

Gonville & Caius College Cambridge

General Information Handbook

Readers are welcome to download a copy of this Handbook for personal reference, but please be aware that any amendments or corrections will be made only to the version published on the following web page: www.cai.cam.ac.uk/documents

Last updated 2nd October 2019

INTRODUCTION

This General Information Handbook is intended as your guide to College life, academic or otherwise, and also contains important rules and regulations regarding your time here.

For day to day matters, much Collegiate information is now stored on the 'Venn', the College's intranet. Where appropriate, links to this information are given in this handbook, but they may also be located by navigating from the homepage at <https://intranet.cai.cam.ac.uk/>

THE HISTORY OF THE COLLEGE

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

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

The present Hall (by Salvin) was built in 1854, replacing the ancient Hall in the north-west corner of Gonville Court. The main buildings of Tree Court (by Waterhouse) were built in 1868-70, replacing the former Legge and Perse buildings. The older (north eastern) part of St. Michael's Court dates from 1903 and the newer (south-eastern) part from 1935-36. Harvey Court (by Sir Leslie Martin), on the other side of the river, was built in 1962 and extensively refurbished in 2011. The Stephen Hawking Building was completed in 2006.

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

COLLEGE PERSONNEL

College Officers

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

The *Master* (Dr Pippa Rogerson), by statute, presides over the government of the College. The *President* (Professor John Mollon) discharges a variety of social functions and acts for the Master in her absence.

The *Tutors* give assistance, advice and direction to their pupils on all academic and personal matters that may arise during the course of their student careers in Cambridge. Students should normally consult their own Tutor, but if the need arises, they may consult another Tutor.

A list of duty Tutors available at night and during weekends is posted on all Tutors' notice boards, in the Undercroft, in the Porters' Lodges and on the College intranet, The Venn. Students may consult the *Senior Tutor* (Dr Andrew Spencer) in confidence about any matter in his office on R Staircase, Tree Court.

The *Tutorial Office Manager* (Mrs Yvonne Holmes) manages the work of the Tutorial Office (see below) and administers the work of the *Senior Tutor* and of the *Tutors* and *Directors of Studies*.

The *Admissions Tutors* (Dr Sarah Houghton-Walker – Humanities, and Dr Andrew Bond – Sciences) are responsible for the College's undergraduate admissions arrangements. Please note that the Admissions Tutors do not provide pastoral care for students.

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

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

The *Fellow Librarian* (Professor David Abulafia) is the Fellow responsible for the College Library, and is assisted in its day-to-day running by the College Librarian.

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

The *Praelector Rhetoricus* (Dr John Latimer) represents the College at University ceremonies, and formally presents its members for matriculation and for degrees.

The Acting *Precentor and Acting College Director of Music* is Mr Paul Brough.

The Acting *Dean of Discipline* is the *Senior Tutor*, Dr Andrew Spencer, and is responsible for maintaining discipline in the College.

The *Registry* (Dr Gareth Conduit) is responsible for coordinating the business of the College Council and for allocation of Fellows' accommodation. The Registry may be contacted via the *Master's Secretary and Registry's Assistant* (Mrs Becky Rutter).

The *Senior Bursar* (Mr Robert Gardiner) is responsible for the property and finances of the College. He is also the College's *Data Protection Officer* and *Freedom of Information Officer*.

The *Operations Director* (Mrs Jennifer Phillips) is responsible for the maintenance, repair, improvement and furnishing of all College buildings and grounds, including hostels and flats. She also has responsibility for catering, housekeeping, the porters, IT services, and some other staff, and hence covers domestic services generally. She is the College's *Health and Safety Officer*.

The *Equal Opportunities Advisor* (TBA) is available to advise members of the College on matters concerning equal opportunities, harassment or discrimination.

The *Acting Director of Development* (Mrs Victoria Thompson) is responsible for alumni relations and fund-raising to support the College's core activities.

College Staff

The *Tutorial Office* (managed by Mrs Yvonne Holmes as *Tutorial Office Manager*, and assisted by Amy Haynes) is on S Staircase in Tree Court. Information and assistance is available here on most College and University matters of a non-financial nature. The *Admissions Office* forms a part of the Tutorial Office. The staff there (Ms Holli Driver, Ms Katy Lewis) and the Undergraduate Admissions Office (to be appointed) have primary roles in support of the College's Admissions and Schools Liaison activities.

The *Bursary* (Mrs Deborah Baker – *Deputy Finance Manager* and Mr Jonathan Abbott–*Student Accounts Administrator* and Ms Vicky Ross – *Accounts Assistant* are those principally concerned with students), next to O Staircase in Tree Court, deals with all financial matters, including College Accounts and Student Loans.

The *Director of Catering* (Mr Ricardo Soares) and the *Head Chef* (Mr Daniel Perjesi), whose offices are within the main College Kitchen, prepare menus and control the buying and preparation of food. They welcome suggestions, which may be made through the Food and Bar Officer of the GCSU Committee. The *Deputy Catering Manager* (Mr Christophe Benedetti) in the Conference and Events Office on A Staircase, Gonville Court, supervises arrangements for meals in College, administers the on-line booking system.

The *Conference and Events Manager* (Ms Eve Stupart, assisted by Mr Simon Gascoyne and Miss Laura Webb) in the Conference and Events Office on A Staircase, Gonville Court, is responsible for all internal and external catering functions and events.

The *Head of Maintenance* (Mr Tim Lee) is responsible for the day-to-day management of the Works Department and has an office in St Michael's Court.

The *College Housekeeper* (Mrs Karen Heslop), on N Staircase, Tree Court, assisted by the *Deputy Housekeeper* at the West Site (Harvey Court and Stephen Hawking Building), is responsible for the Domestic Assistants, who are employed by the College to keep rooms and staircases clean and tidy.

The *Head Porter* (Mr Russell Holmes) has an office on R staircase. He is also the College's *Health & Safety Adviser*. The *Deputy Head Porter* (Mr Peter Boyden) will usually be found in the main Porters' Lodge on Trinity Street.

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

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

The *Director of IT* (Dr Graham Titmus) is responsible for guiding the information technology strategy of the College and for advising and consulting the Fellows of the College on matters related to IT. The *IT Manager* (Mr Matt Mee) is responsible for management of computing services provided for members of the College, the computer network, and for other IT-related activities. The *Computer Officers* (Ms Adriana Cimmarusti, Mr Dave Gunn and Mr Nat Ball) are normally to be found in the Computer Office in the basement of the Cockerell Building.

The *Head of Communications* (Mrs Agnetta Lazarus), located in H1 Caius Court, deals with publicity and media enquiries, and is responsible for news and other content published on the College's web site.

The *Master's Secretary* (Mrs Becky Rutter), also located in H1 Caius Court, has the role of recorder at the College Council, and also acts as Secretary to the Registry to assist with College Council business.

The *Accommodation Manager* (Mrs Wendy Fox) in the Accommodation Office, N4 Tree Court is responsible for the allocation and management of all student rooms.

College communication and information

The College's public Web Site can be found at the following address: www.cai.cam.ac.uk.

The Venn, our College intranet, is the central point of information for members of the College. Students are required to check it regularly for day-to-day information such as news and events, important tutorial information, upcoming bills and charges, and accommodation updates, plus much more. The intranet can be found at <https://intranet.cai.cam.ac.uk/>, and can be accessed using your University CRSid and Raven password.

If you would like to share a piece of news or an event with the College community, please contact news@cai.cam.ac.uk

RESIDENCE

Keeping Terms

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

Coming into residence

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

Exeats

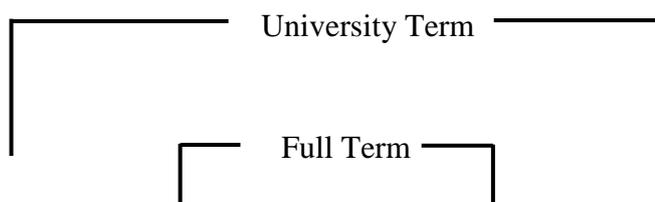
Undergraduates requiring leave of absence from the College for a period covering one or more nights must make a meeting with their Tutor who can then organise an Exeat. Days of absence may need to be made up at the end of term.

During the last week of Full Term all undergraduates are expected to go and see their Tutors at a meeting arranged through **Moodle**. Your Tutor will process your Terminal Exeat, which will serve as evidence that you have 'kept term' and so fulfilled one of the requirements for receiving a degree. Please note that this applies irrespective of the licensing agreement under which you occupy accommodation. An administrative charge of £20 is imposed on any who fail to complete the online Terminal Exeat in time.

Further residence

Full Term occupies only about half of each year, and teaching and examinations are arranged on the assumption that undergraduates will do a considerable amount of reading at other times, either in College or elsewhere. Undergraduates may be advised by their Tutors or Directors of Studies to reside in College longer than they strictly have to for purposes of keeping term. They are entitled to do so within the pre-determined accommodation licence periods. Outside these periods a special arrangement for Vacation Residence must be made. Full details of how and when to apply can be found on the Venn.

Dates of terms



Michaelmas 2019	1 October	8 October	6 December	19 December
Lent 2020	5 January	14 January	13 March	24 March
Easter 2020	10 April	21 April	12 June	18 June

Michaelmas 2020	1 October	6 October	4 December	19 December
Lent 2021	5 January	19 January	19 March	25 March
Easter 2021	17 April	27 April	18 June	25 June

Michaelmas 2021	1 October	5 October	3 December	19 December
Lent 2022	5 January	18 January	18 March	25 March
Easter 2022	17 April	26 April	17 June	25 June

Michaelmas 2022	1 October	4 October	2 December	19 December
Lent 2023	5 January	17 January	17 March	25 March
Easter 2023	17 April	25 April	16 June	25 June

Michaelmas 2023	1 October	3 October	1 December	19 December
Lent 2024	5 January	16 January	15 March	24 March
Easter 2024	17 April	23 April	14 June	25 June

ACADEMIC

Study requirements

Students are required to study diligently in accordance with College Regulations 1-3, and to take and pass all necessary examinations appropriate to their course. In respect of all courses, unless otherwise permitted in particular cases, students are required by the College to undertake periods of study, tuition or work experience of at least 24 weeks in each year of the course, which, taken together, amount in each year to an average of at least 21 hours per week during the periods they are in residence. Students are expected to attend all supervisions and classes arranged by their Directors of Studies and may be fined for absence without prior notification.

