable for those on halal or most kosher diets. Any student with a serious or unusual allergy (e.g. nuts) should contact the Catering Manager when they arrive (or better still in advance) to discuss how the College can help them. See also the University's 'Guidelines on the management of individuals at risk of anaphylaxis' at:

http://www.admin.cam.ac.uk/univ/health/anaphylaxis_april_2009.pdf

Students requiring kosher or halal food on a regular or occasional basis should discuss their individual requirements with the Catering Manager. Kosher food is also available at the University Jewish Society (www.cujs.org).

4.3.3 Payment for meals

Meals from the Cafeteria should be paid for using your University Card. The card operates on a credit system. The meals you have taken during one term will appear on the College bill for the following term. After each transaction a till receipt can be provided which will show the amount of the latest transaction and the cumulative spend for the quarter. You may use your card in the Bar.

A condition of using your University Card for the purchase of meals is that you pay the Minimum Meals Charge (MMC). For all students living in College-provided accommodation the MMC is compulsory and is charged automatically to your College bill, usually in the Michaelmas Term of your first year.

In addition to your University Card, cash (in Sterling) is accepted in the Cafeteria. It is worth noting, however, that a discount is applied to food purchases when you pay with your University Card; cash payments are charged at a modest premium (or guest) rate. Students may use their cards for up to two guests.

Students living out are automatically opted out of the Minimum Meals requirement. This means that they will not be able to use their University Card in the Cafeteria or the Bar. Any items bought in College will have to be paid for in cash at a slightly higher rate than for the card. Students who live out but wish to have the use of their card to purchase items in the Cafeteria or Bar must inform the Bursary as soon as possible before the start of Term and certainly before the due date on their College bill for that term.

If you lose your University Card, or it becomes unreadable by the card readers in the Cafeteria, the Bursary can provide you with a temporary card for use until you obtain a replacement University Card. A refundable deposit of £4 will be charged to your College bill. Please return your temporary card to the Bursary when you no longer need it, otherwise your University Card will not be reactivated for use in the Cafeteria. The deposit will then be refunded.

4.3.4 College Grace

The College Grace (with translation) is as follows:

Benedic, Domine, nobis et donis Tuis, quae de Tua largitate sumus sumpturi; et concede ut iis muneribus Tuis ad laudem Tuam utamur gratisque animis fruamur, per Jesum Christum Dominum Nostrum. Amen.

Bless us, O Lord, and all your gifts, which of your goodness we are about to enjoy; grant that we may use these generousities to your glory and enjoy them with thankful hearts, through Jesus Christ our Lord. Amen

This Grace is read at Formal Hall before dinner by the Dean of Chapel or by one of the Scholars. When the High Table rises, a short concluding Grace 'Benedicamus Domino' (*Let us bless the Lord*) is said by the Dean of Chapel. The response, said by all, 'Laus Deo' (*Thanks be to God*). All remain standing until the High Table has withdrawn.

4.3.5 Self-catering

Selwyn is not a self-catering College and the facilities on each staircase are intended for the preparation of light snacks only.

Please refer to the *Student Accommodation Handbook* for further information.

4.3.6 The College Bar

The College Bar is next to A staircase and is operated by the College under the Licensing Act 2003. Light snacks and sandwiches are available there. The Bar Manager, Alex Brown, and his staff have an obligation to refuse to serve those whom they consider to be the worse for drink, to avoid serving multiple orders near closing time, and to enforce a 15-minute drinking-up time. No alcohol bought outside College may be consumed in the Bar. Wine for Formal Hall and other dinners can be purchased in the Bar. Corkage is charged in Hall on alcohol bought outside the College. Selwyn students who bring guests to the Bar are responsible for their guests' behaviour.

The Bar's usual opening hours are:

Monday – Friday	6.00 pm – 11.00 pm
Saturday	6.00 pm – 12.00 midnight
Sunday	7.00 pm – 11.00 pm

These times may vary, particularly during the Quiet Periods. Any changes to opening hours will be posted on the door.

In addition, the College permits occasional bar extensions, or the use of a satellite bar in the Diamond, for a late-night bar, bops, or special evenings. Permission must be obtained from the Catering Manager and the Dean for any extension.

Any of the public rooms may be used for College events (Open Meetings, elections etc.), and must be booked in the usual way through the Catering & Conference Office. It may not be used for gatherings of a political, religious or similar nature.

4.4 LIBRARY

4.4.1 General information

Although the Library's primary role is to provide resources for undergraduates, it is also available for the use of graduate students. It holds over 30,000 books in all subjects including reference works, together with a DVD collection and a small number of print journals, especially in Law. It provides computing and photocopying facilities as well as quiet space to study.

The Library is housed in a separate building behind C staircase and is open to all members of the College from 7.00 am to 1.45 am during Term, and until midnight in vacations. Students from other Colleges may only visit by appointment with the Librarian.

Library staff are available in the Ground Floor office between 9.00 am and 5.00 pm on weekdays, and may also be contacted by phone, (3)35880, or by email at lib@sel.cam.ac.uk. Please get in touch with them if you have any concerns or queries about using the Library, or any other library in Cambridge. They will be happy to help you. In the evenings and at weekends, graduate invigilators may be available to answer any general queries and can usually be found either working at the entrance desk or shelving books.

Full details of how to use the Library and how to search for items using the on-line catalogue are available at www.sel.cam.ac.uk/library. Please familiarize yourself with this information, especially the Library Regulations and safety advice. The Library issues reminders about borrowing and other information updates by email.

Students with disabilities are welcome to discuss any particular requirements with the Librarian.

The Library Committee meets once a term and includes members from both the JCR and MCR. You are welcome to pass on to them any suggestions you wish to make regarding the Library.

During Term the Library is staffed in the evenings and at weekends by graduate invigilators. If you would like to join the team please contact the Library office.

4.4.2 Borrowing

Books in the regular collection can be borrowed through the issue desk by the Library entrance; you will need your University Card to log in. Please note that a security system is in place and an Incident Book provided for you to note the details if you set off the alarm during unstaffed hours. All loans are subject to recall, and fines are imposed on the late return of books. Returned books should be placed in the large brown box at the foot of the stairs.

4.4.3 Special Collections

The Library holds 8,000 books in special collections, many of which are pre-nineteenth century. Details can be searched on the on-line catalogue, and students are welcome to consult them by appointment with the Librarian.

4.4.4 College Archives

The Archives hold material relating to all aspects of the College and its history. The Archivist would be pleased to hear from any student wishing to donate material to the collection, with photographic material being especially welcome. You are also welcome to consult the Archives by prior appointment (archives@sel.cam.ac.uk).

4.5 IT PROVISION

4.5.1 Communal facilities

Selwyn has two Computer Rooms, one in Ann's Court in the JCR adjacent to the Television Room, the other on the Ground Floor of Cripps Court between I and J staircases. The computers in these rooms are connected to the University PWF (Personal Workstation Facility) system. In addition, there are a number of PWF computers in the College Library, as well as a workstation for accessing library catalogues for which no login is required. There is a scanner in the Library and colour laser printers in the computer rooms and the Library. A charge is made for each printed sheet at the current rate of 6p (black and white) per sheet of paper or 12p (colour) per side of paper. These charges will be added to your College bill at the end of each term.

All students are allocated a Cambridge University email account, a PWF account, which allows access to public computers, and a Raven account, for external access to University networked resources.

4.5.2 Individual room connections

Each student room has a network point, allowing computers to connect to the University network and thence to the Internet. To use the wired network, you will need an ethernet cable, which can be purchased from the Porters' Lodge or from the IT Office on the 2nd Floor of the College Offices in Ann's Court.

There is also a wireless network covering most rooms in Old Court, Cripps Court and Ann's Court, as well as the Library and the Bar, but wired connections in rooms are generally faster, more reliable and, above all, more secure.

To use the wired network simply plug in to the wall socket, go to a web browser, and register. A similar procedure is required to register for the wireless network.

A termly connection charge, shown on the Fees & Charges sheet, will appear on your College bill. This charge covers one wired connection and up to two wireless connections. Please note that there are no *pro rata* rates for part of a term.

There are additional charges for excessive use, currently defined as traffic external to the University which exceeds 8GB over any ten day period.

4.5.3 Help and Advice

If you have any computer-related questions or problems you are welcome to call into the IT Office. Alternatively contact the IT Manager or the Deputy IT Manager on (3)35850 or email: it-office@sel.cam.ac.uk.

On-line and paper-based leaflets and guides are available from the University Computing Service at the New Museums Site, or they can be viewed and printed from www.cam.ac.uk/cs/docs/. There is also much information and advice on Selwyn's computing pages, www.sel.cam.ac.uk/itfacilities/.

4.5.4 Acceptable Use Policy for the Internet and Email communications

Please refer to the College's Acceptable Use Policy, Appendix 7.

The College has to pay for all network traffic between any system in the College and any system outside the University. While the College encourages students to make full use of the network and the facilities associated with it, strict rules have been laid down by the University Information Strategy and Services Syndicate (ISSS) about what is and is not acceptable, see:

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

In order to ensure that all members of the University have fair and equal access to the network, the transfer of excessive amounts of data, by whatever means, is not permissible (see Appendix 7). The downloading of video and audio files, and the use of some games is likely to result in such excessive use, for which extra charges will be levied.

In connecting to the College network, you agree to take certain steps for your own and the College's protection, notably relating to security, the removal of peer-to-peer software packages and respect for the law, especially that relating to copyright. Email abuse, including the sending of email in the name of another user, and copyright infringement are regarded as unacceptable by both the College and the University. In addition, you should bear in mind that copyright owners, such as the large media companies, are adopting increasingly aggressive tactics against individuals to protect their interests. Computer-related complaints by both internal and external parties will always be passed to the Bursar, the Senior Tutor and the Dean. Serious cases of abuse will require cost reimbursement and may trigger exclusion from the network and/or disciplinary action.

4.5.5 Internet access for students not living in College accommodation

There are many ISPs available offering a variety of deals. Some will offer a free service with low-cost calls, while others will offer a contract service with faster dial-up services, broadband, etc. Providers offering services include Virgin Media and BT. External users can use the College wireless network in the

Library, etc. There will be a connection charge for those living out of College at the rate of one third of the normal termly charge, with a corresponding reduction in the amount of free traffic.

The downside to using a non-University of Cambridge ISP is that you will only be able to access restricted @cam pages from home by using your Raven password. You can overcome this by using the Computing Service's VPDN service – see: www.cam.ac.uk/cs/remote/vpdn.html.

4.6 LAUNDRY

There is a laundry service which will collect and return laundry on a weekly basis; the fee will be charged to your College account. Contact the Head Housekeeper, Mrs Jeffries (tel: 35893, email: head-housekeeper@sel.cam.ac.uk) for details. Coin-operated washing machines and facilities for drying and ironing are provided on J staircase (Cripps Court), off the Kitchen Yard in Old Court and at 31 and 40 Grange Road. The laundry rooms in College are open from 6.00 am – 12.00 midnight.

NB: The drying of washing on radiators or College furniture is forbidden, as this causes excessive condensation.

4.7 MAIL

4.7.1 Email

All students are allocated an email address. All College rooms have a computer connection, and there are email terminals in the Computer Rooms in Ann's Court, Cripps Court and the Library Bridge. Internal memos and notices in the College and the University are usually sent by email, so it is vital to check your email regularly.

4.7.2 Post

All mail to students, Fellows and staff is sorted by the Porters and placed in pigeon-holes every day. If you or your family sends mail, there is no need to specify any room number; the mail is delivered and sorted centrally. Items that are too big for pigeon-holes and registered mail are kept at the Porters' Lodge and addressees are notified by a note in their pigeon-holes. There is a box for outgoing mail outside the Porters' Lodge; last collection time is 5.30 pm Monday to Friday. The JCR arranges, through the Cambridge University Students' Union, a free delivery service during Full Term for letters to other colleges in Cambridge. The box, which is in the Porters' Lodge, is emptied each morning.

Messages can be left for students at the Porters' Lodge, but Porters are instructed not to deliver messages to students' rooms.

Please ensure that the Porters have the correct address for forwarding mail to you during vacations. When you finally come to leave the College, please advise the Tutorial Office of your new address. We also encourage you to inform the Tutorial Office of subsequent changes of address in order to facilitate future communication.

4.8 TRANSPORT

4.8.1 Cars and motor cycles

Graduates are not allowed to keep a car or motor cycle within ten miles of Cambridge without a University Licence. To obtain a University Licence you will need a special form obtainable from the Dean. This is taken to the Special Pro-Proctor for Motor Vehicles. His office is at 1 St Mary's Passage, and is open during term time only on Monday and Thursday between 2.00 pm and 4.00 pm (tel: (3)33310; email: motor.proctor@cam.ac.uk). Off-street parking is extremely limited in College – indeed anywhere in Cambridge – which strictly constrains the number of permits that can be issued. Designated parking places are in Cripps Court, against the north wall adjoining the University Rugby Ground.

A charge will be made for parking each Term, though exceptions may be made in special circumstances, or if the vehicle is required for a University or College club or society. A College Permit and University Licence are always required.

'No Parking' areas in the College grounds are indicated by signs or by double yellow lines. Any cars found to be without a permit or in a 'No Parking' zone may be clamped. Cars must always be driven slowly and with due care and attention within the precincts of the College.

4.8.2 Bicycles

Cycle theft is endemic in Cambridge. As a precaution, the University requires all students to register their bicycles in Cambridge. Bicycle Registration forms are available from the Porters' Lodge. On completion, the Porters will attach a tag to your bicycle. The College undertakes an annual cull of unidentifiable bicycles and will not accept responsibility for the removal of any unregistered bicycle. Owners of mopeds are required to lodge the registration number with the Dean, who will advise on parking.