Intermitting

Permission is not normally given to students to intermit their courses, except in the case of approved study abroad, or for reasons of ill health. Please speak to your Tutor if you have concerns about your studies.

Examination entries

Undergraduates and some Graduates will receive information about entering their names for University examinations as early as the Michaelmas Term of each year. It is of vital importance that they attend to this information and do whatever is asked of them carefully and promptly.

Plagiarism

For the University's guidance for students on good academic practice and plagiarism, please visit the following University web page: www.admin.cam.ac.uk/univ/plagiarism/students

Academic Skills

The College has two Academic Skills Advisors (Dr Simon Atkinson and Mr Rupert Brown) who are there to assist students wishing to enhance their academic skills generally.

The primary objective of the service is to support students individually with a particular focus on essay-writing and exam preparation. Students may access the service on the basis of recommendation by their Tutor or Director of Studies

College Library

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

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

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

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

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

The Library administers the College Musical Society's Library, an expanding collection of classical music and jazz compact discs, located in Room 6 of the Upper Library. Students wishing to borrow items should refer to a member of staff. Also in this space is a collection of music scores and performing scores, and a collection of films on DVD.

Also to be found in Room 6 is a photocopier/scanner/printer facility operated by University Card. This machine is administered by the staff of the Computer Office, to whom all problems should be addressed using the email address it.service@cai.cam.ac.uk or the web-based ticketing system: www.caiusitsupport.co.uk

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

Library Code of Conduct

Please remember that the Library exists for the benefit of the whole Caius community, with an emphasis on personal responsibility:

- a) Do not damage or deface books and **NEVER** mark or underline them in any way, including pencil; anyone found to have defaced a book or books will be liable to a fine, the cost of replacement and (in severe cases, or if the offence is repeated) a temporary or permanent ban from using the Library.
- b) Please do not leave books open face-down on the tables: this damages the spine and reduces the book's life.
- c) Do not bring ink (except closed cartridges) into the Library, and do not allow pens to leak.
- d) Do not, under any circumstances, remove books from the Library without recording the loan.
- e) Please return without delay any book issued to you but subsequently recalled for the use of another reader.
- f) Do not re-shelve books borrowed from, or used in the Library, but leave them on the trolley next to the Issue Desk.
- g) If you wish to retain books for use in the Library please leave them in a neat pile on a table and complete a Reservation Slip. Books without a slip, or for which the slip is more than one week out-of-date, will be removed.
- h) Do be careful, when taking books outside, to protect them from rain and from other damage.
- i) It is against the law to smoke, or vape, within any part of the Cockerell Building.
- j) Drinks, including hot beverages, may be brought into the Library, provided that they are within a closed container. This is to minimise spillages.

- k) Do not bring food, or any liquids in open cups or cans, into the Library. These may be consumed only in the rest area in the lobby of the Building. Any found in the Library will be confiscated by Library Staff, who will note the name of the offender. Breach of this regulation will be addressed by heavy fines and/or exclusion from the Library for a period of time.
- l) Do not discard cigarette ends or refuse in front of the East Door to the Cockerell Building, or on the steps at the West Entrance, and take away all chewing gum.
- m) Do not leave papers and books strewn about the tables or desks, or leave bags on chairs and tables; this takes up space others may need.
- n) Do not leave folders and books on the floor when working at the central tables, where they obstruct the gangway.
- o) The College cannot, under any circumstances, take responsibility for any personal items left un-attended in the Library. All laptop computers and other valuables should be removed from the Upper Library overnight.
- p) Watch out for people who tailgate their way into the Library. In the past, this has resulted in the theft of valuable computer equipment.
- q) Handle the books in the Lower Library with the greatest care. Many of them are rare and have fragile bindings; special care is also needed with large-format books in the Upper Library (atlases, art books, etc.).
- r) Try to keep the Library as quiet as possible and avoid conversations. The west end of the Upper Library is the quietest area and there are comfortable armchairs for reading.
- s) Mobile telephone calls may *not* be taken in the Library. Laptop computers with noisy keyboards should be used in areas well away from other readers; only use the quietest setting. Personal stereos may only be used on the strict condition that they cannot be overheard; if you are asked by anyone to reduce the volume you must comply.
- t) Please leave bicycles in the racks in St Michael's Court, and *not* outside the Cockerell Building.
- u) Please try to recycle as much as possible; recycling bins are available in the Upper Library.

University Library

The University Library is open from weekdays from 9.00am to 7.00pm (9.00am to 9.45pm during Easter Full Term), and on Saturdays from 9.00am to 4.45pm. Admission cards and further information concerning the University Library are obtainable at the Library itself.

Faculty libraries

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

College Archive

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

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

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

PRIZES AND SCHOLARSHIPS

College book prizes

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

(a) For Undergraduates and Affiliated Students:

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

(b) For Graduate Students:

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

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

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

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

The following regulations apply to all the above prizes.

- (i) Candidates offering Greek or Latin verse composition, or a Latin Essay, should take the subjects set by the University for competition in 2019-2020 for the Porson, Montagu Butler, and Members' Latin Essay Prizes respectively.
- (ii) Candidates for other prizes should consult their Tutors and Directors of Studies before choosing subjects.
- (iii) Verse translations should be accompanied by a copy of the original.
- (iv) Entries must reach the Master by 1 March with a statement indicating the nature and extent of any advice and assistance received, and a declaration that the work has not been and will not be submitted in any University examination. (The declaration concerning examination work is not required in the case of Sahara Essay Prize entries.)

Grazebrook Prize

Under the terms of a generous gift by Mr Owen Grazebrook, who was at Caius from 1904 to 1907, a prize or prizes of up to £100 in books, or in such other form as may be approved by the College Council, is offered annually, provided candidates of sufficient merit present themselves, for an essay by 'a student of engineering or the physico-chemical sciences', on a subject chosen by the student related to the humanities, including the history and sociology of science and technology. Special regard will be paid to qualities of imagination and literary

style. The prize is open to resident members of the College who are undergraduates of at least one year's standing, or Bachelors of Arts or graduate students. Intending candidates should consult the Director of Studies in Engineering or Natural Sciences (Physical) as to eligibility and topic. Essays must reach the Master by 1 March 2018.

Cameron Prize

The Cameron Prize of £75 in books, for reading Lessons in Chapel, is awarded in the Easter Term.

Music prizes

The Compton Wills Prize and the Sir Rudolph Peters Prizes are awarded for meritorious contributions to College music. The H.L. Perry Prize is awarded for the best instrumental performance in a college concern during the year.

Examination prizes

Book prizes worth £100 are awarded to undergraduates who obtain a First Class or its equivalent in a University Examination. A number of additional named prizes in particular subjects are awarded by the Electors at the end of every academic year. The subjects for which named prizes are awarded currently include: Architecture, Biochemistry, Biology, Botany, Chemistry, Classics, Economics, Engineering, English, History, History of Science, Law, Management Studies, Mathematics, Medicine, Modern Languages, Music and Physics

The Schuldham Plate

The Schuldham Plate, a prize founded in 1776, is awarded annually to 'some scholar, taking his degree of B.A., as after due examination shall be most deserving'.

The Lock Tankard

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

The Catherine Yates Memorial Prize

The Catherine Yates Memorial Prize is awarded to the student of the College who seems to the Electors to Scholarships to have taken the fullest advantage of the academic opportunities available to undergraduates by rising from a lower class into the first class by the final year of his or her course.

Scholarships and Exhibitions

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

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

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

Instrumental Awards

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

Music Awards

The Holland Fund exists to provide grants to students reading Music who are in financial need. The Grabowski Bursary provides money for instrumental and other musical tuition, with preference to those reading Music.

Tancred Studentship and Ronald Greaves Award

Medical students and divinity students of appropriate academic standing may apply to the Trustees of the Tancred Foundation (established 1721) for Studentships to be held either at the College or for an approved clinical or theological course. Third year medical students are also eligible to apply for the Ronald Greaves Award. Further information can be obtained from the Tutorial Office Manager in S3, Tree Court.

Altounyan Vacation Studentship

This Studentship, founded by Ian Weinbren in memory of Dr Roger Ernest Collingwood Altounyan, the discoverer of the cromoglycate treatment for asthma, is intended to provide support for medical or veterinary students wishing to complete research work begun as a Part II project, with a view to publication, during the summer vacation immediately following their graduation. Applications, including the names of two referees, must be received by the Senior Tutor by the last day of Easter Full Term.

Frend Prize

By generous benefaction of the Reverend Professor William Frend, late Bye-Fellow of the College, a prize of £200 may be made annually for an essay relating to early church history and archaeology. Essays must be submitted to the Master by 1 March. Where no suitable

essay has been received by that date, a travel grant of £200 may be made by the Tutors to support participation in an archaeological survey of on an early Christian site.

Book grants

All undergraduates of the College, together with postgraduate students reading for fourth year Triposes, for the LL. M. or for one of the Diplomas for which the student is not a registered graduate student, and all Clinical students are eligible for book grants. Application forms are available on the Venn. The completed form must be accompanied by receipts, and the Director of Studies must countersign the form before it is submitted. Book grants up to a maximum of £50 may be awarded to any individual in any academic year. The deadline for receipt of completed forms is 31st May.