There are bicycle sheds to the north of the Library, to the west of Cripps Court, and to the north of Ann's Court by the Ramsay Murray Gate. These sheds are secured. Entry is via your room key. It is most important that you close the gates behind you. The College cannot accept responsibility for the loss, damage or unauthorised use of bicycles stored in the bicycle sheds, and you are strongly advised always to lock your bicycle or moped when it is left unattended, and also to keep an accurate description of it, including the frame number. Bicycles should not be left at any time on the College premises except in the bicycle sheds, or in the racks in front of Old Court, and especially not left leaning against the walls of the College nor kept in College residential buildings. They may not be ridden on the College paths or taken into the College Courts. Students are asked to leave bicycles in an orderly manner in the bicycle sheds. Under no circumstances may bicycles be brought into College rooms or communal areas. Please also respect the Fellows' cycle spaces.

It is inadvisable to bring an expensive cycle to Cambridge. There is, however, secure space for specialist cycles (e.g. for members of the University Cycle Racing Society) available for rent in a converted garage in Cripps Court. Please contact the Head Porter (head-porter@sel.cam.ac.uk) for further information.

The narrow streets of central Cambridge present considerable problems and dangers for cyclists. Every year there are serious or fatal accidents involving cyclists in the City. You are strongly advised to purchase a suitable helmet and to wear it whenever you use a bicycle. Cyclists should also ensure that they comply with all the relevant legal requirements; brakes and lights should be in good working order. The Police regularly fine students caught without lights. The practice of cyclists ignoring red traffic lights, particularly at the Silver Street/Queens Road junction, is both dangerous and likely to attract the attention of the Police. At all times you should cycle defensively, paying close attention to other road users and pedestrians.

4.8.3 Railcards

All students are strongly advised to obtain a Railcard, which entitles the holder to a reduction in standard rail fares. They can be purchased at Cambridge Railway Station, (recent passport-style photo and proof of ID required). College travel grants are only paid on the basis of discounted fares.

4.8.4 The Uni4 Bus

A weekday bus service, the Uni4, links Addenbrooke's Hospital and the Madingley Road Park and Ride with intermediate stops that include West Road, Grange Road and the West Cambridge Site. University Card holders pay a flat fare of 60p per single journey.

4.9 THE CHAPEL

When Selwyn College was founded it was as a Church of England foundation with the purpose of *"providing a University education for young men in a College at Cambridge, conducted in accordance with the principles of the Church of England"*. Things have changed greatly since then, but the College is proud of its

tradition and heritage and still seeks to point towards the truth that there are higher virtues and values that we should all seek after. The Chapel provides a clear reminder of that fact through the worship and praise of God offered within it.

Services are said or sung in Chapel every day (except Saturday) during Full Term. They are open to all members of College, their families and their friends, no matter what their religious conviction or affiliation. Celebrations of Holy Communion follow the Anglican pattern, but all baptized Christians are welcome to receive communion. The Chapel has an excellent choir, which sings at the evening services on Tuesday, Thursday and Sunday. Choral Evensong in particular is a traditional part of Oxbridge college life, and something well worth experiencing during your time at Selwyn. Full details of all the Chapel Services can be found in the Chapel Card issued at the beginning of each Term.

The Chapel is also used for various College occasions: the installations of new Fellows and scholars and also, from time to time, for the installation of a new Master of the College. Baptisms, weddings and occasionally funerals of College members also take place here. Weddings are not permitted during either of the Easter Term Quiet Periods.

The Chaplain is assisted in the administration of the Chapel by the Chapel Administrator (Miss Chloe Valenti) who works part-time during Term in the Chapel Office (D7, tel: (7)46950, e-mail: chapel-administrator@sel.cam.ac.uk). The Revd Brett Gray has been appointed Assistant Chaplain from September 2011; he also serves as Chaplain at Newnham College.

Information about places of worship in Cambridge is available from the Chaplain (chaplain@sel.cam.ac.uk), as well as information about chaplains to the various world faith communities. There is also a wide variety of student faith societies.

4.10 THE CHOIR

"sensitive, precise and well-balanced" (Gramophone)

The Chapel Choir has a vacancy for one alto and two baritones or basses this year.

The Chapel Choir consists of up to twenty-eight singers, most of whom are undergraduates or graduates at Selwyn and Newnham Colleges, with a few volunteers from other colleges. It comprises Choral Exhibitioners (about three-quarters) and volunteers. The Choir is conducted by the Director of Music, who is assisted by two undergraduate Organ Scholars. All members of the Choir receive a subsidy for singing lessons, tours and Formal Hall, and choir parties are legendary.

During term, the Choir sings services in the College Chapel, as well as concerts and services throughout the UK, recently in venues including St Paul's, Southwark and Canterbury Cathedrals, and St Mary's Cathedral, Edinburgh and St Bride's Church, Fleet Street. Its repertoire ranges from the 10th to the 21st century. They have broadcast services for BBC Radio, sung live on television, and every year undertake an international tour (recent destinations have included New Zealand, France, Germany, Canada, Israel & Palestine, and Finland & Estonia).

The Choir regularly works with major international conductors, recently including Nicholas Cleobury, Stephen Layton, Sir David Lumsden, Christopher Robinson, Judith Clurman (the Juilliard School, New York), Grayston Ives and Andrew Carwood. In an on-going collaboration with London's John Armitage Memorial Trust, Selwyn Choir has premièred new works by some of the UK's most significant established composers, including Gabriel Jackson, Judith Bingham, Jonathan Dove, John McCabe and Paul Patterson.

The Choir has made a number of acclaimed commercial recordings, the most recent of which was released in 2010. The Choir's engagements for the forthcoming academical year include performances in King's College Chapel, London, Canterbury, Lichfield, and Bury St Edmunds. In July 2012, the choir will tour the east coast of the USA, performing in Boston, New York City, Philadelphia, and Washington DC.

For more information about the Chapel Choir, and to find out about the vacancies, please contact the Director of Music, Sarah MacDonald, on seam100@cam.ac.uk, or by telephone on 01223 335877, before you arrive.

4.11 PUBLIC ROOMS AND COLLEGE GARDENS

There are a number of public rooms which may be reserved by any member of the College for public or private functions. The Chadwick Room is divisible into two rooms by a retractable partition. When opened up, it will seat up to 130 people theatre-style. The Tower Room and the Walters Room are especially suitable for meetings of societies; the Lyttelton Room and Seminar Room (G Staircase) are more suitable for smaller meetings. The Borradaile Room can be booked for private meals for up to 30 people. For certain types of function, the Diamond in Cripps Court may also be reserved; this is suitable for concerts, plays etc.

The rooms must be booked through the Catering & Conference Office who can provide an application form. Forms are also available from the Porters' Lodge. Public rooms must always be left in a suitable condition for the next booking; they are often used by more than one group on the same day. Bookings must be made by a member of the College – for College societies there is no charge. Details of the charges for use of public rooms will be found on the Fees & Charges sheet (see 6.5).

The College gardens are there for the quiet enjoyment of members of the College and visitors. Although the various gardens are there to be enjoyed, it is important to respect the work of the gardeners and not to treat the gardens in ways which are likely to damage them and hence to spoil the pleasure of others. Only senior members may walk on Old Court and main Ann's Court lawns. In reasonably dry weather you are welcome to sit and relax (or work) on the lawns in the main garden, behind the North Range, Cripps lawn and the lawn at 17 West Road. Please keep off the lawns in wet, frosty or snowy weather. Never use the lawns for ball games or frisbee throwing, as these activities risk causing damage to the plants. For further information, see Appendix 6, Use of the Gardens.

Your attention is drawn to the fact that the pond in the main College garden contains deep water. Under no circumstances should you enter it.

A short guide to the gardens is available at the Porters' Lodge, and the Head Gardener would be delighted to answer any queries from junior members. Bookings for garden parties in the Easter Term should be made through the Catering & Conference Office and must have the Dean's approval. As the garden party season approaches, the Dean issues specific instructions about the conduct of such events.

The Master's Garden and the Fellows' Garden (behind the Master's Garden) are private.

The Dean's permission must be sought for use of the Hall or Gardens for any sort of function.

4.12 PARTIES AND MUSIC

4.12.1 Parties

If you wish to hold a party in College, or in a College hostel or flat, at which more than ten people will be present, you must obtain the permission of the Dean at least a week beforehand, **and before invitations are sent out**. In order to gain permission, you will need to fill out a booking form (available in the Porters' Lodge) and meet personally with the Dean to discuss the location and duration of the party, number of guests and overall responsibilities.

Times when the Dean is available for consultation are displayed on a notice board in the Porters' Lodge.

The use of amplified music at such parties should be discussed with and approved by the Dean. You should make adequate arrangements to deal with possible gatecrashers and you must not expect the Housekeeping Assistant to clear up unless you have made special arrangements beforehand. You will be charged for any extra cleaning resulting from your party.

Both senior and junior members have expressed concern at the misuse of alcohol at parties in College. A code of conduct has been agreed by senior and junior members (see Appendix 7).

4.12.2 Music

You are asked to keep the courts, hostels and gardens quiet, because there are always other people working. You should not, in general, play musical instruments (which can be particularly disturbing) except between the following times:

Monday to Friday	1.00 pm – 5.30 pm 7.30 pm – 8.30 pm
Saturday	1.00 pm – 10.00 pm
Sunday	10.00 am – 10.00 pm (except during Evensong)

If your instrumental or singing practice is likely (for example by its duration) to disturb your neighbours, you should practise in the College music room, situated on the 2nd Floor of the Hall block. Music hours do not apply to this room. The Diamond in Cripps Court and the Lyttelton Room (Ground Floor of G staircase) may also be used on application to the Porters' Lodge.

Rehearsals and/or concerts in Hall may take place during the following times:

Monday to Saturday	2.30 pm – 5.00 pm
Monday, Wednesday, Friday and Saturday evenings (if no other function is being held)	7.30 pm – 10.00 pm
Sunday	11.00 am – 5.30 pm 8.30 pm – 10.00 pm

Radios, music systems and television sets should at all times be adjusted so as to cause minimal disturbance to your neighbours, and may only be played outside music hours if they are inaudible in neighbouring sets of rooms. These rules also apply to College flats. Additional restrictions apply during the Quiet Periods (see below).

4.12.3. Quiet Periods

During the two examination periods that fall in the Easter Term, there are formal Quiet Periods during which there will be no parties, private dinners, or other large social gatherings. Nor will there be any events, indoors or out, at which loud music or other amplified noise is played. The same restrictions apply to external bookings.

In the final week of Full Term, and beginning on the Saturday before the end of Full Term, the Dean may allow certain private dinners and parties to take place. These may be indoor or outdoor events, but will not include amplified music or other potentially disturbing noise. They will be subject to all the usual College regulations, and to any conditions imposed by the Dean.

The Dean must be consulted about any proposal for social events in College after the Division of the Easter Term. These regulations apply to all members of College.

4.13 SPORTS AND SOCIETIES

4.13.1 Sports facilities

Sport at Cambridge is played at both inter-college and University level. All colleges field one or more teams in the popular sports, which usually compete in a league in the Michaelmas Term and in Cuppers, which is a knockout competition for a cup in the Lent Term. Talented players or people who play smaller sports (e.g. boxing or cycling) can play at University level. The more popular sports usually have three or four teams at University level: the 'Blues' who are the 1st team, a 2nd team who play under various names depending on the sport, and a 'Colleges' team who are the 3rds; there might also be an 'U21s' team, which may be more important than the 2nd team.

Selwyn College fields men's and/or women's teams in the following sports: rowing, rugby, football, cricket, hockey, tennis, squash, athletics, badminton, netball, swimming, sailing, cross country, pool, basketball, lacrosse, cycling, and skiing.

Selwyn has a sports ground and tennis courts, including newly-built hard courts, at Fulbrooke Road shared with King's, Queens' and Robinson Colleges (the Groundsman can be contacted at sportsground@sel.cam.ac.uk or Tel: (7)41201), Mob: 07774 017547. The pavilion on the sports ground was built by King's in 1957 as a war memorial. Members of Selwyn who play in the College first team in at least two major men's Cuppers sports, or who earn a Blue, may be invited to join the College's Hermes Club (founded in 1920). Similarly, Selwyn sportswomen may be invited to join the Sirens Club.

Whatever sport you are interested in playing, and whatever your ability, you will be able to do so either for Selwyn or for the University, so bring all of your kit! Even if you have never played a sport before, or haven't played for several years, there will be opportunities to learn; many successful rowers have never rowed before coming up to Cambridge.

Equally, more talented sports men and women have won Blues or Half Blues (that is, they played in the Varsity Match against Oxford) in their first year at Cambridge.

During Freshers' Week there will be a squash (see Appendix 8 Cambridge Jargon) attended by all of the Selwyn sports club captains and secretaries who will tell you about the Selwyn teams or point you in the direction of University trials, which will take place during the first two weeks of Term. There is a Freshers' Fair at the Kelsey Kerridge Sports Centre, where all the University Clubs and Societies will have representatives. A Societies Directory will also be distributed.

If you have any questions or queries do not hesitate to get in touch with the secretary or captain of one of the College clubs (www-jcr.sel.cam.ac.uk). Playing sport for Selwyn or the University is a great way to take your mind off academic work and make many new friends.

4.13.2 Boathouse

Selwyn shares its Boathouse with King's, Churchill and the Leys School. The Boat Club welcomes beginners and experienced rowers, male and female; most Selwyn rowers learn to row after coming up to Cambridge.

Races are held at the end of each Term. The May races (held in June) are the best known. The College enters several crews; the first three also enter Head of River races and regattas, and the first VIII often goes on to compete at Henley Royal Regatta. There are also facilities for sculling and rowing in fours.

4.13.3 College Gym

The College has a small gym available for all members of the College to use free of charge. It is situated in the double garage between 21 and 23 West Road. The key can be signed out from the Porters' Lodge.