Travelling scholarships

All undergraduates of the College may apply to the Tutors for support with the costs of travel, which in some cases may be available from special funds. Where students intend to travel in connection with their studies they should apply for support from the Tutors' Donation Fund. Application forms for travel not related to study will be available from the Tutorial Office during the middle of Lent Term.

Bell-Wade Bursary Fund

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

University scholarships

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

GATE HOURS, GUESTS AND SECURITY

Accommodation

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

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

College gate hours

Both Porters' Lodges (Trinity Street and Harvey Court) are staffed twenty-four hours a day. Details may be found on the Venn under Services and help.

As a general rule, the Main College is open between 6.00 am and midnight every day. Visitors are permitted to enter the College grounds between 9.00 am and 2.00 pm except in examination periods and at other times of the year when the College is closed. At 2.00 pm each day the middle gate located in the entrance passage is closed and access and entry is made via the Porters' Lodge. Every day at midnight, the street and Lodge doors are locked with the wicket gate left open. Those requiring access must use the intercom system to attract the attention of the porter on duty. If the street door is closed and a sign indicating the College is briefly closed, then access is possible by use of the access control reader adjacent to the wicket gate

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

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

Visitors and guests

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

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

Details of arrangements under which guests of Members of the College may stay in College guest rooms for short periods may be found on the Venn.

Students are held responsible for the behaviour of their guests at all times. The privilege of accommodating guests overnight may be withdrawn at any time. Visitors may use College bars, and attend Hall, only as accompanied guests of members of the College. Guests will need to be booked in on the meal booking system and/or signed in on the register kept behind the bar if using the facilities.

Hostels and Lodgings

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

Lockers

Details regarding locker provision are given on the Venn under Services and help, Housekeeping.

Lost property

Details regarding the treatment of lost property are given on the Venn under services and help, porters, lost property.

Mail

Details regarding the arrangements for mail are given on the Venn under services and help, Porters, post and parcel collection.

Notices

Notices concerning matters of College administration are posted on the screens in the Undercroft outside the JCR in Gonville Court, together with University notices.

Day to day notices regarding IT shutdowns, Cambridge City events, roadworks and other such issues impacting College life may be found on the Venn homepage newsfeed [.](#)

Music practice rooms

Details regarding the music practice rooms are given on the Venn under Living and studying, booking-music-practice-rooms.

Telephones

The College's telephone number is 01223 332400 (Trinity Street Porters' Lodge) or 01223 335400 (West Road Porters' Lodge). Overseas callers should use the international codes: 0044 1223 332400 or 0044 1223 335400. Telephone messages can be accepted by the Porters at either of these numbers.

Gymnasium

Details regarding the College gymnasium are given on the Venn under living and studying, college gym.

Personal safety

Advice on matters of health and safety is shared via student union representatives through the Student Domestic Sub-Committee. Freshers are given introductory advice during Freshers week. Questions or concerns may be addressed to the office of the Operations Director on operations.office@cai.cam.ac.uk or to the Head Porter at head.porter@cai.cam.ac.uk.

Students should take the normal precautions associated with living in a relatively big city, particularly when moving around in the city at night. It is advised that where possible, students should:

- Travel in pairs or groups
- Keep to main routes where other people are present
- Use public transport or taxis late at night
- Avoid deserted or ill-lit areas
- Avoid arguments with strangers
- Consider carrying a personal alarm
- When carrying a mobile phone keep it out of sight
- Not leave personal possessions unattended

If valuables are carried, it is recommended that students:

- Keep all valuable items out of sight of others
- Do not carry large sums of cash
- Keep details of valuable items, credit card numbers, and serial numbers in a separate place in the event of an insurance claim or card replacement requirement.

Within the student residence, students are advised to:

- Lock the door and windows every time the room is vacated and consider their bedroom door as the “front door” of their home. Staff are instructed to lock rooms behind them as they leave for this reason.
- Be responsible for safeguarding room keys
- Allow only known persons into residences

PREVENT

Section 26 of the Counter-Terrorism and Security Act 2015 places a duty on specified authorities – including higher education institutions – to have “due regard to the need to prevent people from being drawn into terrorism”. This is commonly referred to as the ‘Prevent duty’.

The Act makes clear that as a Higher Education Institution, we must balance the duties under Prevent with our legal requirements in relation to freedom of speech and academic freedom, as enshrined in other legislation. Freedom of expression is itself an important means to challenge and prevent people from being drawn into terrorism.

Experimenting with political, religious and philosophical ideas will be a natural part of the University experience for many students and these are not generally negative; after all, many of the great innovations we now take for granted were actually the result of ‘radical’ thought. However, when these thoughts are so far from the norm than an individual begins to see violence as a legitimate means to achieve political, religious or philosophical ends, then we are obliged to intervene.

Radicalisation can take place face-to-face, online, or there have been cases where individuals radicalise themselves. While the risk is low, a small number of students may be vulnerable to

a range of radicalising causes, including religious radicalisation, far-right politics or animal rights extremism.

Often the first to observe the effects of these influences may be other students, though they may be unclear as to their cause. They may also be apparent to others within the College or the University, such as Tutors, supervisors, or other College staff.

Students may find it helpful to look out for the following behaviour patterns as single or combined signs for concern:

- Noticeable changes in peer group or religious practices
- Sudden or increased isolation from family/social group
- Extremist political activism or the accessing, possession or distribution of materials advocating extremist views
- An undertone of grievance or ‘them and us’ language or behaviour
- Increased emotional instability, and/or cultural/social anxiety
- Possession of suspicious items (large amounts of cash, multiple passports, possession of unusually large amounts of everyday materials that could be used to make incendiary devices)

Please bear in mind that many of the above, rather than being a sign of potential radicalisation, may instead indicate other support needs, and our response should therefore be developed on a case-by-case basis. All Colleges have subscribed to this approach, within the same collegiate university framework, which is designed to be proportionate and to protect all concerned. If you believe there to be a grave and imminent threat to the safety of any other student, or that actions of that student may lead to harm to members of the University community or the wider public, you should:

- Contact the police directly (dial 999) outlining your concerns

If you have concerns about a student and their vulnerability to radicalisation, but do not believe there to be an immediate risk to the safety of the student or others, you should:

- Raise your concerns with your Tutor or with the Senior Tutor, outlining the circumstances. Your Tutor will then consider these circumstances with the Senior Tutor. They may consider gathering further information or insight from College or University staff to contextualise the information
- On the rare occasion where severity of concern warrants it, the student may be referred to external sources of support through appropriate channels
- Alternatively, a local package of support to the student may be delivered via the College, in line with its policies on welfare support and safeguarding
- If further investigation suggests that concerns are unfounded, no further action will be taken

Details of the Collegiate University’s approach to the Prevent duty can be found at:

<https://www.ois.cam.ac.uk/resources-for-colleges/prevent-duty-guidance-1>

and <http://www.prevent.admin.cam.ac.uk/>

PARTIES AND USE OF PUBLIC ROOMS

Parties

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

Students living in Mortimer Road or Harvey Road must be aware that barbecues are allowed only in the gardens of house number 1 of Mortimer Road and Houses 1 & 6 of Harvey Road. BBQs must be cleaned and if appropriate, put away after use (ensuring hot coals are not put in bins) and the area left clean and tidy. A GCSU BBQ will be available at West Road on application to the GCSU executive. Terms and conditions for its use are printed in Appendix 4 of this booklet.

Use of public rooms in College

Students may book public rooms in College for their personal use, or for the use of College or University societies of which they are members. In all cases it will be necessary also to obtain approval for the use of the room from the Senior Tutor on a form supplied by the Meetings and Events Office. Opening hours of the Meetings and Events Office can be found on the Venn under Services and help, Meeting & Events at Caius. Details of the process of booking a public room can be found on the Venn under living and studying, booking college public rooms and any relevant charges can be found on the Venn under services and help, Meetings and events at Caius.

MEALS

Dining in Hall

Details of Hall dining and other food provisions may be found on the Venn under [Dining](#). This includes the links to the online meal booking facility that must be used by all Fellows and students, and which assists the College in reducing its food wastage materially. It also provides details on venue opening hours and how to submit any dietary information.

Times and locations of meals

Breakfast	Harvey Court	Weekdays	8.15 am – 9.30 am
Brunch	Harvey Court	Saturday and Sunday	9.30 am – 12.30 pm
Lunch	Harvey Court	Weekdays	12.15 pm – 1.30 pm
Cafeteria Dinner	Harvey Court	Monday to Sunday	6.00 pm – 8.00 pm Second Hall 7.15 pm
Formal Hall	Cavonius Centre	Weekdays & Sunday	Doors open at 7.15 pm Food after Grace at 7.30 pm

College Bar

The *College Bar* in JCR, Harvey Court, is open daily from 6.00 pm in Term only. Closing times are variable and will be displayed weekly at the Bar.

MOTOR VEHICLES AND BICYCLES

Motor Permits

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

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

Bicycles

University Ordinance provides that a bicycle or moped owned or used by a member of the University *in statu pupillari* must bear a distinguishing letter in accordance with instructions issued by the Proctors (in the case of this College 'G') and a special number, which is allocated by the Harvey Court Porters' Lodge. Bicycles must not be taken into accommodation, placed in stairwells or otherwise obstruct access. If found in such a location, or on the pavement in Trinity Street or other public highways where they may cause an obstruction, they may be removed by the College or by agents of the City Council.

HEALTH AND WELFARE

Doctors

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

Accident Book

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

College Nurse

The College Nurse, Natasha Kear (RGN), offers a clinic at the Health Centre in U Staircase, Tree Court, on weekdays during Full Term, with reduced hours out of term. A new online appointment booking system will be available from Michaelmas Term 2016. In most cases, students should attend the Health Centre only after booking an appointment; however, short 'acute' drop-in clinics will be available for urgent needs that cannot wait until the next available appointment. Full details of opening hours, with a booking link, are available via the Venn (College intranet), under Caius Health Centre.

Natasha is there to help with a wide range of health and welfare issues including minor injuries and illnesses, support with mental health difficulties and other personal matters; and also various general health checks and advice. Any information shared during consultation with the College Nurse is kept strictly confidential. As with all health care environments, sharing information without consent would only occur in exceptional circumstances. Students falling ill whilst in College or lodgings should inform the College Nurse or the Porters, or access their GP service, as appropriate. No charge is made for any service or treatment offered from the Caius Health Centre.

If you need to see a nurse or GP outside Health Centre clinic hours, please contact your GP surgery. If your GP surgery is closed and you have an urgent medical need that cannot wait for an appointment, please contact NHS 111, and inform the Porters' Lodge that you have done so. In case of a genuine medical emergency, **call 999** and advise the College Porters immediately – **please ensure that you contact the College Nurse for follow-up**. You can contact the College Nurse or leave a message at the Health Centre by telephone or email.

Fresher consultation

New undergraduate students are recommended to meet the College Nurse early during their first term at Caius if they wish to communicate confidentially a medical condition. Undergraduate freshers will receive an email with further information and a link to book online, where appropriate, an appointment shortly before the beginning of term. Graduate students are also welcome to attend a fresher consultation if wished – please email Natasha for an appointment.

Mental Health and Well-being

Confidential mental health and well-being support, for whatever reason, is available at Caius Health Centre where you can meet **Natasha Kear – College Nurse**, details on the Venn intranet. Natasha can help you in accessing other local services if needed. You can also make contact with your GP.

In all cases – if you are experiencing extreme difficulties or need urgent help outside clinic hours – please contact your GP surgery or 111 – and then contact Natasha, College Nurse, for follow up.

Informal support for general worries or concerns is also available from other sources in College such as your College Tutor, the Dean, or the GCSU welfare team.

Contact:

Telephone: 01223 332421
Email: college.nurse@cai.cam.ac.uk
Online appointments: The Venn intranet, Caius Health Centre
Twitter: @CaiusHC

Policy on HIV and AIDS

The College's policy on HIV and AIDS is outlined in Appendix 1 to this booklet. The College's AIDS Adviser is the College Nurse.

University Dental Practice

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

NHS Charges

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

Counselling Service

The University Counselling Service at 2-3 Bene't Place, Lensfield Road, Cambridge CB2 1EL, (*telephone 01223 332865*), is staffed by trained professional counsellors and others with wide experience of students' problems. Students may make their own appointments at the Counselling Service, or a Tutor may make an appointment with a Counsellor on the student's behalf. www.counselling.cam.ac.uk

FEES AND ACCOUNTS

College Fee – Undergraduates

Home and EU undergraduates attending their first undergraduate course and who have proof of eligibility will be charged the regulated tuition fee, currently £9,250 (annually) for undergraduates matriculating in October 2019. The regulated tuition fee shared between the University and the College. The College element covers the educational costs of the College, such as tuition services and the maintenance of its facilities as an educational institution.

The regulated tuition fee will normally be covered by a Student Loan available to Home and EU undergraduates attending their first undergraduate course and who have proof of eligibility, unless individuals choose to privately fund their tuition fee. Proof of eligibility is provided by the Student Loan Company after a successful application has been made.

Any student who does not have a loan from the Student Loans Company will be asked to complete a Fee Status Assessment questionnaire available from the Bursary or the Tutorial Office. Those who are eligible for a loan but who choose not to apply for a loan or maintenance grant must fill in a fees status questionnaire, as failure to demonstrate eligibility in this way will result in the student being held personally liable for the College Fee.

Applications can be made at the Student Loan Company's web site: www.slc.co.uk

A copy of the financial notification issued by Student Finance England (via the Student Loan Company) **must** be handed in to the Bursary (see the following section).

Undergraduates who do not proof of eligibility for the regulated fee, principally those from outside the UK and the EU or for who have already attended a first undergraduate course, the 'overseas' college fee will apply. This is £9,410 annually for undergraduates matriculating in October 2019.

Students are required to pay a membership bond currently set at £150, at the beginning of the first term. This bond will be refunded after graduation when all charges and credits have been applied to student's account

Accounts and statements

Statements will be sent out by email according to the schedule set out below.

	Statements Sent Out	Due Date for Payment
Michaelmas Term	27 th September 2019	11 th October 2019
Lent Term	10 th January 2020	24 th January 2020
Easter Term	24 th April 2020	8 th May 2020
Long Vacation	3 rd July 2020	17 th July 2020

The statements will incorporate rent and standard charges for the current term and any additional charges and credits in respect of the previous term. The account must be settled by the Due Date quoted in the table. Note that these dates do not apply to privately-funded students, for whom a full year's fees and one term's fixed charges will be payable before arrival.

If a student has not settled his or her account by 14 days after the due date, then, unless an acceptable explanation is given to the relevant Tutor, an administrative charge of £10 will be applied to the bill. A further charge of £20 will be added to such accounts remaining unpaid after a further week and if accounts still remain unsettled two weeks after the deadline a further charge of £20 will be added to accounts.

Undergraduates beginning their last term of residence will not be presented for the B.A. Degree or permitted to attend the graduation dinner unless their final account has been settled by the Due Date.

In the first instance, queries relating to specific details of College accounts should be sent by email to: student.accounts@cai.cam.ac.uk

A member of the Bursary team will respond as soon as possible. Anyone wishing to discuss their account in person may call in during the Bursary's opening hours for student enquiries. These are: 9.00 am – 12 noon and 2 – 4 pm on Monday to Friday. It may be possible to arrange to call outside the normal opening hours by emailing to request an appointment.

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

Student Loans

For those who expect to receive a Student Loan for Tuition Fees or Maintenance, it is necessary for the Bursary to confirm your attendance before the funds are paid to the College and to the student's own account. At the beginning of **each** Michaelmas Term, each student must bring copies of their Student Loan documents to the Bursary (Tree Court), in order for this to be carried out.

Copies of these forms can be downloaded from your personal account on the Student Finance England website, under the Correspondence section.

www.gov.uk/student-finance-register-login

Vacation Study Grants

Grants towards the costs of vacation study, especially if participation is a course requirement, may be available. Applications must be made to the relevant Faculty or Departments.

Tutors' Grant Fund

The Tutors may make grants to junior members in deserving cases, especially where financial hardship is involved. Advice and application forms may be obtained from the student's own Tutor.

Bursaries

The College participates in the Cambridge Bursary Scheme which is financially supported jointly by the University and the College, and exists to assist UK students who face financial difficulty. UK Students admitted to the College in 2019 will be eligible to be considered for a Cambridge Bursary, which may be up to £3,500. If necessary, an application can be made in any year of undergraduate study. EU undergraduates may be eligible to apply for a Bursary

under the Cambridge European Bursary scheme. Details are available online, at: www.admin.cam.ac.uk/univ/cambridgebursary

The Student Loan Company will normally assess students for the Cambridge Bursary automatically when they apply for a Maintenance Loan or Grant. SLC also pays, on behalf of the College and University, any bursary allocated to students directly.

Students are strongly advised to apply to SLC by the end of August, if possible, as processing an application may take up to 6 weeks. Provided the application is received by this deadline, any bursary due should be fully approved in time for the payment date in late October. If the application is made later, it will still be considered but any payment will also be made later. The full rules of the scheme are available online, via the link above.

Students who applied for a Cambridge Bursary in a previous year are automatically eligible for consideration in the following years of study.

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

MISCELLANEOUS

College Gowns

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

Careers Advisory Service

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

Law and order

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

Fly posting

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

Smoking

The Old Courts are a smoke free zone, consistent with their purpose as a place of work and study. Those wishing to smoke are required to leave College grounds.

Smoking benches are provided in Harvey Court gardens adjacent to the JCR.

No smoking is permitted within any College building.

COLLEGE CHAPEL

Services

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

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

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

College Choir

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

STUDENTS' UNION, COLLEGE CLUBS AND SOCIETIES

GCSU and CUSU

All students are members of the Gonville and Caius College Students' Union (GCSU) which exists to represent the interests of the students in the College. GCSU is currently affiliated to the National Union of Students and in consequence all students are entitled to the privileges of NUS membership. Cambridge University Students' Union (CUSU) is the university-wide representative body for students at the University of Cambridge. CUSU is a federal body made up of individual College student unions; most colleges participate in this federation. However, GCSU is not currently affiliated to CUSU. This means that some of the services offered by CUSU are not available to GCSU. This does not affect Caius students, who are still members of CUSU, and can access all the services it offers to individual students.

The GCSU President's rooms are normally on N Staircase, Tree Court (Tel: 32444).

Clubs and Societies

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

Complaints against GCSU may be made in accordance with the complaints and grievance procedure approved by the College Council and published on various College notice boards and printed as Appendix 2 to the companion booklet: College Regulations.

There are various College clubs, for example, for Rowing, Rugby and Association Football, Hockey, Athletics, Cross-Country, Badminton, Cricket, Golf, Lawn Tennis, Table Tennis, Squash, Croquet, Chess and Bridge. Other societies include the College Musical Society (which runs the College Orchestra and Chorus), the Gonville Hall Debating Society, the Shadwell Dramatic Society, and the Engineering, History, Geography, Law, Medical, Modern Languages, Natural Sciences, Arts and Films Societies, among others.