The gym is equipped with two erg machines, which are the property of the Boat Club, and a set of free weights that belong to the Hermes Club. Both clubs have agreed that their equipment is available for use by all members of College. As part of the Cripps Court refurbishment it is hoped to provide a dedicated gym area with more equipment.

The gym can be booked for periods of up to one hour, using the book that is kept in the Porters' Lodge for this purpose. You are asked to note, however, that Boat Club crews have priority in booking the erg machines.

There are one or two rules, mostly related to safety, which must be observed when using the gym:

1. No one may use any of the equipment in the gym without having familiarized themselves with its safe operation.
2. No one may use the gym on their own – there should be a minimum of two people present at all times.
3. Unaccompanied use of the free weights is **strictly** prohibited.
4. Equipment should be used inside the gym area and not moved outside.
5. Any accidents or damage should be reported to the Porters immediately and, in the case of accident, an Accident Report Form completed.
6. The gym should be left tidy and all lights, heaters etc switched off at the end of each session.
7. Music should not be audible outside the gym. Amplified music is prohibited at all times. Users should at all times avoid disturbing the neighbours.

Anyone who is unfamiliar with the safe use of a rowing machine or the free weights, and who would like to be shown how to use either or both, is invited to enquire at the Porters' Lodge in the first instance. There are members of the Boat Club and the Hermes Club who have agreed to conduct induction sessions if required.

All who use the gym do so at their own risk. The College accepts no liability of personal injury incurred in the use of the gym or the equipment within it.

4.13.4 College Societies

Selwyn supports a wide range of other activities and societies, not least drama and music. The Mighty Players aim to produce at least one play per term, while the Selwyn Touring Theatre performs a foreign language play and takes it on tour to schools throughout the country. The Music Society organizes a Sunday evening concert series during Full Term, presenting both professional and College-based musicians; it ends its year with a large-scale concert in May Week. There are two annual prizes for musical performance in College, one for either an instrumental or a vocal performer, the other for singers.

There are many other College societies, and you are more than welcome to start your own. Other opportunities are available at University-level; see: www.cam.ac.uk/CambUniv/Societies for details.

All of the University clubs and societies have representatives at the Freshers' Fair, held at the Kelsey Kerridge Sports Centre at the beginning of Michaelmas Term.

4.13.5 Central Finance Committee

The Selwyn College Central Finance Committee administers the funds for sporting, social and cultural activities. The Sports Clubs and Societies are invited to make bids for annual funds in the Michaelmas Term. The Central Finance Committee is made up of junior and senior members.

4.14 THE GRADUATE UNION

The Graduate Union (GU) specializes in graduate issues within three different areas:

- Graduate Representation on University Committees
- Student Advice: legal, financial, welfare, academic etc.
- Providing cheap services such as stationery, binding and photocopying.

The organization is independent of the University and run by a sabbatical officer, the President, and a voluntary Executive Committee. Decisions and politics are made at the Graduate Union Council which includes the Graduate presidents of the colleges, the President, the Executive and the Graduate Representative on the University Council. Information about the GU and its services can be found at www.gradunion.cam.ac.uk.

4.15 GOWNS AND FORMAL DRESS

Dress codes at Cambridge functions are a source of particular perplexity to many students. Some guidelines are:

- **Black Tie** – This is usually worn at College balls, and consists of a dinner jacket, trousers, white dress shirt and bow tie for men. Women wear equivalently formal clothes, e.g. ball gown or smart cocktail dress.
- **Dress for Formal Hall** – Men should wear a jacket and smart trousers, or a suit, with tie, and women should wear equivalently formal clothes. These are usually not as formal as those worn for a college ball. Gowns should be worn by all College members.
- **Places to wear gowns** – Gowns must be worn for Formal Hall, which takes place on Tuesday and Thursday evenings in Full Term, and it is customary to wear them at Evensong in the College Chapel, at University Sermons in Great St Mary's, the University Church, and in the Senate House.
- **Garden Parties** – Dress codes for garden parties vary, so you should refer to the invitation for guidance. If in doubt, consult others as to what is appropriate.

It is possible to hire gowns from the Graduate Union and from various shops in the city.

4.16 LIVING OUT

Between a third and a half of Selwyn postgraduates live outside College. Postgraduates may opt not to enter the rooms ballot at any point in their studies. Students choosing to leave College residence on a date other than the end of the academic year are required to give one month's notice.

5. SUPPORT AND WELFARE

5.1 MEDICAL TREATMENT

All students in full-time education (including overseas students and their dependents permitted to join them) usually receive free medical treatment under the National Health Service's provision. Emergency treatment is available at the Emergency Department at Addenbrooke's Hospital (see Appendix 9).

5.1.1 The College Nurse and Surgery

The College Nurse (Mrs Diana Lloyd) will treat minor ailments, do dressings, and give general advice on medical problems. She is available in the Surgery on B staircase. You are advised to call on her services if you are ill, however trivial the problem may seem. There is no charge. The Nurse is usually available between the hours of 9.30 am and 11.30 am on Monday, Tuesday and Wednesday, 10.15 am and 12.45 pm on Thursday, and 8.30 am and 10.30 am on Friday. These times are subject to change, so the notice in the Porters' Lodge should be checked for up-to-date information.

Anyone needing to consult the Nurse on an urgent matter outside surgery hours should contact her at home via the Porters' Lodge, consult their GP, or go to the Accident and Emergency department at Addenbrooke's Hospital. In the event of an emergency, please contact the Porters' Lodge or dial 999 for an ambulance. **The Porters must always be informed if an ambulance is called.**

5.1.2 Registering with a GP and dentist

All students have to be registered with a local doctor (or GP – General Practitioner). There are various reasons for this, but it is principally so that immediate medical treatment or assessment is available to you if you are unwell at the time of the examinations. Registering may involve a routine medical check. A list of local doctors is given in Appendix 2. You are required to register with a doctor within a fortnight of arriving in Cambridge, and you must inform the Tutorial Office of the doctor's name. If there are particular reasons why this presents a problem in your case, you should discuss this in confidence with your Tutor without delay. When registering, you should note the surgery hours and arrangements for your general practitioner.

5.1.3 The University Dental Service

This is at 3 Trumpington Street (Tel. (3)32860, www.dental.cam.ac.uk) and offers routine and emergency dental treatment to students under the regulations for the National Health Service (emergency treatment may also be obtained from the Casualty Department at Addenbrooke's Hospital). The University Dental Service is open daily from 9.00 am to 1.00 pm and from 2.00 pm to 5.00 pm Monday to Thursday, 2.00 pm to 4.00 pm on Friday. If you require routine treatment you should make an appointment as early in the term as possible. The College recommends all undergraduate and graduate students to register with this service.

If you fall ill or have an accident, someone should inform your Tutor as soon as possible. The College may be able to help contact your Department, your family, or others whom you need to inform of your situation. In the event of an accident on College property, it is a legal requirement for an Accident Report Form (available in the Porters' Lodge) to be filed. It is your responsibility to ensure that this is done.

5.2 PERSONAL AND EMOTIONAL PROBLEMS

If at any time you feel that you need help, it is available. Talking things over with your Tutor, the Chaplain or another senior member of College can help to find a solution. Sometimes it is especially helpful to share a problem with someone who is not a member of your Department. Should the problems require professional counselling you can consult your doctor or the University Counselling Service (www.counselling.cam.ac.uk/). You can do this without telling your Tutor, but for a variety of reasons (especially if there is an impact on your work) it may also be wise to consult him or her too. If you do consult with these outside services there will be no reference back to your Tutor, or anyone else, without your consent. Your confidence will be respected.

The University Counselling Service is staffed by professional counsellors, and is available to all students who wish to discuss emotional or personal problems. Various counsellors have particular areas of expertise, including eating disorders, depression, stress and so forth. The service is free to students up to a certain number of consultations. Their office is located at 2-3 Bene't Place, Lensfield Road, and is open from 9.00 am to 5.30 pm, Monday and Friday, and 9.00 am to 7.30 pm on Tuesday, Wednesday and Thursday. The preferred method of making an appointment is via their website (www.gradunion.cam.ac.uk/info/counselling.html), but you can also telephone (Tel: (3)32865) or call in person.

If you require prolonged medical or counselling care and you are having trouble paying for it, there is a University fund that may be able to assist you. You should consult your Tutor in the first instance.

The Chaplain

The Chaplain is the Reverend Canon Hugh Shilson-Thomas. His pastoral care extends to the whole community, Fellows, students and members of the College staff alike. As Dean of Chapel, Hugh is responsible for all aspects of College Chapel life – including the variety of services which take place each week, study groups for those interested in exploring issues of faith and life, and the musical life of the Chapel.

The Chaplain has rooms on D staircase and is available to all member of College, irrespective of religious belief or denomination. Chaplains can lend a listening ear, provide support at difficult times, or simply be available to engage with those exploring their spiritual lives. If ever you need to contact the Chaplain urgently, the Porters will endeavour to contact him on your behalf. The Revd Brett Gray has been appointed Assistant Chaplain from September 2011; he also serves as Chaplain at Newnham College.

Although the Chaplain works in close collaboration with the Tutors, the College Nurse and other colleagues, you may be assured that appropriate boundaries of confidentiality will be observed, so feel free to speak with him in confidence.

5.3 OTHER SOURCES OF HELP

The Samaritans

Sympathetic people are available to listen to those in despair or tempted to suicide. You can telephone at any time of the day or night on 01223 364455 or 08457 909090. You can visit the Samaritans Office in person at 4 Emmanuel Road from 10.30 am – 10.00 pm every day including weekends.

Linkline

This is a Samaritan-type service, but staffed by students. You can call them on 01223 367 575 or 01223 744444, from 7.00 pm to 7.00 am every night of Full Term. It is based at 21 Jesus Lane, and has students on the premises. See: www.cam.ac.uk/CambUniv/linkline/ for more information.

University Health Service

The University's Occupational Health Service offers advice to those going abroad during the Long Vacation on expeditions etc. It is advisable to book an appointment early in the year. For opening times, telephone numbers and further information see: www.admin.cam.ac.uk/offices/oh/

University Childcare Facilities and Assistance

A wide range of information for student parents is available at: www.cam.ac.uk/cambuniv/childcare/childguide/university.html.

A Quick Reference of Important Medical Contact Details

Service	Phone	URL if applicable
Addenbrooke's Hospital (including Accident & Emergency), Hills Road	01223 245151	www.addenbrookes.org.uk
Clinic 1A - Genito-Medical (i.e. sexually transmitted diseases), (Addenbrooke's Hospital)	01223 217774	www.addenbrookes.org.uk/serv/ clin/med/gum1.html
University Counselling Service 2-3 Bene't Place, Lensfield Road	01223 (3)32865*	www.counselling.cam.ac.uk
University Dental Service 3 Trumpington Street	01223 (3)32860*	www.dental.cam.ac.uk/
Occupational Health Service Fenner's, Gresham Road	01223 (3)36594*	www.admin.cam.ac.uk/offices/oh/
Linkline 21 Jesus Lane	01223 367575 (BT) 01223 (7)44444 (network)	www.linkline.org.uk/home.html
The Samaritans 4 Emmanuel Road	01223 364455 or 08457 909090	www.samaritans.org

* *University network numbers*

5.4 STDS

The College is concerned to ensure that all students are aware of the serious increase of sexually transmitted diseases in the UK. Any student who believes that he or she may have contracted an STD is advised to go for a check-up at Clinic IA at Addenbrooke's (see above) without delay. Both the Nurse and the Chaplain are available to give confidential advice on this subject, as are the JCR Welfare Officers. See also the University's website for further information:

<http://www.cam.ac.uk/staffstudents/studenthandbook/welfare/healthcare.html#stdiseases>

5.5 FIRST AID

If a student injures himself or herself, he or she should seek assistance immediately from a First Aider or the College Nurse, and complete an Accident Report Form. It is a legal requirement for an accident report form to be completed after any accident and it is your responsibility to ensure that this is done. The form is available from the Porters' Lodge, although if one of the Porters has been involved they will complete the report.

The College First Aiders are listed below. If you are qualified in First Aid, please let the College Nurse know.

FIRST AIDERS:		
Mrs Diana Lloyd	College Nurse	(3)35898
Miss Helen Stephens	Head Porter	(3)35899
Mr Robert Watson	Deputy Head Porter	(7)61052
Ms Helen Arnold , Mr Keith Pybus)	
Mr David Smith, Mr Paul Cash)	
Mr Stephen Buckley, Mr Michael Toull) Porters' Lodge	(3)35846
Mr Peter Betson, Mr Terry Burke)	
Mrs Ann Birchenall)	
Mr Howard Beaumont	IT Office	(3)35850
Mrs Stella Creet	Maintenance Office	(7)69243
Mr Simon Griffin, Mr Ian Buck	Maintenance Dept	(3)35851
Mr Sam Weekes	Gardens	(3)31868
Mr Mark Reeder	Sportsground	(7)41201

LOCATION OF FIRST AID BOXES:		
Porters' Lodge (2)	Linen Room, Cripps Court	Library
College Bar	College Offices (all floors)	Main Kitchen
Gallery landing (main Hall)	Gardens Department	Maintenance Department
Diamond, Cripps Court	Housekeeping Department	

5.6 ENVIRONMENTAL PROTECTION

5.6.1 Sharps boxes and sanitary towel containers

Legislation under the Environmental Protection Act requires that sharp items which have been in bodily contact (e.g. needles used for first aid and by diabetics) **must** be disposed of separately from rubbish. There is a sharps bin in the Disabled Bathroom opposite the Surgery (Ground Floor, B staircase). The Act also requires that sanitary towels **must** be disposed of separately, and containers are provided for this purpose.

5.6.2 Recycling

The College is developing an environmental action programme through the Environmental Committee. As part of the College's environmental policy, we have made a commitment to recycle as much waste as possible in the safest possible manner.

Collection Bins for recycling are provided in all kitchens where space permits. There are also paper and bottle banks sited behind Cripps Court and in the kitchen yard in Old Court. (See the *Student Accommodation Handbook*, Appendix 5, for full information on recycling.)

Mr Michael Wilson, the Assistant Librarian, is the College's Recycling Co-ordinator (mpw29@cam.ac.uk).

6. MONEY MATTERS

6.1 INTRODUCTION

The Board of Graduate Studies makes admission to the University conditional upon satisfying certain financial, as well as academic, conditions. It is therefore assumed by the College that you will have enough money to cover fees and maintenance at the appropriate rate for the duration of your course. The Board of Graduate Studies also enforces regulations strictly limiting the amount of paid work that any student is allowed to undertake during the course of full-time study in Cambridge.

6.2 FINANCIAL ASSISTANCE

There are, however, unforeseen causes of financial hardship that can afflict students and that is when the College can help. If you find yourself in financial difficulties, you should discuss the matter immediately with your Tutor. A variety of courses of action might be appropriate, including application for hardship grants and/or loans from the College, the University and/or outside bodies. The College is keen to assist in such cases and treats each case individually. The various hardship funds include one that is specifically earmarked to help disabled students. Grant cheques, including travel grant cheques, can be collected from the Senior Tutor's Assistant, who is located on the 1st Floor of the College Offices in Ann's Court.

The MCR Welfare Officer and the Graduate Union may also be of help with advice in cases of student hardship.

PhD and MLitt students receive a grant to help cover the costs of producing a thesis.

Access to Learning Funds (ALF) are available through the University to help those home students who would not be able to complete their studies in Cambridge without additional financial resources. Help through ALF tends to concentrate on housing costs, although it is also possible to make a successful claim on other grounds (e.g. special equipment for architecture, clinical medical or veterinary students, or for exceptional living costs). The Committee on Hardship Funds insists that all applicants have taken out the maximum student loan where applicable (e.g. PGCE students), and that this be documented in the application. It is also possible to make emergency applications for Access Funds, for example on medical grounds. Application forms are available from the Tutorial Office and should be completed in consultation with your Tutor.

For those with extra expenses connected to medical conditions, application for assistance and can be made to the University's Crane's Charity, via your Tutor.

Childcare: Selwyn contributes to a University scheme that gives students with children access to bursaries to help with the costs of childcare. Application is made on a standard form through your Tutor. See: www.gradunion.cam.ac.uk/info/children.html#finance for further information on childcare in Cambridge.

Travel Grants: The College has funds to assist graduates with research-related travel, including attendance at conferences. Application can be made at any time of the year, via your Tutor. Forms are available from the Tutorial Office or the graduate web page: www.sel.cam.ac.uk/grads/index.html. The College has modest funds devoted specifically to vacation travel, or for projects not otherwise eligible for funding. Applications should be submitted to your Tutor by an advertised date in the Easter Term. Full details are circulated in the Michaelmas Term. Application forms are available from the Tutorial Office.

Sports Grants: The College has a number of funds available to help members of the College with their sporting expenses, especially those competing at University level. There is an application form for these grants, and the procedure for applying will be advertised in the Lent Term.

Chapel Funds: There are a number of funds available to help students intending to take Holy Orders in the Church of England, or to engage in overseas missionary work. There is also a fund to assist members of the College who are the sons or daughters of Anglican clergy. Students who think that they may be eligible should contact the Dean of Chapel.

6.3 FEES AND ACCOUNTS

The College Officer responsible for overseeing student finance is the Bursar. The Finance Manager supervises the day-to-day work of the Bursary, which is located on the Ground Floor of the College Offices in Ann's Court.

The Bursary issues College bills at the beginning of each Term and the Long Vacation via email to your @cam.ac.uk address, with details of how to pay (it is now possible to pay on-line). Each bill includes the residential (room) charge, payable in four quarterly instalments, and the proportion of the Kitchen Fixed Charge (the set contribution towards kitchen overheads) for that Term and the Minimum Meals Charge (MMC) (See 6.7 and 4.3.3). Graduate students pay their University and College Tuition Fees to the College in three termly instalments. The fee sheet for the current year is included at 6.5.

Graduate Students pay rent for the time in which they occupy their room up to a maximum of 48 weeks. This includes vacations if they keep belongings there. The usual period of tenancy is one year and a minimum of a month's notice must be given before vacating a room.

Students who study away from Cambridge for a time, and those who spend time away for other reasons, will negotiate their rent on an *ad hoc* basis. Those who are to study away for a long period, or who wish to go out of residence, must give a month's notice of their intention to vacate and will be expected to pay that month's rent unless there are exceptional mitigating circumstances. Once you have confirmed your leaving date and your College bill has been amended to reflect this, any further changes after this point may be subject to a charge to cover the extra administration costs involved. This applies each time your leaving date is altered.

The bills at the start of the Lent and Easter Terms, and the Long Vacation 'term' (which covers rent and meal costs between July and September) include additional charges such as Cafeteria meals and ethernet connection charges for the previous Term. Your final bill must be paid before you can graduate, as you cannot be presented for a degree if you still owe money to the College or the University. Payment of your bill can be made in person at the Bursary, or on-line. Alternatively, you may leave your cheque at the Porters' Lodge. The deadlines for payment are printed on each bill. You are expected to pay your bill by the appointed time. Failure to do so weakens the College's already difficult financial position and will ultimately lead to higher student charges.

Any queries about your College bill should be taken to the Bursary. If issues relating to your bill cannot be resolved in this way, you should see your Tutor or the Bursar. Questions relating to student finance may also be raised with the MCR President. Try to sort things out quickly: interest is charged on late payments (see 6.9 Late Payment Charges).

If you find yourself in financial difficulty of any sort, you should consult your Tutor or the Bursar as soon as possible, as outlined in the previous section. The College and the University have (limited) funds to assist those who are suffering financial hardship through no fault of their own, or owing to changed circumstances which could not have been anticipated.

6.4 YOUR COLLEGE BILL EXPLAINED

Invoice/ Statement		Selwyn College Cambridge CB3 9DQ Telephone: 01223 769498 Fax: 01223 335988			
Miss A B C Selwyn College					STAT1182356 Date 04/10/11
Date	Details	Debit	Credit	Balance	Note*
04/10/11	Balance Brought Forward (if Applicable)	£867.54		£867.54	
04/10/11	Payment Received		£867.54	£0.00	
04/10/11	University Fee MT11	£1,244.00		£1,244.00	1
04/10/11	College Fee MT11	£763.00		£1,987.00	1
04/10/11	Room Rent MT11	£1,091.76		£3,078.76	2
04/10/11	Kitchen Fixed Charge	£56.00		£3,134.76	3
04/10/11	Meal Charge	£49.00		£3,183.76	4
04/10/11	MCR Charities	£4.00		£3,187.76	5
04/10/11	Key Deposit (1st year only)	£40.00		£3,227.76	
10/10/11	Payment Received		£3,227.76	£0.00	
Vat No 214 2436 03					
Late Payment Charges start 9.00 am Tuesday 25 October 2011				Michaelmas 2011	

In addition to the above, the Lent, Easter and Long Vacation bills may include the following items:

01/01/12	Meals Taken	£31.00			4
01/01/12	Meal Charge not used	£18.00			4
01/01/12	Boat Club Subs MT11	£30.00			6
01/01/12	Ethernet Charges MT11	£34.00			7
01/01/12	Late Payment Charges	£10.00			8
01/01/12	Library Fine etc.	£2.00			9
01/01/12	Printing	£2.56			10

NB: Figures are illustrative only.

***Note**

1. **University Fee/College Fee:** This is one-third of the annual University Fee, which the College collects on behalf of the University. One-third is billed at the beginning of each Term. NB: Graduate students also pay a College Fee, which is itemised separately on this bill.
2. **Room Rent:** This is the quarterly room rent bill, which is paid in advance for the relevant term.
3. **Kitchen Fixed Charge:** This is the termly charge for kitchen overheads, and helps to keep meal costs low. See 6.6.
4. **Minimum Meals Charge:** See 6.7.
5. **MCR Charities:** The MCR operates an opt-out charitable donation of £4.00 per term; it can be higher if the individual chooses. An MCR Open Meeting decides on which charities are to be supported.
6. **Boat Club Subscription:** Other voluntary charges such as subscriptions for the Boat Club are itemised separately on the bill.
7. **Ethernet Connection Charge:** Students wishing to have an ethernet connection to use their computer in their study bedrooms pay a quarterly charge.
8. **Late Payment Charges:** The date by which bills must be paid, after which Late Payment Charges are incurred, is printed at the bottom of the bill. See 6.4.
9. **Fines:** See 6.8 and 4.4.2.
10. **Printing Charges:** See 4.5.1.
11. **Credit:** Payments made by students are listed in the credit column.
12. **Balance:** The final figure in the balance column is the total amount owed to College, after taking account of credits made.

6.5 SUMMARY OF FEES & CHARGES: 2011–2012

ANNUAL FEES

College Fee: £2,289

University Composition Fee: The University has introduced a range of fees. For further details see: <http://www.admin.cam.ac.uk/offices/gradstud/fees/costs/coursecost/costs2011home.pdf>

Kitchen Fixed Charge (KFC) & Minimum Meals Charge (MMC)

	Per quarter
<u>Living in:</u>	
Kitchen Fixed Charge (KFC)	£56
Minimum Meals Charge (MMC) - compulsory	£49
<u>Living out:</u>	
Kitchen Fixed Charge (KFC)	£33
Minimum Meals Charge (MMC) – optional*	£49

* Students living out may choose whether or not they wish to use their University Card in the Servery. If they choose to do so, the MMC will apply.

The Kitchen Fixed Charge and the Minimum Meals Charge are put on the quarterly bill, and are due at the beginning of each quarter.

Computer Charges for Connection in Study Bedrooms (per quarter) £34

NB: This charge will be subject to further increases if the College needs to recover excess traffic costs.

Room Codes and Weekly Room Rents (due quarterly)

	£		£		£
A*	58.47	C	82.73	F	107.15
A	66.56	D	90.98	G	115.39
B	74.64	E	99.06	H	128.48
Guest Rooms (room only, breakfast paid for in Servery as taken) (i. standard room)					£36.00 per night
(ii. superior room or double occupancy)					£48.00 per night

NB: Rent includes utilities.

Weekly Rent of Flats

Up to 1 week	£60 per night (inclusive of utilities)
Over 1 week and up to 4 weeks	£50 per night (inclusive of utilities)
Over 4 weeks and up to 12 weeks	£40 per night (inclusive of utilities)
Over 12 weeks	According to tenancy agreement

MSt Matriculation Deposit	£200
Key Deposit Charged when a student joins the College, to be returned upon graduating.	£40
Key Fine if keys lost On loss of keys, the student will pay a fine before a new set can be issued	£40

Late Payment Charges	
Weekly from 3 weeks after Full Term begins, unless otherwise agreed	£10
Weekly from 4 weeks after Full Term begins, unless otherwise agreed	£20
If the involvement of the Bursar is necessary to ensure collection	£30
Tutorial and Other Charges	
Failure to register with Tutorial Office as required (Overseas Students)	£15
Change of date for vacating room after notice has been given	£15

Garage and Parking Charges (per quarter)	
Garage	£127
Parking Space	£47
Space in special cycle store	£16
Students are reminded that they must have a College and University permit, which is only granted in exceptional circumstances.	

Public Room Hire		
(Junior members of the College may book College rooms for free for College Societies or academic use)		
	Private Junior Member charge	University Society (booked by member of College present at event)
Diamond	£22	£45
Chadwick	£15	£30
Tower	£15	£30
Borradaile	£15	£30
Walters Room	£15	£30
Music Practice	£13	£25
Others	£13	£25
NB: The commercial rate for these rooms is £50-£150. The above charges barely cover cleaning costs. Any extra cleaning required will be charged separately.		

NB: All charges are subject to review during the academic year and may be changed without notice.

6.6 KITCHEN FIXED CHARGE (KFC)

All graduates living in College-provided accommodation (including hostels) pay a termly Kitchen Fixed Charge, and are charged a set amount for meals each Term (the Minimum Meals Charge). The KFC and Minimum Meals Charge are due to be paid with other fees and rent at the beginning of each quarter.

6.7 MINIMUM MEALS CHARGE (MMC)

Graduates living in College-provided accommodation are charged a minimum meal charge (MMC) per calendar quarter for meals. The MMC of £49 (2011-12) is charged on the Michaelmas Bill.

The Lent and Easter bills will show the cost of meals taken in the previous term. If the minimum is not spent during the quarter, the shortfall will be charged as 'meal charge not used'. The MMC charged in the student's first term is effectively held as a deposit towards future terms' meals and is refunded when the student leaves, less any shortfall in the final quarter. For example:

For example:					
<u>A student eating above the MMC</u>			<u>A student eating below the MMC</u>		
1st year					
Michaelmas	Meal Deposit	£49.00	Michaelmas	Meal Deposit	£49.00
Lent	Meals Taken	£125.60	Lent	Meals Taken	£35.00
Easter	Meals Taken	£136.75		Meal Charge not used	£14.00
Long Vac	Meals Taken	£127.54	Easter	Meals Taken	£22.91
				Meal Charge not used	£26.09
			Long Vac	Meals Taken	£30.00
				Meal Charge not used	£19.00

2nd year		
Michaelmas	Meal Deposit	£1.50 (increase in MMC)
Lent	Meals Taken	£123.45
Easter	Meals Taken	£145.67
Long Vac	Meals Taken	£156.89
3rd Year		
Michaelmas	Meal Deposit	£1.50 (increase in MMC)
Lent	Meals Taken	£123.56
Easter	Meals Taken	£156.87
Easter 2	Meals Taken	£123.63
Final Bill	Refund of current MMC less any meals taken since Easter 2.	