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

ADDITIONAL NOTES FOR GRADUATE STUDENTS

Tutors

In the current year, the Tutors for Graduate Students are Dr Jonathan Evans, Dr Deborah Bowman, Dr Ruth Scurr and Dr James Fraser. Any graduate who expects to be away from Cambridge for a prolonged period should be sure to inform their Tutor of the circumstances.

Hall

Practical arrangements for graduate dining closely resemble those set out for undergraduates and are available on the Venn under Dining, book dinner and dining costs and MDR.

Accommodation

Graduates who live in College accommodation are normally allocated their accommodation for the full academic year under the terms of an individual licence. Fuller details of accommodation arrangements for graduate students may be found in the Accommodation Handbook.

Status

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

Library

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

MCR

During the kitchen project in 2019/20 Thursday Formal Halls are reserved for MCR and their guests, and from time to time a special dinner is arranged for them. Other social functions are organised from time to time by the Tutors for Graduates. The Middle Combination Room for the use of graduate students is on D staircase, Gonville Court and is secured by a combination lock, the code being available to MCR members from the Porters Lodge. An additional satellite area for MCR use is located in the basement of 6 Harvey Road. A further MCR use is located on the ground floor at 6 Harvey Road. The MCR Committee runs a programme of activities.

Lockers

Lockers for MCR members are on K Staircase, St. Mary's Court, at the foot of D Staircase, Gonville Court, and adjacent to the entrance to the lavatories in the 'Gate of Necessity'. Applications for these should be made to the College Housekeeper. Keys are issued on payment of a standard deposit, and must be returned at the end of the academic year.

Nursery

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

should be made through the Tutors who can also give advice about other sources of funding for childcare.

Further details regarding the Nursery are on the College website.

Fees and Accounts

The quarterly accounts sent to graduate students give the date by which payment is due also on the Venn (same as undergraduates). Payment of fees for the coming year by self-funding graduates is due before arrival at College. Students will not be issued with a room key if their account is in deficit. If a student has not settled his or her account by the due date, then, unless an acceptable explanation is given to the relevant Tutor, an administrative charge of £10 will be applied to the bill. A further charge of £10 will be added to such accounts remaining unpaid after a further week and if accounts still remain unsettled two weeks after the deadline a further charge of £20 will be added to accounts. Details of the applicable charges may be found on the Venn intranet. Graduate students whose bills remain unpaid may lose entitlement to remain in college accommodation, and the College may decline to present them for degrees until all outstanding charges have been settled (see Regulation 26). Students who have difficulty in settling their accounts should consult their Tutors or the Bursary.

Graduate students are required to pay a deposit at the beginning of each academic year of £85, for a maximum of three years. The deposit will be retained until their account is closed and all outstanding charges have been settled. For details of Bursary opening times.

Hardship

Limited funds are available to assist graduates experiencing financial hardship and any graduate who thinks they may be eligible should see their Tutor for a confidential discussion of the problem. Overseas students may be eligible for support from the University's Student Registry scheme of Hardship Awards. Further information can be obtained from <https://www.cambridgestudents.cam.ac.uk/fees-and-funding/financial-hardship-support-access-funds/hardship-funding> which includes the Lundgren and other centrally-administered Funds. Advice on eligibility may be sought from the Graduate Tutors. The attention of graduate students is also drawn to the November special issue of the University Reporter which gives comprehensive information about University and general awards, funds, studentships and prizes.

Travel

Funds are available to support attendance at a conference or other travel related to research. Application forms are available from the Tutorial Office. Completed forms should be taken in person to the student's Tutor. Retrospective applications will be considered only in exceptional circumstances.

Books

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

The attention of all graduate students is particularly drawn to College Regulation 28.

RAISING CONCERNS WITH THE COLLEGE

One of the principal functions of the College is to assist students with their education. Those who work in College are striving to create and maintain a suitable environment for scholarly activity and personal development. It is important that the College receives regular advice from its student members on how well it fulfils its educational function, broadly conceived. The paragraphs that follow begin by identifying the most convenient avenues for presenting comments and suggestions for improvements. In some cases students will wish to bring forwards complaints, either against the College or against other members of College. Details of how to do this are set out below. The College will always take complaints seriously and students can expect a sympathetic, fair and efficient response.

1. COMMENTS AND SUGGESTIONS

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

- concerns about the adequacy or condition of library resources should be drawn to the attention of a member of the Library staff, or of the Fellow Librarian; or otherwise referred to the current GCSU or MCR representative of the Library Committee;
- concerns about the adequacy or condition of computer resources should be drawn to the attention of the Computer Officers, the IT Manager, or the Director of IT via the ticketing system;
- concerns about the adequacy or condition of rooms and their furnishings should be drawn to the attention of the Housekeepers, or of the Operations Director;
- concerns about the fairness or suitability of the allocation of rooms should be drawn to the attention of the Accommodation Manager, or of the Operations Director;
- concerns about the quality or variety of the meals served in Hall or the adequacy or quality of service should be drawn to the attention of the Catering Manager, or of the Operations Director;
- concerns about the adequacy or quality of the service offered in the Porters' Lodges should be drawn to the attention of the Head Porter, or of the Operations Director;
- concerns about the presentation or accuracy of bills or accounts should be drawn to the attention of the Bursary staff, or of the Senior Bursar;
- concerns about the style or quality of undergraduate supervisions should be drawn to the attention of the supervisor, or of the relevant Director of Studies;
- concerns about the level of effectiveness of tutorial support should be drawn to the attention of the Tutor, or of the Senior Tutor.

1.2. College policy is directed by the College Council, subject to review in certain areas by the General Meeting of the Master and Fellows. The President and Vice-President of the GCSU and the President and Vice-President of the MCR sit as observers for unreserved business at the College Council and can influence the direction of policy in that forum. There is also student representation on several committees and sub-committees appointed by the College Council and the General Meeting, including (at least for the time being) the following:

- the Education and Research Committee;
- the Domestic and Catering Committee;
- the Student Domestic Sub-Committee;
- the Works and Accommodation Committee;

- the Security Sub-Committee;
- the Computing, Communications and Records Sub-Committee;
- the Library Sub-Committee;
- the Clubs and Societies Sub-Committee;
- the Gardens Sub-Committee;
- the Chapel and Patronage Sub-Committee.

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

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

2. INFORMAL COMPLAINTS

2.1. All complaints about the conduct of fellow students should be raised with the Dean of Discipline under the Student Disciplinary Procedure. See Paragraph 4.

2.2. The concerns students have may sometimes amount to complaints rather than to comments or suggestions for improvement. Nevertheless, in many cases, at least in the first instance, it may be more productive for the concerns to be raised in the form of comments and suggestions as outlined in the last section, or to be drawn to the attention of a member of the College not mentioned in the last section (such as the Dean), or of an approachable member of the College staff (such as the College Nurse). While students are entitled to make complaints whenever they have something to complain about, they may sometimes find that their concerns are dealt with more effectively, and with less distress to all those involved, through a process of conciliation.

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

2.3.1. As already stated, students may expect their comments and suggestions to be dealt with seriously, sympathetically, fairly and efficiently. Where they believe that the response that they have received has been dismissive or disdainful, or that the way in which their comments and suggestions have been dealt with has not been fair and reasonable, or that they have been forced to wait for an inordinate length of time before receiving a response, they may write to the Senior Tutor (or, if it is the conduct of the Senior Tutor they wish to

complain about, to the Registry, who will invite a suitable officer of the College to examine the complaint). The purpose here will be to review the response to the comments and suggestions rather than to reconsider the substance of the original comments and suggestions.

2.3.2. Life in the College is governed by its Statutes and Regulations, and it is important not only that these be adhered to, but also that they be interpreted correctly and applied fairly. Where students feel aggrieved at the way in which the Statutes and Regulations have been interpreted and applied to them outside the Student Disciplinary Procedure, for instance by the imposition of a fine or administrative charge for the perceived breach of a Regulation, they may write to the Senior Tutor (or, if it is the Senior Tutor's handling of the Statutes and Regulations they wish to contest, to the Registry, who will invite a suitable officer of the College to examine the complaint). The Senior Tutor or the other officer appointed may be expected to reconsider the interpretation of the Statutes and Regulations and to make any necessary adjustment to their application. However, it should be noted that the interpretation and application of College Regulations 2 and 3 is a special case and is governed by a separately issued statement of practice on examination failures, not by this document.

2.3.3. The College is committed to providing equal opportunities for learning and personal development to all its students, regardless of sex, race, colour, nationality, ethnic or national origins, religion, marital status, sexual orientation, gender identity or disabilities. It may happen, however, that despite the College's best endeavours students still feel that they have been subjected to harassment or discrimination on grounds of their sex, race, colour, nationality, ethnic or national origins, religion, marital status, sexual orientation, gender identity or disabilities.

The following are among actions liable to disciplinary investigation and possible sanction via the College authorities:

- Physical or sexual harassment; this includes unwanted comments of a sexual nature, innuendo, sexual invitations, or physical contact
- Predatory behaviour, especially in respect of students new to Cambridge
- Language, terminology or imagery that is misogynistic or sexist, or that abusively objectifies men or women
- Abusive language relating to religion, disability or age
- Racist, homophobic or heterosexist language
- Spreading of malicious or salacious rumours about individuals or groups by social media or other means.

Conduct will be taken to amount to unacceptable harassment if any reasonable person could have complained about it, whether or not it was intended to be intimidating, hostile or offensive, and whether or not it has been repeated. Students who believe that they have been subjected to harassment or discrimination should write to the Equal Opportunities Advisor (or, if it is the Advisor's behaviour they wish to complain about, to the Registry, who will invite a suitable officer of the College to examine the complaint).

The College's policy on harassment and sexual assault is currently under review, and it will in due course be re-issued in the light of the new code of conduct in respect of harassment and sexual assault soon to be introduced by the University.