Graduates living in College-provided accommodation are charged a set amount for meals at the start of each Term. The cost of meals taken each Term in excess of the MMC will be charged on the next College bill. If the meals taken during the term are less than the MMC no refund of the MMC already billed will be made.

The KFC and Minimum Meals Charge are due to be paid with other fees and rent at the beginning of each Term. If the College cannot provide accommodation, a reduced KFC is payable. The figures are set out in the Annual Fees & Charges sheet at 6.5.

6.8 FINES

The College and its members endeavour to behave in a responsible way, whether in the College community, towards staff, or any others with whom we may interact.

When behaviour falls below an acceptable standard, the Dean is empowered by the College Council to impose fines of up to £150, as well as to recover the costs of any damage or cleaning. Minor misdemeanours usually result in a fine of £10–£25 and/or suspension of certain privileges, such as access to the College Bar. Alternatively, the Dean may impose periods of community service, e.g. work in the Library or Gardens. Aggravated offences however, are dealt with more severely, and in no circumstances will a plea that drunkenness reduced an individual's judgement be entertained as a mitigating factor.

Letting off fire extinguishers or damaging appliances or equipment constitutes a particularly serious breach of health and safety regulations. It is now also a criminal offence. Appendix 10 sets out in more detail the College's policy in this area.

The operation of more than 450 rooms in College requires considerable organizational planning. Late or unscheduled changes to accommodation arrangements can cause substantial inconvenience to fellow students, the Housekeeping staff and increase costs. As a result, fines are imposed for failing to follow the clearly set-out procedures for occupying and vacating rooms. The level of fines is set out on the Fees & Charges sheet (6.5).

NB: If unpacked possessions are left in a room meant to be vacated, the student may be called back to remove them; alternatively, a fine of up to £45 may be imposed.

6.9 LATE PAYMENT CHARGES

Prompt payment of bills is one way in which student charges can be kept down. Late payment charges are levied on any bill not settled by three weeks after the start of Full Term, increasing substantially if not paid by four weeks after the start of Full Term. The College also reserves the right to send out of residence any student who fails to pay his/her account, and will not allow any student who has not paid the previous term's account to return into residence without special permission. Finally, the College will not present for a degree, nor grant any reference or testimonial to, any student who is in debt to the College.

NB: Any students who find difficulty in paying their bills on time as a result of genuine financial difficulties should immediately see the Bursar, who may waive late payment charges in cases of *bona fide* hardship. The Bursar can also often help in persuading Trusts or Income Tax authorities to release overdue grants or money owed.

6.10 LEAVING CAMBRIDGE EARLY: YOUR FEES

If a student goes out of residence without having given notice to the Bursar, in writing, prior to the division (i.e. halfway point) of the previous term, the College shall be entitled to keep any fees and charges paid, or claim any fees and charges payable, by that student, in respect of that term.

No fees and charges shall be payable if:

- i) the College has sent the student down (expelled), or
- ii) the student is prevented from returning due to illness, or
- iii) the student gave the Bursar notice of his/her intention in writing not to return by the division of the preceding term.

If a student leaves College for *bona fide* medical reasons during the course of the term, application is made to the University for the return of fees. If the University application is accepted, the College will also return the College Fee. If the student goes down before the division of the term, the College will

return half of the room rent and KFC. If the student goes down after the division of term, the College will retain the room rent and KFC for that term.

6.11 LEAVING CAMBRIDGE AT THE END OF YOUR COURSE

If you have been living in College accommodation please be sure to notify the Tutorial Office and the Head Housekeeper when you have finished your course. The Bursary should be notified, at least three working days before you go, so that your final bill can be prepared. This will include the refund of any meal charge not used and your key deposit.

7. TAKING YOUR DEGREE

7.1 CONGREGATION

Once you have been approved for your degree by the relevant Degree Committee and by the Board of Graduate Studies, it then remains for you to take the degree. Graduate degrees are conferred at seven ceremonies (Congregations) during the course of the year, although Selwyn does not present candidates at all Congregations. They are held in the Senate House on a Saturday, usually around the middle of October, November, January (*in absentia* only), February, April (*in absentia* only), May and July (the Congregations in March and June are restricted to those taking the MA and BA degrees, respectively). The exact dates will be sent to you once you have been approved for your degree.

You may take your degree either in person or in absence. There is no time limit within which you need to take your degree, and no fee is payable. If you take your degree in absence, the certificate will be posted to you a few days after the relevant Congregation.

In order to take your degree, either in person or in absence, you need to contact the College Praelector (Dr David Chivers) at least two weeks before the date of the Congregation at which you wish to receive the degree.

If you take your degree in person, you will be invited to lunch in Selwyn beforehand as a guest of the College. In addition, you are most welcome to bring up to four guests for lunch at your own expense, and you can also request up to three tickets for guests to attend the Congregation and watch you receive your degree.

7.2 THE UNIVERSITY CAREERS SERVICE

The Careers Service exists to help all students with their decisions about their future, and to find the right places once those decisions have been taken. In recent years the Service has greatly expanded its availability to postgraduate students, which is available to current students free of charge. Their offices are in Stuart House, Mill Lane, and they can be contacted by telephone: (3)38288 (general enquiries), (3)38283 (student enquiries), or email. See: www.careers.cam.ac.uk.

7.3 CAREERS ADVICE FROM ALUMNI

The Development & Alumni Relations Office can often assist in providing introductions to alumni involved in fields or professions in which you are interested. Please contact the Development Office, (Tel: 01223 (7)67485) for further information, or look on-line at:

<http://www.sel.cam.ac.uk/alumni/careernetwork/careers.html>

7.4 AFTER YOU HAVE LEFT

It is one of the most valued features of Cambridge colleges that they work on the principle of 'once a member, always a member'. Selwyn provides the basis for lifelong friendships and associations, and many former students (alumni) continue to feel strong attachment to the College.

Benefits of being a Selwyn Alumnus

All those who are Selwyn MAs are entitled to take dinner free of charge at High Table up to three times a year. Alumni are warmly encouraged to take up these dining rights during term time, on Tuesday, Thursday or Sunday evenings. For further information see the College website:

<http://www.sel.cam.ac.uk/alumni/AlumniInformation/>

Selwyn College now has an established programme of events including year group reunions and regional events, Donors' Garden Party and themed High Table dinners. There is also a network of Year Group Representatives for which we are always seeking additional volunteers. These events complement those run by the Selwyn Association, which all alumni automatically become members of on graduation. The Association organizes lunches in Oxford and the Annual Dinner in September which coincides with the University's Alumni Weekend. Alumni and their partners are very welcome at all these events. For more information about the Association and its activities, please contact the Honorary Secretary, Dr Mike Young Tel: 01223 (3)34035, email: jmy1@cam.ac.uk, or the Development & Alumni Relations Office, Tel: 01223 (7)67845, email: alumni-office@sel.cam.ac.uk.

Commemoration of Benefactors is a traditional part of the Selwyn Calendar and you will be invited to join the Master and Fellows for this celebration of past and present benefactors when it is your year to be invited. For further information please contact the Development & Alumni Relations Office.

Finally do not forget to apply for your life-long email address at www.foundation.cam.ac.uk, then let us know so we can add it to your record.

The Development & Alumni Relations Office

The Development & Alumni Relations Office assists with the production of the annual *Selwyn College Calendar*, which is the official Selwyn record and includes news of the College and alumni. There is also an annual newsletter, *Selwyn*, which will keep you up-to-date with College activities and feeling part of the Selwyn community, and the Annual Report. You will receive these publications along with invitations to events on a regular basis. The Office is always happy to hear from you, including news of your career, honours, family news etc., and especially any change of address so that you can be kept in touch. The latter can be done on-line:

<http://alumni.sel.cam.ac.uk/>

They can also offer a forwarding service to put you in touch with contemporaries with whom you may have lost contact.

The work done by the Alumni Office provides a good foundation for the Development Office and their fund-raising. Much of the work overlaps, and the team comprises the Development Director, the Development Officer, the Alumni Officer and a part-time Database Administrator. The alumni and development team work closely together on all aspects of development and alumni relations. See Appendix 11 for more information on the College's development campaign.

APPENDIX 1: SELWYN COLLEGE FELLOWS, BYE FELLOWS AND DIRECTORS OF STUDIES

Archaeology & Anthropology

Professor John Ray, *Professor of Egyptology*
Dr David Chivers, *Reader in Primate Biology and Conservation**
Dr Uradyn Bulag, *Reader in Social Anthropology**
Dr Siân Thomas, *Centenary Research Fellow in Egyptology*

**Director of Studies*

Asian & Middle Eastern Studies

Professor Richard Bowring, *Professor of Japanese Studies*
Mrs Haruko Laurie, *Senior Language Teaching Officer in Japanese**

Chemical Engineering

Dr John Dennis, *Reader in Chemical Reaction Engineering**

Classics

Dr Rupert Thompson, *University Lecturer in Classical Philology**

Computer Science

Dr Richard Watts, *Bye-Fellow in Computer Science**

Economics

Mr Kenneth Coutts, *Assistant Director of Research in Economics*
Dr Christos Genakos, *College Lecturer in Economics**
Mr Georgios Kolios, *College Lecturer in Economics*

Engineering

Mr James Matheson, *Head, Computer Systems Group, Department of Engineering**
Professor Stewart Cant, *Professor of Computational Engineering **
Dr Daping Chu, *University Affiliated Lecturer in Engineering**
Dr James Moultrie, *University Senior Lecturer in Engineering Design*
Dr Marina Antoniou, *Donal Morphy Research Fellow in Electrical Engineering*

English

Dr Philip Connell, *University Senior Lecturer in English*
Dr Sarah Meer, *University Senior Lecturer in American Literature**
Dr Vidyan Ravinthiran, *Keasbey Research Fellow in American Studies*
Dr Sarah Dewar-Watson, *College Lecturer in English**

History

Professor John Morrill, *Professor of British and Irish History*
Dr Mike Sewell, *Tutor in History, Board of Continuing Education**
Dr David Smith, *College Lecturer in History**
Dr Hugo Service, *British Academy Postdoctoral Fellow in History**
Dr Christopher Briggs, *University Lecturer in Economic and Social History*

Land Economy

Dr Catherine MacKenzie, *University Lecturer in Land Economy**

Law

Professor John Spencer, *Professor of Criminal Law*
Dr Janet O'Sullivan, *University Senior Lecturer in Law**
Mr James McComish, *Slaughter & May Teaching Fellow in Law*

Mathematics

Dr Robert Harding, *formerly Director, Interactive Technologies in Assessment & Learning, UCLES*
Dr Jack Button, *College Lecturer in Pure Mathematics**
Dr Nikos Nikiforakis, *University Affiliated Lecturer in Physics**

Medical Sciences

Dr Robert Whitaker, *formerly Assistant to the Clinical Anatomist*
Dr Michael Taussig, *Head, Technical Research Group, The Babraham Institute, Cambridge*
Dr John Benson, *Consultant Surgeon, Addenbrooke's Hospital**
Dr Roddy O'Donnell, *Bye-Fellow in Medical Sciences**
Dr Paul Upton, *Bye-Fellow in Medical Sciences*

Modern & Medieval Languages

Dr Michael Tilby, *College Lecturer in French**
Professor David Holton, *Professor of Modern Greek*
Dr Charlotte Woodford, *College Lecturer in German*
Dr David Willis, *University Senior Lecturer in Historical Linguistics*
Dr Angeles Carreres, *Bye-Fellow and Senior Language Teaching Officer in Spanish*
Dr Andrew Jones, *University Senior Lecturer in Music**
Ms Sarah MacDonald, *Director of Music*

Natural Sciences

Professor Jeremy Sanders, *Professor of Inorganic Chemistry*
Dr Robin Hesketh, *University Senior Lecturer in Biochemistry*
Dr James Keeler, *University Senior Lecturer in Chemistry*
Professor Sir Colin Humphreys, *Director of Research, Department of Materials Science & Metallurgy*
Professor Bill Clegg, *Professor in Ceramics**
Dr Nicholas Butterfield, *Reader in Earth Sciences**
Dr Michael Taussig, *Head, Technical Research Group, The Babraham Institute, Cambridge*
Dr Mike Aitken, *University Lecturer in Experimental Psychology**
Dr Daniel Beauregard, *Research Associate, Department of Chemical Engineering**
Dr Keith Grainge, *AMI telescope Project Manager, Cavendish Laboratory**
Dr Amer Rana, *British Heart Foundation Lecturer in Vascular Biology, Department of Medicine*
Dr Stewart Sage, *Reader in Cell Physiology**
Dr Paul Elliott, *Bye-Fellow in Zoology*
Dr Fabian Grabenhorst, *Trevelyan Research Fellow in Neuroscience*
Dr Rosie Bolton, *Research Associate, Astrophysics Group, Cavendish Laboratory*
Dr Roselle Graham, *Bye-Fellow in Mathematical Biology*

Politics, Psychology, Sociology and International Studies

Dr Patrick Baert, *Reader in Social Theory**
Dr Uradyn Bulag, *Reader in Social Anthropology**

Theology

Professor David Ford, *Regius Professor of Divinity*
Dr Andrew Chester, *Reader in Early Jewish and Christian Thought**
Reverend Canon Hugh Shilson-Thomas, *Chaplain and Dean of Chapel*

Veterinary Medicine

Dr David Chivers, *Reader in Primate Biology and Conservation**
Mr Stuart Eves, *Bye-Fellow in Veterinary Medicine*

In common with other Cambridge colleges, the Director of Studies in certain of the smaller subjects at Selwyn is a member of the relevant University Department or a Fellow of another college. Current external Directors of Studies are:

Subject	Name	Email
Anglo-Saxon	Dr E Rowe, Dept of ASNAC (<i>MT and LT</i>) Dr F L Edmonds, Clare College (<i>ET only</i>)	ea315@cam.ac.uk fle20@cam.ac.uk
Architecture	Dr Felipe Hernández, Dept of Architecture	fh285@cam.ac.uk
Education	Dr D A Whitley, Faculty of Education (<i>tbc</i>)	daw36@cam.ac.uk
Geography	Dr I S Black, Department of Geography	isb26@cam.ac.uk
History of Art	Dr A Gannon, Department of History of Art	ag335@cam.ac.uk
Linguistics	(<i>tbc</i>)	
Management Studies	Dr V Mak, Judge Business School (<i>MT and LT</i>) Dr C Velu, Judge Business School (<i>ET only</i>)	wsvm1@cam.ac.uk cv236@cam.ac.uk
Philosophy	Dr S Connell, Newnham College	sme1000@cam.ac.uk
Veterinary Science	Prof. M E Herrtage, Dept of Veterinary Medicine (Clinical Adviser)	mh10001@cam.ac.uk

APPENDIX 2: LIST OF LOCAL GPs

<p>Drs Stewart, Owens, Watson*, Dourish, Lea-Cox*, Huguet*, D'Souza* Trumpington Street Medical Practice, 56 Trumpington Street, Cambridge</p> <p>Tel: 01223 361611 www.trumpingtonstreetmedicalpractice.co.uk</p>	<p>Drs Brimblecombe*, Cornish*, Barnard*, O'Reilly, Linehan, Townsend* Newnham Walk Surgery, Wordsworth Grove, Newnham</p> <p>Tel: 01223 366811 www.newnhamwalksurgery.nhs.uk</p>
<p>Drs Warren, Dawson, Spooner*, Ah-see*, Goodhart*, Donovan, Waters*, Cox*, Griffin Lensfield Medical Practice, 48 Lensfield Road, Cambridge</p> <p>Tel: 01223 352779 www.lensfieldpractice.org</p>	<p>Drs Bakker*, Holmes*, Devine* O'Sullivan*, Khan, Morris*, Taylor Bridge Street Medical Centre, 2 All Saints Passage (off Bridge Street), Cambridge</p> <p>Tel: 0844 477 3939 www.bridgestreetsurgery.com</p>

** Indicates a female doctor*

APPENDIX 3: INTERNATIONAL STUDENT REGISTRATION

Students from certain nations are required to register with the police **within 7 days of their arrival in the UK**. If this applies to you, it will have been stamped in your passport on arrival in the UK. **Failure to register within 7 days or to report any changes of address or immigration status can result in a fine of up to £5,000 and/or 6 months in prison.** You can call Parkside Police Station on 01223 358966 and ask for the Overseas Visitors Registration Department. The Police Station is just to the south east of the city centre on Parker's Piece. It is open Monday to Friday (excluding Bank Holidays), 10.00 am – 1.00 pm, and 2.00 pm – 4.00 pm. You are advised to go as early in the day as possible.

For further information see: www.gradunion.cam.ac.uk/info/international.html#intro

In order to register, you will need to take:

- Your Passport and travel documents
- Any letter from the Home Office (if you have received one)
- A letter from your College confirming your address
- 2 passport photographs (taken recently and at the same time; without sunglasses or any head covering, unless this is a normal feature of your appearance)
- £34 registration fee (either cash or cheque made out to the Cambridgeshire Police Authority)

If you are accompanied by a spouse or other dependants, check the stamp in their passport; all those required to register must go in person.

Currently, citizens of the following countries are required to register:

- AFGHANISTAN, ALGERIA, ARGENTINA, ARMENIA, AZERBAIJAN
- BAHRAIN, BELARUS, BOLIVIA, BRAZIL
- CHINA, COLOMBIA, CUBA
- EGYPT
- GEORGIA
- IRAN, IRAQ, ISRAEL
- JORDAN
- KAZAKHSTAN, KUWAIT, KYRGYZSTAN
- LEBANON, LIBYA
- MOLDOVA, MOROCCO
- NORTH KOREA
- OMAN
- PALESTINE, PERU
- QATAR
- RUSSIA
- SAUDI ARABIA, SUDAN, SYRIA
- TAJIKISTAN, TUNISIA, TURKEY, TURKMENISTAN
- UNITED ARAB EMIRATES, UKRAINE, UZBEKISTAN
- YEMEN

Stateless persons are also subject of the Police Registration Scheme.

APPENDIX 4: FORMAL HALL

Dining together in Hall is an important way in which a sense of community is established. We would like everybody in College to be able to enjoy this aspect of our communal life. To this end, the following set of guidelines and rules have been agreed.

What Formal Hall is:

- an occasion when members of College can dine together, in formal yet relaxed surroundings;
- an occasion on which members of College can invite guests, both from other Colleges and outside Cambridge, to whom they wish to extend hospitality.

What the College undertakes to provide:

- a carefully prepared meal at an affordable price;
- courteous and polite service;
- a congenial and pleasant atmosphere;
- an agreed system for making block bookings.

What Junior Members undertake to do:

- to behave reasonably throughout the meal, and not to detract from others' enjoyment of the meal by intrusive or anti-social behaviour;
- at all times to behave courteously to the serving staff;
- not to abuse or defeat deliberately any agreed system for controlling block bookings;
- to take responsibility for, and to ensure the good behaviour of, any guests brought to dinner.

Scheme for Block Bookings

It is recognized that some system is needed in order to ensure that a large number of tickets for Formal Hall is not purchased by any one member of College. The purpose of setting a restriction on the number of tickets that can be purchased by any one person is twofold: firstly, to ensure that everybody who wishes to has the opportunity to purchase a ticket; secondly, to prevent the dinner being dominated by a large group of guests from outside College. The number of tickets that can be purchased by any one person is limited to three per dinner. Any scheme for controlling the sale of tickets can be defeated and abused; the proposed scheme relies on members of the College agreeing not to defeat the system. In the same spirit of co-operation, the Dean and Steward expect to be liberal in granting exceptions to this rule when reasonable requests are made. It is also proposed to continue the existing practice of making no table reservations in the Hall.

Guidelines for behaviour in Formal Hall

- Those dining are expected to behave in a considerate and well-mannered fashion, to be courteous to the staff at all times and not to indulge in raucous or otherwise anti-social behaviour, which may affect others.
- Gowns should be worn at all times and dress should be formal in keeping with the occasion. Men should wear ties and jackets, although jackets may be removed if the Hall is too hot.
- During the meal, there is to be no shouting, singing or speech-making, toasting or any drinking games. Challenges which encourage the excessive or accelerated consumption of alcohol are not permitted. Unless needs must, those dining should remain seated at all times to avoid accidents involving those who are serving. Mobile phones should be switched off and photographs are not allowed.
- When High Table rises, a short concluding grace is said (response 'Laus Deo') and the Fellows and their guests leave. This is normally about 8.30 pm.
- Once High Table has left, photographs may be taken. On special occasions, such as a 21st birthday, permission may be sought, via the Butler, prior to the Fellows' departure from the Presiding Fellow for a toast to be made or song of congratulation to be sung. Note that the Presiding Fellow will not normally give permission for more than one such toast or song per evening. None of these activities must interfere with the clearing of Hall.
- Diners will normally be expected to leave the Hall by 8.45 pm.
- Members of College are responsible for the behaviour of their guests.

The Butler and his staff have authority to ensure that these rules are obeyed, and they are authorized to require anyone breaking them to leave the Hall. Any person so required to leave will be asked for his or her name (or the name of the host) and may be reported to the Dean.

APPENDIX 5: SELWYN COLLEGE NETWORK – ACCEPTABLE USE POLICY

The College network is made available for the use of students, fellows, staff, and visitors for communication with others in Selwyn College, in the University of Cambridge, and on the internet generally, subject to the following conditions of use.

1. Since the College is connected to the Cambridge University Data Network (CUDN), and thence to the Joint Academic Network (JANET), any user must conform to the Acceptable Use Policies of both the University and JANET. See <http://www.admin.cam.ac.uk/committee/issr/rules/issr.html>, <http://www.admin.cam.ac.uk/committee/issr/rules/guidelines.html> for University policies, and <http://www.ja.net/documents/publications/policy/aup.pdf> for those of JANET.
2. Users agree to pay any fees that may be levied, including fees for excessive use.
3. The network is to be used primarily for professional purposes, including academic and personal use. Recreational use is permitted, but only on the understanding that authorized professional and academic use must have priority at all times.
4. All commercial activity is prohibited unless specifically authorised by the IT Manager in writing. This includes the distribution of marketing material.
5. There must be no interference with the work of another user or any activity which would jeopardize the integrity of data networks, computing equipment, systems programs, or other stored information, by any deliberate, careless, or unlawful act. This means in particular that each user must follow instructions for registering a computer, and must not attempt to use any other IP address than that which is allocated by the College. Also, a user is required to put in place, and keep up to date, appropriate security software including a personal firewall, an anti-virus program, and an anti-spyware program. Other programs, including the operating system, must also be kept up to date.
6. Excessive use of the network is not permitted. The College has to pay for external use and each user has a limited allocation. If this is exceeded additional charges will be levied. Music, radio, video and file sharing software generally generate such charges and users are advised to avoid or minimise their use. There is no intention to restrict or obstruct users' work, but they are asked to be mindful of traffic costs and to use bandwidth carefully.
7. Unlawful activities are not permitted, including, but not limited to:
 - a. Any infringement of copyright. This means that downloads of video or sound are only permitted if the user has been granted, by payment of a fee or otherwise, permission to make a copy. The onward transmission to others of copyright material is also prohibited unless the copyright holder has granted permission for this.
 - b. Distribution of offensive material and material intended to, or likely to harass, distress or defame.

Breach of Conditions

The College Council has implemented the following procedures:

- i) The University Computing Service alerts the College to high traffic or other apparent abuse. The individual concerned is warned or, dependent on condition, immediately disconnected from the network.
- ii) An initial interview with the IT Manager will determine whether the traffic has been legitimately generated. In any event, recovery of the costs incurred by the College will be sought from the individual, plus an administration charge of 25%. Reconnection will not normally take place until settlement of these charges.
- iii) If, in the opinion of the IT Manager, there is evidence of network abuse, deliberate or negligent generation of excessive traffic, copyright infringement or other illegality, reconnection will be delayed (even if charges have been settled) while the case is referred to the Senior Tutor and/or the Dean. Cost recovery will be sought in all cases, along with an administration charge of 25%. Further disciplinary action will be at the discretion of the Senior Tutor and/or Dean, under the College's normal disciplinary process.

APPENDIX 6: USE OF THE GARDENS

We hope you will agree that the Head Gardener and his team have done an excellent job in maintaining the gardens. We would be grateful for your support in helping them to maintain standards through sensible use of the College facilities. Please take particular care not to damage anything newly planted.

General Use of all Gardens

- a) Please do not play ball games or other games that involve throwing objects around the gardens, as this may cause damage even if the projectile is light. The *Student Guide* is explicit on this matter and the prohibition includes Cripps Lawn, Ann's Court lawns and the hostels. Please use the Sportsground on Barton Road for any team or organised games or training.
- b) If you take any food or drink into the gardens **please ensure that any debris is taken away when you leave**. Please do not take crockery/glasses etc from the cafeteria into the gardens.
- c) Fires, including barbecues, are **not permitted** in any College garden. This includes hostel gardens.
- d) **Examinations continue until the end of the Easter Term** and people may be trying to work until and beyond that date. Please keep noise down to a minimum; electronically amplified music is not permitted.
- e) Members of the College are requested to refrain from walking on the lawns when the grass is wet or covered in frost or snow. Please also avoid taking short cuts across borders and flowerbeds as apparently uncultivated areas may contain bulbs.

Garden Parties

The gardens may be booked for parties through the Catering & Conference Office; Junior Members are, in addition, required to consult with the Dean at least two weeks beforehand. Organisers are reminded of the recommendations regarding Alcohol Misuse (*Undergraduate Student Guide* 7.7) and of the rules governing the Quiet Periods (*Undergraduate Student Guide* 6.1.1 and *Graduate Student Guide* 4.12.3). **You should contact the Catering & Conference Office at least 7 days before your party if you require tables and other equipment. It will be necessary to leave a deposit cheque when hiring any equipment.**

The following guidelines have been developed over the years to help things run smoothly.

- a) The gardens are available primarily for members of College and College Societies.
- b) Parties in the main garden should fit into one of the following time slots: 12 noon to 3.00 pm, 3.00 pm to 6.00 pm, 6.00 pm to 9.00 pm. No party should exceed 2 hours' duration, and no party should coincide with Chapel services. The number of guests should not exceed 100.
- c) Organisers of parties should consult with the Head Porter over detailed arrangements at least a day before the party.
- d) **It is essential that party organisers take responsibility for clearing up at the end of their party**, especially corks and any glass.
- e) Organisers are responsible for all of their guests at the party; once it is over they remain responsible for out-of-College guests until they have left the premises.

These guidelines are not intended to prevent people from enjoying themselves. The idea is that if everyone applies them sensibly it will maximise the enjoyment of the whole College community.

Dr Daniel Beauregard, Chair, Gardens Committee
Dr Jack Button, Dean

Michaelmas Term 2011

APPENDIX 7: ALCOHOL MISUSE – CODE OF CONDUCT

Selwyn College is determined to deal with alcohol misuse, an increasingly widespread problem. Excessive consumption can lead to offensive behaviour and has led, directly or indirectly, to several recent deaths in Cambridge. Although we recognize that alcohol consumption is a pleasurable activity in moderation, and is important socially, the well-being of the College requires limits, and a certain level of responsibility.