2.3.4. In any other cases in which students wish to complain, they should write to the Senior Tutor (or, if it is the Senior Tutor's conduct they wish to complain about, to the Registry, who will invite a suitable officer of the College to examine the complaint). If no attempt has been made to raise the complaint as a comment or suggestion for improvement,

the Senior Tutor or other officer may ask whether conciliation would not be a better approach, or may refer the complaint as a generalised question to the officer or committee responsible for the area of concern. In cases dealt with in the latter way, the response to the particular complaint may be governed by the response to the generalised question, subject if need be to further review under sub-paragraph 2.2.1. above. However, the Senior Tutor or other officer may decide that it would be better to deal directly with the complaint as such.

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

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

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

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

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

3. FORMAL COMPLAINTS

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

mentioned. The Master or President will write back to the student within a week confirming receipt of the letters of complaint.

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

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

3.2.1. If the complaint has not already been made informally, and if the Master or President believes that it would be best dealt with informally, or as a comment or suggestion for improvement, the student may be asked whether conciliation would not be a better approach, or whether it would not be better to refer the complaint as a generalised question to the officer or the committee responsible for the area of concern. If the student wishes to proceed with the complaint, and if it is a complaint that would have fallen under sub-paragraph 2.2.4 above if made informally, the Master or President will invite the College Council to make a ruling on whether the complaint should be dealt with in accordance with sub-paragraphs 3.2.4, 3.2.5 or 3.2.6 below. The Master or President will ask the Registry to include the complaint on the agenda for a College Meeting and to send copies of the written record to Council members and to the student, who will be invited by the Registry to decide whether the complaint should be included on the agenda as unreserved or as reserved business.

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

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

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

make the final decision. If necessary, the College Council will initiate the disciplinary procedure described in Statute 56 and relating to 'academic staff'.

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

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

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

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

3. EXTERNAL REVIEW

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

4. RAISING CONCERNS ABOUT OTHER STUDENTS

4.1. Students are expected to abide by the College Regulations at all times and failure to do so is treated seriously. The College will take action against students who have failed to abide by Regulations in accordance with the Student Disciplinary Procedure but students are also able to access this procedure when they wish to raise a concern about another student's behaviour.

4.2. The College is committed to providing equal opportunities for learning and personal development to all its students, regardless of sex, race, colour, nationality, ethnic or national origins, religion, marital status, sexual orientation, gender identity or disabilities and will act to ensure that this commitment is upheld by all its members. Any form of discrimination or harassment (either sexual or physical) whether undertaken in physical or virtual spheres will be treated with the utmost seriousness.

4.3. The Dean of Discipline is responsible for upholding discipline in the College and complaints about other students should be raised with him. Details of how this may be done are laid out in the Student Disciplinary Procedure and also in the Brief Guide to the Student Disciplinary Procedure.

LIST OF FELLOWS

(updated September 2019)

VISITOR

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

MASTER

P J ROGERSON MA PhD, Reader in Law

PRESIDENT

J D MOLLON MA DPhil (Oxon) DSc FRS, DoS in Psychological and Behavioural Sciences,
Emeritus Professor of Visual Neuroscience

FELLOWS

M J PRICHARD MA LLB Life Fellow, former University Lecturer in Law

N McKENDRICK MA, Life Fellow, former Master and Emeritus Reader in History

L S SEALY BA (Auckland) LLM PhD, Life Fellow, Emeritus S J Berwin Professor of
Corporate Law

M D WOOD MA PhD, Life Fellow, former University Lecturer in Engineering

J T FITZSIMONS MA PhD MD ScD FRS, Life Fellow, Emeritus Professor of Medical
Physiology

J H PRYNNE MA, Life Fellow, Emeritus Reader in English Poetry, former Librarian

A J KIRBY MA PhD FRS, Life Fellow, Emeritus Professor of Organic Chemistry

R P DUNCAN-JONES MA PhD FSA FBA, Life Fellow, former College Lecturer of Roman
History

J P CASEY MA PhD, Life Fellow, former University Lecturer in English

S H P MADDRELL MA PhD ScD FRS, Life Fellow, Emeritus Honorary Professor of
Integrative Physiology

J G ROBSON MA ScD FRS, Life Fellow, Emeritus Reader in Neurophysiology

J E J ALTHAM MA PhD, Life Fellow, former University Lecturer in Philosophy

V A C GATRELL MA PhD, Life Fellow, Emeritus Reader in History

R W F Le PAGE MA PhD, Life Fellow, former University Lecturer in Pathology

D J ELLAR MA PhD ScD, Life Fellow, Emeritus Professor of Microbial Biochemistry

W Y LIANG BSc PhD, Life Fellow, Emeritus Professor of Superconductivity

R G HOLLOWAY MA PhD MusD, Life Fellow, Emeritus Professor of Music Composition

A W F EDWARDS ScD LittD FRS, Life Fellow, Emeritus Professor of Biometry

R J BUTCHER MA PhD, Life Fellow, former Senior Lecturer in Physics

D S H ABULAFIA MA PhD LittD FBA, Fellow Librarian, Life Fellow, Papathomas Fellow,
Emeritus Professor of Mediterranean History

D S SECHER MA PhD, Life Fellow, former Senior Bursar, former College Lecturer in Cell
Biology and former University Director of Research Services

J HERBERT MA PhD MB ChB, Life Fellow, Emeritus Professor in Neuroscience

E V J TANNER MA PhD, Life Fellow, former Senior Lecturer in Botany

D A JEFFERSON MA PhD, Life Fellow, Emeritus Reader in Crystallography

T J PEDLEY MA PhD ScD FRS, Life Fellow, Emeritus G I Taylor Professor of Fluid
Mechanics

A T H SMITH MA PhD LLD, Life Fellow, former Professor of Criminal and Public Laws

P ROBINSON MA PhD, DoS in Computer Science, Professor of Computer Technology

J SAXL MA PhD, Life Fellow, Emeritus Professor of Algebra
 J WHALEY MA PhD LittD FRHistS FBA, Professorial Fellow, College Lecturer, Professor of German History and Thought
 Sir Alan FERSHT MA PhD FMedSci FRS KB, former Master, Life Fellow, Emeritus Herschel Smith Professor of Organic Chemistry
 D S WRIGHT MA PhD, College Lecturer, Professor of Inorganic Chemistry
 M C SMITH MA MPhil PhD FRCO FEng, College Lecturer, Professor of Control Engineering
 D K SUMMERS MA DPhil (Oxon), John Haines College Lecturer in Genetics, DoS in Natural Sciences (Biological), Senior Lecturer in Genetics
 K-T KHAW MA MSc MB BChir FRCP FMedSci CBE, Life Fellow, Jeffrey Cheah Professorial Fellow, Emeritus Professor of Clinical Gerontology
 P BINSKI MA PhD FBA, DoS in History of Art, Emeritus Professor of the History of Medieval Art
 E M HARPER MA PhD, College Lecturer, Assistant DoS in Earth Sciences, Professor of Evolutionary Malacology
 A S BRETT MA PhD, College Lecturer in History and Classics, Professor of Political Thought and History
 D M HOLBURN MA PhD, College Lecturer in Engineering, DoS in Engineering, Senior Lecturer in Engineering
 A BUNYAN BA (Trinity College Dublin) PhD, Tutor, College Lecturer in German, DoS in Modern and Medieval Languages
 G VINNICOMBE BA PhD, College Lecturer, DoS in Engineering, Reader in Engineering (leave MT 2019)
 K O'SHAUGHNESSY MA DPhil FRCP BM BCh, College Lecturer, University Reader in Clinical Pharmacology
 J M EVANS MA PhD, Graduate Tutor, College Lecturer, DoS in Mathematics, University Lecturer in Applied Mathematics and Theoretical Physics
 K J PATEL MBBS MRCP PhD FMedSci FRS, Jeffrey Cheah Professorial Fellow, Professor of Molecular Medicine and Stem Cell Genomics, DoS in Clinical Medicine (Academic), Group Leader at the MRC Laboratory of Molecular Biology
 D A GIUSSANI BSc PhD (London), 1958 College Lecturer in Medicine, DoS in Medicine, Professor of Developmental Cardiovascular Physiology and Medicine
 M T CALARESU BA (W. Ontario) MA (Kingston) PhD, Neil McKendrick College Lecturer in History, Tutor, DoS in History
 C HOLT BSc (Sussex) PhD (London) FRS, FMedSci Emeritus Professor of Developmental Neuroscience, Life Fellow
 R S C GORDON MA (Oxon) PhD FBA, College Lecturer in Italian, Serena Professor of Modern Italian Culture
 J E SALE MA PhD MB BChir MRCP, Francis Crick College Lecturer in Pathology, Group Leader MRC Laboratory of Molecular Biology
 J ELLIS MA PhD, 1972 College Lecturer, DoS in Physical Sciences, Reader in Surface Physics
 F QUEVEDO BSc (Guatemala) PhD (Texas), Professor of Theoretical Physics
 P MANDLER MA PhD (Harvard) FBA, Professor of Modern Cultural History, Bailey College Lecturer in History, DoS in History
 A D OLIVER MA (Yale) PhD LittD, Professorial Fellow, Professor of Philosophy
 R J MILLER MEng (Oxon) DPhil (Oxon) FBA, 1969 College Lecturer in Engineering, Professor of Aerothermal Technology
 I SMITH BA DPhil (Oxon), College Lecturer, Professor of Geometry

J SCOTT-WARREN PhD, College Lecturer, DoS in English, Reader in English (leave LT 2020 and ET 2020)

S P SIVASUNDARAM PhD, College Lecturer, DoS in History, Professor of World History

J A FRASER MA PhD BM BCh, College Lecturer, DoS in Medicine, University Senior Lecturer in Physiology, Development and Neuroscience

C J-B HAMMOND MA DPhil (Oxon), Dean of Chapel, DoS in Theology

H R MOTT MA DPhil (Oxon), 2010 Caius Fund Research Fellow and Joseph Needham College Lecturer in Biochemistry, Senior Lecturer in Biological Sciences

Sir CHRISTOPHER HUM MA KCMG, Life Fellow, former Master

J M SCHERPE MA MJur (Oxon) PhD (Hamburg), Professor of Comparative Law, DoS in Law

D BOWMAN BA MA (UEA) PhD, Graduate Tutor, College Lecturer, DoS in English

R G SCURR MA (Oxon) PhD, Graduate Tutor, College Lecturer, DoS in HSPS (leave MT 2019)

A F ROUTH MA MEng PhD (Princeton), DoS in Chemical Engineering, DoS in Engineering, College Lecturer in Chemical Engineering and Biotechnology, Professor of Colloid Science

S HOUGHTON-WALKER BA PhD, Admissions Tutor (Humanities), College Lecturer in English (leave LT 2020 and ET 2020)

D RICHES BSc (London) PhD (London), College Lecturer, DoS in Medicine

J A ZEITLER Staatsexamen (Würzburg Germany) PhD (Otago), Kenneth Denbigh College Lecturer in Chemistry and Chemical Engineering and Biotechnology, Professor of Microstructure Engineering

V N BATEMAN BA MSc DPhil (Oxon), Iain Macpherson College Lecturer, DoS in Economics

F A GALLAGHER BM BCh MA PhD MRCP FRCR, College Lecturer, Reader in Radiology

I R HENDERSON BA PhD (UEA), College Lecturer, Royal Society Reader in Plant Sciences

U F KEYSER PhD (Hanover), College Lecturer, Professor in Experimental Physics

J FOX MA PhD, Fellow in History of Art

G J CONDUIT MA MSCI PhD, College Lecturer, Royal Society University Research Fellow in the Theory of Condensed Matter, Registry

K-C LIN BA (Harvard) PhD (Berkeley), Tun Suffian College Lecturer, University Lecturer in International Relations

L McMAHON PhD, University Lecturer in French, DoS in Modern and Medieval Languages

P BUTTERY MA MPhil PhD, College Lecturer in Computational Linguistics, DoS in Linguistics, Professor of Language and Machine Learning

K L MILES LLB (Auckland) PhD (Sydney), College Lecturer in Law

A LAUNARO MA PhD (Pisa), College Lecturer, DoS in Classics, University Senior Lecturer in Classical Archaeology

S A RAICH BA (Williams College) MPhil PhD, 2014 Caius Fund Research Fellow in History

A D BOND MA PhD, Admissions Tutor (Sciences), College Lecturer, DoS in Physical Sciences, University Senior Research Associate

T YOU MSc, College Lecturer in Theoretical Physics and Branco Weiss Fellow

G LONGOBARDI PhD, Research Fellow in Electronic Engineering

T A SIMPSON MA PhD, Research Fellow in History

A AHMED MA (Sussex) MSc (Birkbeck) PhD, Nicholas Sallnow-Smith College Lecturer, DoS in Philosophy, Reader in Philosophy

J A LATIMER MB BS (London) MD (Adelaide) FRCOG (London) PGCME, *Praelector Rhetoricus*, DoS in Clinical Medicine (Clinical)

B E EVERILL BA (Harvard) PhD (London), 1973 College Lecturer, DoS in History
 R DERVAN BA (Trinity College Dublin), Research Fellow in Mathematics
 A P JUDSON BA MPhil PhD, Research Fellow in Classics
 W HANDLEY MA MSCI PhD, Research Fellow in Physics
 P CHINNERY BMedSci MBBS PhD (Newcastle) DSc, Professor of Neurology, DoS in
 Clinical Medicine (Academic)
 C P TURNER MMath, Research Fellow in Theoretical Physics
 T T BLAXTER MA PhD, Research Fellow in Linguistics
 T TWINING MPhil PhD, Patricia Crone Research Fellow in Theology
 T ARNOLD-FORSTER MPhil PhD, Research Fellow in History
 T M JONES MEng (Bristol) PhD (Edinburgh), 1956 College Lecturer, DoS in Computer
 Science, University Reader in Computer Architecture and Compilation
 E RINGE BA MS PhD, College Lecturer in Materials Science
 R YOTOVA PhD, College Lecturer in Law, DoS in Law
 R A SUGDEN BA PhD, Research Fellow in Modern and Medieval Languages
 G E T EMERSON BA PhD, Research Fellow in Computer Science
 L R OWEN MA PhD, Research Fellow in Physical Chemistry
 J ASHMORE BA PhD, Research Fellow in English
 R G GARDINER MA, Senior Bursar
 N SIMCIK ARESE BA BA MSc AADipl DPhil, DoS in Architecture, University Lecturer in
 Architecture
 T B B TREGEAR BA MST, Research Fellow in English
 F DE DOMENICO BSc MSc, Research Fellow in Engineering
 L F KATTENBERG BA MA PhD, Research Fellow in History
 L GULLIFER MA BCL QC, Rouse Ball Professor, University Lecturer in Law
 A M SPENCER BA MPhil PhD, Senior Tutor, Tutor

EMERITUS FELLOWS

J PORTEOUS OBE MA, former Senior Bursar
 E S PAYKEL MD FRCP FRCPsych FMedSci, University Emeritus Professor of Psychiatry
 T P BLIGH MSc PhD, former University Lecturer in Engineering
 D W PHILLIPSON MA PhD LittD FBA, Emeritus Professor of African Archaeology, former
 Curator of the Museum of Archaeology and Anthropology
 C J BURROW MA PhD, former College Lecturer and Reader in English Literature, Fellow of
 All Souls College Oxford, Professor of English and Comparative Literature University
 of Oxford
 B D HEDLEY MA MBA (Harvard), former Senior Bursar, DoS in Management Studies
 I R HERD MA, former Domestic Bursar
 M J BROWN MA MD FRCP FMedSci, former Professor of Clinical Pharmacology
 P A LYON MA PhD, former Development Director
 R J SMITH MA (Essex) PhD ScD FBA, former Professor of Econometric Theory and
 Economic Statistics
 W D TROTTER MA PhD FBA, Emeritus King Edward VII Professor of English

BYE-FELLOWS

G TITMUS BSc PhD, Computer Officer, DoS in Computer Science, University Computer
 Laboratory
 M ELLEFSON PhD, Tutor, DoS in Education, Reader in Cognitive Science in
 Department of Education
 R BLUMENFELD BSc, PhD (Tel Aviv), College Lecturer in Physics

R A W STALEY MA PhD, Tutor DoS in HPS, University Lecturer in HPS, Reader in HPS (Leave ET 2020)
D MASSEY PhD MBBChir, Tutor
E DIMSON BA MCOM DipM PhD FRHistS HonFSIP HonFIA, Member of Investments Committee
R REZK BSc Cairo, MPhil, PhD, DoS in Engineering, Tutor
Z FRITZ PhD, DoS in Clinical Medicine (Clinical)
K CLARE PhD, DoS in Geography, Tutor
I TINTI BA MA PhD, Cook-Crone Research Bye-Fellow 2019-20
D HUYBRECHTS, GC Steward Visiting Fellow

HONORARY FELLOWS

Professor A HEWISH MA PhD HonScD FRS, Emeritus Professor of Radioastronomy, Nobel Prize for Physics
Lord SACKS of Aldgate MA PhD HonDD KT, Former Chief Rabbi
Lord BROERS of CAMBRIDGE BA(Melbourne) PhD ScD HonScD Feng FMedSci FRS, Vice-Chancellor Emeritus, University of Cambridge
Professor T C CAVE MA PhD FBA, Professor of French Literature University of Oxford
Rt Hon K H CLARKE MA LLB PC QC, Member of Parliament for Rushcliffe
Professor Q R D SKINNER MA FBA, Emeritus Barber Beaumont Professor of the Humanities, Queen Mary College, London University
Professor Sir M J BERRIDGE BSc PhD FRS, Emeritus Fellow at Babraham Institute, Cambridge
Professor J H CONWAY MA PhD FRS, Professor of Mathematics, University of Princeton
Rt Hon Sir Paul KENNEDY LLB MA PC, Interception of Communications Commissioner (MI5), former Lord Justice of Appeal
Rt Hon Sir Mark POTTER MA PC, Former President of Family Division of High Court
Lord TUGENDHAT of WIDDINGTON MA LLD (Bath) LittD (UMIST) Kt, former Chairman of Abbey National plc
Professor L L PASINETTI MA PhD, Emeritus Professor of Economic Analysis, Università Catholicà del Sacra Cuore, Milan
The Hon J F LEHMAN BA PhD (Washington) DSM, former Secretary of the United States Navy
Lord MORRIS of Aberavon LLM PC QC KG, former Attorney General
Lord SIMON of Highbury MA MBA (INSEAD) CBE, former Chairman of BP
Professor J STIGLITZ BA (Amherst) PhD (MIT) FRS, Department of Economics, Columbia University, New York, Nobel Prize for Economics
Professor G J ZELICK MA PhD LLD (Richmond), former Vice-Chancellor of London University
Mr S R BEALE BA CBE, Actor
Professor N J HITCHIN BA (Oxon) DPhil (Oxon) FRS, Savilian Professor of Geometry, Oxford University
Professor W WERNER PhD (Paris), Professor of Mathematics, Université Paris-Sud, France, Fields Medal
Lord TURNER of ECCHINSWELL MA, former Chairman of Financial Services Authority
Professor Sir Richard J EVANS, Emeritus Regius Professor of Modern History, Former President of Wolfson College Cambridge
Sir Noel MALCOLM MA PhD FBA,FRSL, Senior Research Fellow, All-Souls College Oxford