There is no wish to restrict individual freedoms, but the following Guidelines for behaviour at social gatherings, which are encompassed within the Licensing Act 2003 and its mandatory conditions, are suggested, to help avoid problems:

Organizers

1. Think carefully about the types and quantities of drinks to be served.
2. Ensure that non-alcoholic drinks are freely available.
3. Ensure that drinks are served in appropriately sized glasses and strengths.
4. Ensure that the identity and strength of drinks are clearly shown.
5. Do not refill drinks too rapidly – let the guests decide when they want more.
6. Consider providing, or arrange for, food to go with drinks.
7. Discourage individuals who are drinking excessively and upsetting others; seek help when necessary.

Guests

1. Try not to drink on an empty stomach.
2. Consume sensible quantities of drink and do not risk getting into a state that could lead to offensive behaviour.
3. Do not incite others to consume more than they would wish; in particular, do not participate in 'games' with this consequence.
4. Assist the organizers in dealing with those who have drunk too much and are upsetting others, especially when this develops away from the party.

Those who disturb others, at a party or elsewhere in the College, as a consequence of their anti-social behaviour will be disciplined. Fines may relate to cleaning up anti-social mess.

APPENDIX 8: CAMBRIDGE JARGON

A-level	Exams at the end of school in England.
Bedder	Former term for cleaner in College (Short for bedmaker. They do not make beds). Selwyn has replaced the term by 'Housekeeping Assistant'.
Boatie	Someone who's insane enough to row.
Congregation	Ceremonial occasions on which Senior Members of the University gather to conduct official business, including conferring degrees.
Court	The area with the big bit of grass you're not allowed to walk on.
CPGS	Certificate of Post-Graduate Studies. This is what some PhD students are initially registered for. What is required to pass this varies from department to department and even group to group.
Bursar	The College's senior financial and administrative officer.
Buttery	Cafeteria.
Division	The day that marks the mid-point of Full Term, at the end of the 4th week.
DoS	Director of Studies. Fellow in charge of the academic welfare of (mainly) undergraduates. Assigned by subject, a few are based in other colleges.
Easter Term	Term after Easter and before the undergraduates big, long holiday
Exeat	An undergraduate thing. Permission to spend a night away from Cambridge.
Fellow	An academic of the College.
Formal hall	Formal dinner on Tuesdays and Thursdays.
Fresher	First-year undergraduate student.
Full Term	Shorter than Term, 8 weeks long. All undergraduates must stay in residence during this time.
Gown	Black cape, to be worn on formal occasions (formal hall, chapel, matriculation).
Graduands	Students being presented to receive their degree, having successfully passed their exams.
Gyp room	A very small kitchen, only really suitable for preparing snacks, not feasts.
Hall	Dining Hall.
Hostels	College-owned accommodation not on the main site.
Intermit	Suspend studies for an agreed period.
JCR	Junior Combination Room. Undergraduates are members of this.
Junior members	Undergraduates and postgraduates.
Keeping Term	Satisfying the residence requirements of the University.
KFC	Not Kentucky fried chicken – Kitchen Fixed Charge. A lump sum that covers part of the costs of the fixed costs of the College having catering facilities.
Lawns	Don't walk on these patches of well kept grass.
Leave	Often used in Cambridge to mean permission, as in leave to continue to PhD/to intermit etc.
Lent Term	Term between Christmas and Easter, surprisingly!!
Master	The Head of the College. His name is Professor Richard Bowring.
Matriculation	Ceremony of entry to the College and the University. Having promised to obey the College and University rules, students become members of the College.
May ball	Post exam celebration – in June!
MCR	Middle Combination Room. Graduates are members of this.
Michaelmas Term	Term before Christmas.
MMC	Minimum Meal Charge. Just make sure you eat food to this amount £44 per term for grads living in).
Oxbridge	Oxford/Cambridge.
PGCE	Post-Graduate Certificate of Education – teacher training course.
P'hole	Pigeon hole. Where your mail is left for you (in the Porters' Lodge).

P'lodge	Porters' lodge. Where the Porters are to be found.
Porter	College employee who doesn't carry bags. Responsible for signing in and out, mail, spare keys and security. Can be found in the Porters' Lodge (P'Lodge).
Postgrad	Graduate student.
Praelector	College officer responsible for matriculation (qv) and graduation ceremonies.
Proctor	University Officer in charge of discipline and administration.
Public school	A private school.
Punt	Wooden skiff used to go along the Backs or up the river to Granchester.
Rediit	Return (in Latin).
Rediit book	Should be signed when you first come to Cambridge and then when you leave at the end of your degree.
Research degree	What it says really. The qualification at the end is normally either an MPhil or PhD.
Residence	Cambridge is a residential University, and students are required to spend a certain number of nights each Term in order to be eligible to take their degree (as well as pass exams!). Once you have come up, you are in residence.
SCR	Senior Combination Room. Fellows are members of this.
Senate House	Large white building opposite Great St Mary's Church. Graduation and some exams take place here.
Senior members	Fellows.
Snow ball	Ball at Selwyn held in December.
Squash	A student society initial meeting. Also a game but that's obvious!
Statutes & Ordinances	The University rule-book.
Supervisions	What would be called tutorials in any other university!!
Supervisor	The academic responsible for overseeing your research. Might be called a graduate advisor in other academic cultures.
Term	Longer than Full Term, is 10 weeks long. (See Michaelmas, Lent and Easter Term).
Tutor	Academic and welfare-type helpful Fellow.

APPENDIX 9: SOME USEFUL ADDRESSES AND TELEPHONE NUMBERS

Police 0345 456 4564
Parkside Station, (01223) 358966
Cambridge

Addenbrooke's NHS Trust Main Number (01223) 245151
Hills Road, Accident & Emergency (01223) 217118
Cambridge Clinic 1A - Genito-Medical (01223) 217774
(i.e. sexually transmitted diseases)

The Samaritans (01223) 364455
4 Emmanuel Road, Cambridge or 0845 790 9090

Linkline A Samaritan-type service staffed by students (01223) 367575 (BT)
(From 7.00 pm to 7.00 am, every night of Full Term) (01223) (7)44444 (network)
It is based at 21 Jesus Lane and has students on the premises.
For more information see: www.cam.ac.uk/CambUniv/linkline/

Taxis:
Panther Freephone in Porters' Lodge or (01223) 715715
Regency (01223) 312111
Camtax (01223) 242424

Cinemas:
Vue Cinemas 0871 224 0240
Grafton Centre, East Road, Cambridge

Cambridge Arts Picture House 0871 704 2050
38-39 St Andrew's Street, Cambridge

Cineworld 0871 200 2000
Cambridge Leisure Park
Clifton Way, Cambridge

Theatres:
ADC Theatre (01223) 300085
(The University playhouse)
8 Park Street, Cambridge

Cambridge Arts Theatre (01223) 503333
6 St Edward's Passage, Cambridge

The Cambridge Corn Exchange (01223) 357851
Wheeler Street, Cambridge

Cashpoints:

The nearest cash point to the College is the Shell UK petrol station in Newnham Road. ATMs for the major banks and building societies are located in town, mainly around the Market Place.

APPENDIX 10: REGULATIONS RELATING TO FIRE EQUIPMENT

The College views with concern any interference with fire safety equipment, which is provided and maintained for the safety of all members of the College. This includes letting off, or tampering with, fire extinguishers (except in the event of a fire), the jamming open of fire doors, the improper use or removal of keys to emergency exits, and interference with, or improper use of, fire escapes and fire exits. Tampering with fire safety equipment is now also a criminal offence.

Given the potentially serious, and possibly fatal, consequences of the wilful misuse of fire equipment, severe penalties will be imposed on those found responsible for such misuse or damage, **or for encouraging others in such misuse or damage**. These may include the withdrawal of the privilege of living in College, or College-owned accommodation. In addition, payment in full will be demanded for all damage caused. Under no circumstances will a plea that alcohol or other substance misuse reduced an individual's judgement be entertained as a mitigating factor.

Severe penalties will also be imposed on those who infringe the regulations regarding the use of candles in College accommodation, or who, by other acts or through articles stored in their room, increase the risk of accidental fire.

APPENDIX 11: SELWYN COLLEGE – PAST, PRESENT AND FUTURE

The Past

Selwyn College was founded in memory of George Augustus Selwyn, a remarkable bishop who personified both the reformed parochial churchmanship of the earlier Victorian age and the finest colonial missionary endeavour of a later time.

Selwyn, born in 1809, became a Scholar at St John's College, Cambridge in 1827. In 1833 he was ordained deacon and in 1841, at the age of 32, he was offered the Bishopric of New Zealand. The copious achievements of Selwyn's New Zealand episcopate were the fruits of athleticism (including skilled horsemanship), physical courage and endurance, soldierly self-discipline, and a grand order of pastoral flair and insight.

In 1868 he became the Bishop of Lichfield, where he died in 1878. A memorial committee was formed to set a fitting tribute to this remarkable man and to recommend:-

“That the foundation of a College at Cambridge, to be called the ‘SELWYN COLLEGE’, be submitted to the Church at large, as a worthy object by which to perpetuate the noble name and labours of the late Bishop of Lichfield; such College to include provision for the education of the sons of Clergymen and others, to fill posts of Missionary work whether at home or abroad.”

Selwyn College was founded by Royal Charter in 1882. It attained full collegiate status in the University in 1957. Over the last fifty years the profile of Selwyn has changed (particularly with the admission of women in 1976) to that of a typical college.

The Present

One of the abiding strengths of the Cambridge system is its colleges. Cambridge colleges provide a unique living and learning environment, which allows the development of fellowship and community spirit and stimulates intellectual interaction across disciplines. At Selwyn, men and women from all backgrounds live and study together within an environment which encourages academic achievement, provides pastoral care and nurtures lifelong friendships.

In the next few years, the West and North West Cambridge developments will form a truly new balance for the University as a whole and will place Selwyn at its geographic core. It will create a massive concentration of science and technology faculties, spread over 60 hectares, in partnership with some of the world's major technology companies. It will be the University's largest ever building development over the next 25 to 30 years and its aim is to provide modern research and teaching facilities for the 21st Century.

The Future

The College also has its own development plans and priority is being given to the provision of student accommodation. The first part of a new Court, Ann's Court, was completed in the summer of 2005 and comprises administrative offices for College staff as well as more than 44 en-suite student rooms. The cost of this building (£7.5m) was met largely through donations. The second part was completed in June 2009 and includes a new suite of rooms for the JCRS in addition to 40 more study bedrooms. The full development plan is an ambitious project, which consists of new courts incorporating a new library, auditorium and more than 100 additional study bedrooms. It is anticipated this will take many years to complete.

The College has also launched a ‘Fund for the Future’ with the aim of strengthening student support and teaching funds, as well as raising additional money towards the upkeep of the College buildings and grounds. The fund-raising campaign is led by the Development Director and the Master and involves appeals to alumni, companies and trusts and foundations both in the UK and overseas.

Should you have any questions about the activities of the Development & Alumni Relations Office, please contact the Development Director (email: development-director@sel.cam.ac.uk, or visit our website at www.sel.cam.ac.uk/alumni.

APPENDIX 12: DISCIPLINE AND RELATED MATTERS

The reason for having rules within the College is to ensure that its members enjoy good working conditions, and that they do not make each others' lives and work impossible, or abuse the facilities provided by the College. Undergraduates are also subject to University regulations; a summary of these regulations, which are enforced by the Proctors, can be found in University publications.

The Dean

The Dean, together with the Tutors, is responsible for all matters of discipline relating to junior members. He is empowered by the College Council to levy fines of up to £150 as well as recovering the costs of damage and cleaning. Minor misdemeanours usually result in a fine of £10–£25 and/or suspension of certain privileges, such as access to the College Bar. However, aggravated offences will be dealt with more severely and in no circumstances will a plea that drunkenness reduced an individual's judgement be entertained as a mitigating factor.

Disciplinary procedures

The Porters deal with minor offences, either by a warning or by reporting the offender to his or her Tutor or the Dean. You are expected to comply with all reasonable requests or instructions issued by a Porter (e.g. to turn down music volume). In the first instance, the Head Porter may investigate minor incidents, and you are expected to co-operate with her in such matters.

Complaints of a more serious nature are normally considered by a Board of Discipline (the constitution and powers of which are laid down in College Statute 24), which may fine, remove from College for a limited period, or expel. Complaints alleging behaviour of a criminal nature will, however, be referred directly to the police and will, therefore, not be subject to a Board of Discipline at any time. In such cases, the College nevertheless, reserves the right to take any measure it deems necessary to safeguard other members of the community.

Disciplinary appeals

Appeals against a decision of the Dean or a Tutor

Any junior member wishing to appeal against disciplinary sanctions imposed on him or her by the Dean or by one of the Tutors may do so by appealing directly to the Master (or, in the absence of the Master, the Vice-Master). The appeal may be against a finding of guilt or against the level of fine or other punishment imposed.

The Master will normally consult the Dean or the Tutor responsible for the disciplinary decision. He may seek guidance from the Tutor of the junior member concerned, if the Tutor was not the original disciplinary agent. He may also decide to consult the Senior Tutor and/or any other person he thinks fit. Having done so, he will decide whether there is a prima facie case for the appeal to proceed. In the event of it being decided that there is no prima facie case for the appeal to be heard by the Appeals Body, there will be no further right of appeal to any other authority. In the event of it being decided that there is a case for the appeal to be taken further, it will be heard by the Appeals Body, which will report its findings to the Master.

The procedure for determining the composition of the Appeals Body will follow that laid down in the College Statutes for the composition of the Board of Discipline. The junior member will have the right to be represented at the appeal by his/her Tutor or by another Fellow of his/her choice.

The Appeals Body will have the authority to find the appellant not guilty. It will also have the authority to increase, as well as to reduce, any fine or other form of punishment. If, having exhausted the College appeals mechanisms, a junior member is not content with that process, he or she may appeal to the Office of the Independent Adjudicator.

Appeals against a decision of the Board of Discipline

In accordance with Statute 24, a student who has been expelled by a decision of the Board of Discipline has the right to appeal within fourteen days to the College Council. The Council has the power to confirm, vary or reverse the decision of the Board of Discipline. The current statute does not provide for

appeals against lesser penalties imposed by a Board of Discipline. It is the intention of the College Council to review this in the course of the Michaelmas Term.

Appeals against a decision by the College Council to uphold a decision by the Board of Discipline

A student whose appeal to the College Council is unsuccessful retains the right of appeal to the Office of the Independent Adjudicator.

Harassment and bullying

Harassment and bullying can come in many forms. It can include persistent, undeserved criticism, arbitrary or inconsistent demands, shouting, swearing, ridicule or humiliation. Bullying undermines a person's self-confidence or self-esteem and makes the recipient feel threatened, humiliated or patronised. Its defining features are:

- (a) unwanted, offensive, intimidating or alarming behaviour
- (b) causing a person distress, or creating a working environment of which a reasonable person could justifiably complain.

It is important to note that harassment may amount to a criminal offence. Any form of harassment or bullying on any grounds, but particularly on grounds of colour, race, nationality, ethnic origin, disability, gender, gender reassignment, sexual orientation, religion or belief, is illegal.

Junior members

Any junior member of the College who believes him or herself to be a victim of sexual or other harassment should not hesitate to discuss the matter with his/her Tutor, or any other Tutor or Fellow, the College Nurse or the Chaplain, or the relevant officers of the JCRS or MCRS. Reports or complaints involving solely junior members will be passed on for consideration to a monitoring Group consisting of the Senior Tutor, a female Fellow, a male Fellow and another Tutor not involved with the junior member(s) concerned, the three members of the Group other than the Senior Tutor being chosen by the Head of House. The Head of House may also invite a person with suitable professional expertise from outside the College to be a member of the Group. The Group will investigate and discuss complaints. It is hoped that many problems will be resolved at this level. If not, then the Monitoring Group may refer the case to the Board of Discipline (see above). Confidentiality will be respected whenever possible, although it must be realized that this will become increasingly difficult the further a case proceeds.

Senior members

Reports or complaints concerning a Senior Member will be passed to an Ombudsperson.

There shall be two Ombudspersons, one male and one female, and they will be senior members of the University and will be appointed annually by the College Council; they shall be external to and independent of the College. Complaints of harassment by a Senior Member may be made by any senior or junior member of the College or the College Nurse to any Tutor, Director of Studies, Fellow of the College, the College Nurse or the Welfare or Women's Officer of the JCR or MCR, who may refer the matter to one of the Ombudspersons. The College Council shall give the Ombudspersons jurisdiction to investigate complaints made against senior members of the College; they will be given powers to conciliate and settle them wherever possible.

The method of investigation which the Ombudspersons will use will be left entirely to their discretion, but the subject of any complaint shall have the right to hear the substance of any allegation against them and to respond before the Ombudsperson takes any action. The Ombudspersons will act with the complete authority of the College Council behind them. In each and every case the Ombudspersons shall report the outcome of their enquiries to the Master or Vice-Master as they think fit. The Master or Vice-Master will then bring the matter before the College Council if they believe it is appropriate or necessary. The procedures for disciplinary action (in terms of suspension or removal) concerning Fellows are governed by Statute 13 and Statute 20.3. The Master will have responsibility for ensuring that all those involved in any complaint are fully aware of the outcome of these procedures.

Reports or complaints concerning harassment by non-Members of the College (e.g. external Directors of Studies or Supervisors) will be referred to the Monitoring Group, which will take appropriate action.

Reports or complaints concerning harassment by or of members of the College staff will be referred to the Bursar, as the appropriate Officer.

Student Complaints Procedure

A Student Complaints Procedure exists to cater for any student grievance not covered by the College's disciplinary procedures. Its terms of reference are as follows:

- i) There shall be a Student Complaint Committee comprising two Fellows from Classes A to C and one student of the College nominated by the JCR. The Fellows shall be drawn from a panel nominated annually by the College Council which shall comprise no fewer than ten Fellows in Classes A to C and excluding Tutors, the Bursar, the Dean of Chapel and Chaplain. When called upon to act, the Committee will also include a Fellow of another college drawn from the panel created for this purpose.
- ii) The Student Complaint Committee shall deal with matters which fall within the jurisdiction of the College, and for which there is no other procedure or remedy available. It shall not have jurisdiction in such academic matters as examinations, or in other matters where procedures are laid down by the College Council.
- iii) A student should first approach a Tutor or his or her Director of Studies with the complaint. That person shall try to resolve the complaint informally or through conciliation if this is appropriate. The Tutor or Director of Studies shall keep a written note of the complaint and of any action taken.
- iv) If other remedies have been exhausted within the College, a student may seek redress by making a complaint in writing to one of the College Moderators. The student should specify the remedy that is sought. The College Moderators are experienced senior members of the Fellowship appointed annually by the College Council.
- v) The Moderator shall investigate the complaint as quickly as possible and shall report in writing to the student within 14 days.
- vi) If, upon investigation, the complaint appears to the Moderator to be trivial or unjustified, the Moderator may dismiss it summarily or take no action upon it. If the complaint is not dismissed, the Moderator may take such actions as he or she deems appropriate which, having regard to the interests of justice and fairness, may include the option to seek to dispose of the matter informally. If that course is taken the Moderator should so inform the Master.
- vii) If the Moderator decides not to resolve the matter informally, he or she shall make such recommendations as he or she considers appropriate and shall report in writing to the Master with the finding and recommendations.
- viii) The Committee will arrange a hearing within 14 days of receipt of the appeal. If it is received in the last 14 days of Full Term or during a vacation, the hearing shall be held within the first 14 days of the next term. For these purposes the Long Vacation research period shall be counted as a term. The student and any person against whom the complaint lies shall have the right to be heard. It shall be within the power of the Committee to decide whether that hearing shall be oral or in writing. In an oral hearing, each person may be accompanied by one friend.
- ix) The student may appeal from the decision of the College Moderator to the Student Complaint Committee. A Tutor may help the student with this procedure. The Master will be responsible for convening the Committee but shall then play no further part in its deliberations. The student or Tutor should apply in writing to the Master within 14 days of receiving notice of the Moderator's decision.

- x) The Committee shall reach a decision as speedily as reasonably practicable.
- xi) The results of the appeal will be reported to the Master. If the appeal is upheld the Committee shall make proposals for its redress. If it is not upheld, the decision shall be communicated to the relevant parties. The Committee may make recommendations to the College Council through the Master. The College Council shall then make all reasonable attempts to implement the recommendations as quickly as possible.
- xii) The student shall have a right of appeal from the Committee to the Office of the Independent Adjudicator (formerly the Visitor) in accordance with Statute 2 of the College Statutes.

The Master shall make an annual report to the July meeting of the College Council (in unreserved business) about any complaints under (iv) that have been made during the year. When a student's complaint or appeal is upheld, the College Council shall reimburse the student for any reasonable and proportionate incidental expenses incurred in making the complaint or appeal.

Drugs

It is dangerous to take drugs except under medical direction. Under legislation dealing with dangerous drugs, the unauthorized possession of certain drugs is a criminal offence. In the interests of the College and its individual members, the College will not tolerate the possession or use of any such drug within the College. Any junior member who is in unauthorized possession, or makes unauthorized use of any such drugs, or who supplies any person with such a drug or knowingly assists him or her to obtain unauthorized possession of it, renders himself or herself liable to be sent down by the College.

Fire extinguishers

Letting off fire extinguishers or damaging safety appliances or equipment constitutes a particularly serious infraction of College rules. It is now also a criminal offence.

APPENDIX 13: ACCESS AND ACADEMIC LINKS

Admissions and Schools initiatives

Selwyn has a long-standing policy of trying to widen access. We welcome applications from able candidates regardless of any other consideration, and are constantly seeking to extend the range of schools and colleges that send us applicants. We are particularly keen to foster links with institutions that have not hitherto had a tradition of sending applicants to Cambridge in general, and Selwyn in particular.

In addition to our Open Days, we encourage sixth-formers to visit us at any time during the year, either individually or in groups. These group 'mini-bus' visits are increasingly popular. Our current students have an invaluable part to play in these efforts. They are in many ways our best ambassadors and are excellent at helping to dispel the stereotypes and mystique that continue to surround Cambridge.

Much of this outreach activity is led by our Schools Liaison Officer (SLO), Laura Carter. Her office is on the 1st Floor of the College Offices, Ann's Court, and she can be contacted by email at lc449@cam.ac.uk.

In addition to welcoming visitors to Selwyn, our students have for many years now been actively involved in Cambridge University's Target Schools Scheme, in which undergraduates visit state schools in their home area to talk to prospective applicants. Selwyn is also working closely with the local education authorities in Leeds, South Yorkshire and parts of Berkshire to develop a major access initiative that will involve both events in the area and a programme of visits to Selwyn. Student volunteers to help with these initiatives, at Selwyn and/or in schools, are always most welcome. There is a JCR Access Officer who works very closely with the SLO and the Admissions Tutors in co-ordinating these activities. If you would like to get involved, please get in touch with either the JCR Access Officer, one of the Admissions Tutors (Dr James Keeler and Dr Mike Sewell: admissions@sel.cam.ac.uk), or with the SLO.

Academic Exchange

The College has recently set up an exchange programme with Brown University, Providence, Rhode Island. It provides for a student from Brown to come to Selwyn to work for a one-year MPhil, and for a recent graduate of Selwyn to go to Brown to study for a one-year Master's. Thanks to the generosity of an American alumnus, those selected receive fully-funded scholarships that are designed to cover fees, maintenance and return travel. Applications will be invited in the course of the Michaelmas Term.

The University also has an alliance with the Massachusetts Institute of Technology which includes the opportunity for some one-year student exchanges, mainly by engineers. Details about these opportunities will be provided by your department or faculty.

In one or two subjects, students have the opportunity of studying at a European University, on the Erasmus Exchange Scheme.

APPENDIX 14: FOREIGN LANGUAGES FOR NON-SPECIALISTS

The University is committed to a policy of 'languages for all'. Certain Triposes, e.g. Engineering, allow you to study a foreign language as part of your course. There are other possibilities for language learning which are open to all members of the University.

The Language Centre

The well-equipped Language Centre located in the Old Music School in Downing Street, runs courses in a number of languages. It also incorporates an Independent Learning Centre with audio-visual materials in an unrivalled range of languages. Anyone interested in using these facilities should visit the Enquiry Point located in the Centre or visit the Centre's website at:

<http://www.langcen.cam.ac.uk/>

The Language Centre also provides online language learning materials for University of Cambridge users. Resources include audios, videos, text, image and interactive exercises in a range of languages. The resource library catalogue can be found at:

<http://www.langcen.cam.ac.uk/resources/resources.php?c=5>

The Diploma and Certificate in Modern Languages

The Faculty of Modern & Medieval Languages (MML) offers the possibility of studying for the Diploma or Certificate in Modern Languages, though you should note that:

- i) the number of places available is limited; and
- ii) the Diploma and Certificate are not always available in a particular language in any given year.

The Diploma is for those who have studied the language to A-level or its equivalent and obtained a top grade in the exam. The Certificate is for students with little or no prior knowledge of the language. Diploma and Certificate courses may be taken by any member of the University in any year of study. The exams are held in May, some ten days before the start of most Triposes. They consist of language papers modelled on those of Part IA of the MML Tripos and an oral exam.

Languages available for Certificate and Diploma in 2011-12

LANGUAGE	CERTIFICATE	DIPLOMA
Dutch	Yes	Yes
Modern Greek	Yes	Yes
French	Not currently available	
German	Not currently available	
Italian	Not currently available	
Portuguese	Not currently available	
Russian	Not currently available	
Spanish	Not currently available	

Please note that the availability of Certificate and Diploma courses is subject to there being Tripos candidates and resources available in the language in question at the corresponding level. Details can be found on the Faculty of Modern and Medieval Languages website:

<http://www.mml.cam.ac.uk/courses/DipCert.html>

APPENDIX 15: TABLE OF USEFUL WEB LINKS

Web Resource	URL
University Home Page	http://www.cam.ac.uk
Selwyn Home Page	http://www.sel.cam.ac.uk
MCR Home Page	http://www.selwynmcr.com
Graduate Tutors' Home Page	http://www.sel.cam.ac.uk/grads
Index of University Web Sites	http://www.cam.ac.uk/global/az.html
Introduction to University web pages for new students	http://www.admin.cam.ac.uk/offices/gradstud/current/newstud/index.html
University Email and Phone Directory, (local access only)	http://www.cam.ac.uk/global/search/finding.html
University Library	http://www.lib.cam.ac.uk/
University Library Catalogue	http://www.lib.cam.ac.uk/newton/
University Counselling Service	http://www.counselling.cam.ac.uk
Linkline (Student Counselling Service)	http://www.cam.ac.uk/CambUniv/linkline/ http://www.linkline.org.uk
Cambridge University Students Union	http://www.cusu.cam.ac.uk
Graduate Union	http://www.gradunion.cam.ac.uk
University Careers Service	http://www.careers.cam.ac.uk
University Accommodation Service	http://www.accommodation.cam.ac.uk/
Information for Students with a Disability	http://www.admin.cam.ac.uk/univ/disability/
University Childcare	http://www.admin.cam.ac.uk/univ/childcare/
University Fellowships and Funds	http://www.cam.ac.uk/admissions/funding/
Varsity Online	http://www.varsity.cam.ac.uk
The Cambridge Student (TSC)	http://www.tcs.cam.ac.uk/