Professor M LEVITT PhD FRS, Professor of Structural Biology, Stanford University, Nobel Prize for Chemistry

Professor Sir Peter RATCLIFFE MA FRS, Head, Nuffield Department of Medicine, University of Oxford

Sir William YOUNG, Justice of the Supreme Court of New Zealand

D ELSTEIN MA, Media Consultant

M DAMAZER MA CBE, Master of St Peter's College Oxford

Rt Hon Sir Christopher S C S CLARKE, former Judge of the Court of Appeal of England and Wales

Rt Hon Lord Justice G C VOS, Chancellor of the High Court of England

Mrs C J FAIRBAIRN, Director-General of the Confederation of British Industry

Professor J M KOSTERLITZ, Professor of Physics, Brown University, Princeton

Mrs J DEANE MA OBE, Entrepreneur

Ms C LANGAN, CEO of Baby Cow Productions

Mr T J KNOX BA FSA, Director of the Royal Collection and former Director of the Fitzwilliam Museum

OPERATIONS DIRECTOR

Ms Jennifer Phillips

LECTORS

Daniela Dora, German Lektorin

Ashwiny Kistnarredy, French Lectrice

TEACHING ASSOCIATES for 2019-20

Dr Johanna Rees (MIMS for 1A Medicine)

Dr Suzanna Forwood (Neurobiology)

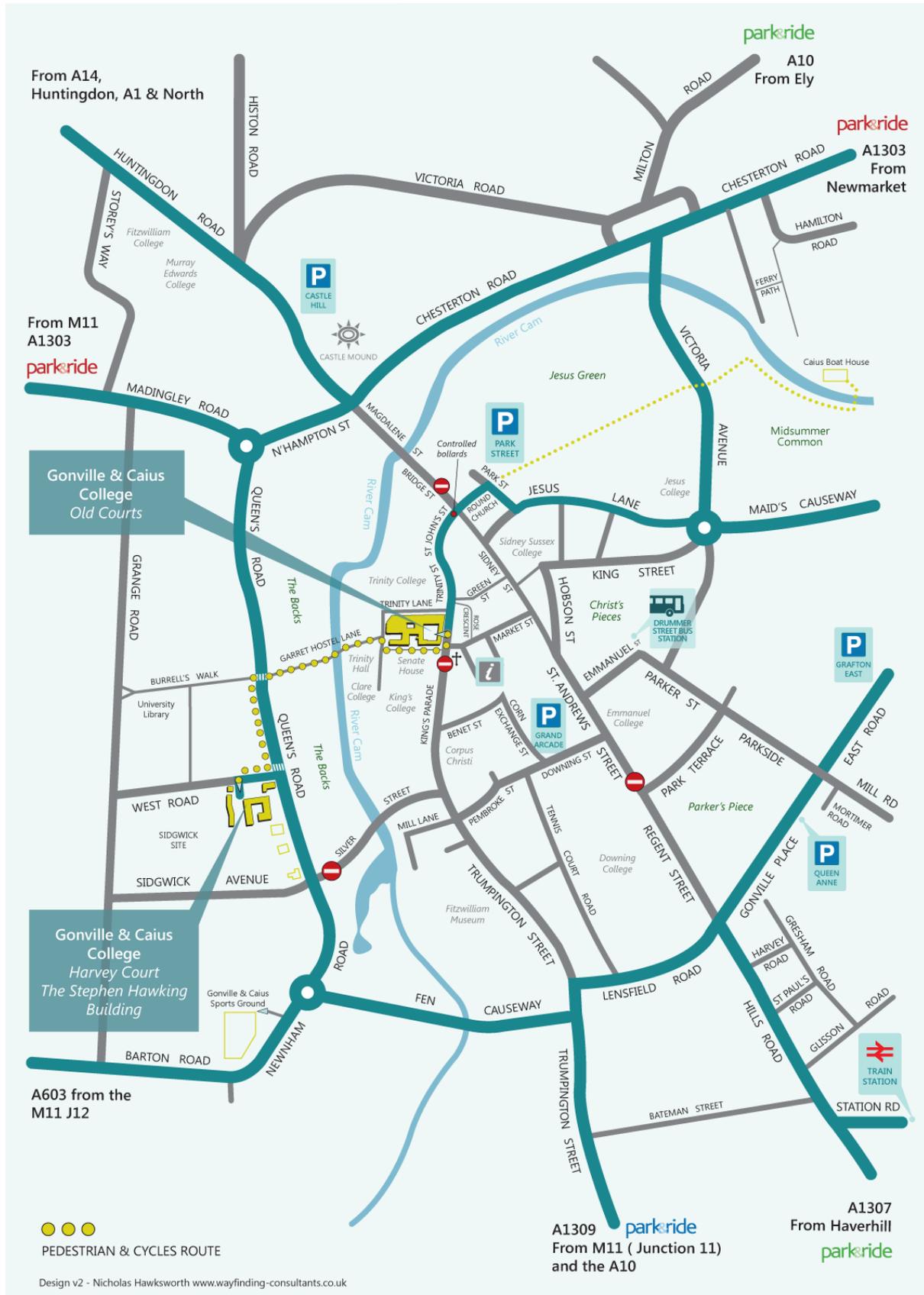
Dr Derek Barns (Physics)

Dr Thomas Krieg (Medicine: Pharmacology)

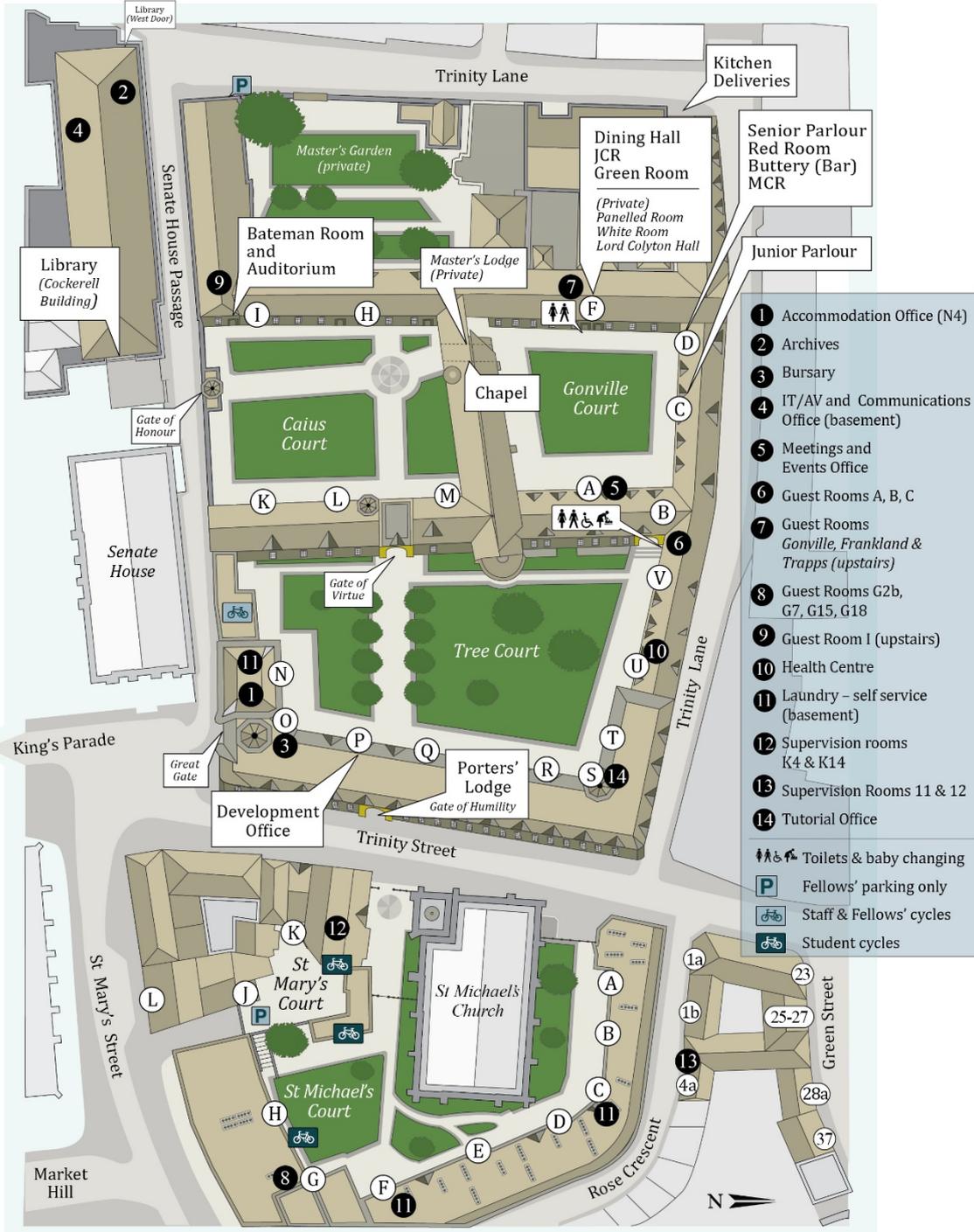
Dr Susanne Schulze (Physical Chemistry)

Mr Benjamin Studebaker (HSPS)

COLLEGE MAPS AND PLANS



Old Courts



Design, N Hawksworth, www.wayfinding-consultants.co.uk, 01223 693082
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Harvey Court



Design, N Hawksworth, www.wayfinding-consultants.co.uk, 01223 693082
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More maps can be found at www.cai.cam.ac.uk/visiting-caius

HIV and AIDS

Gonville and Caius College Statement of Practice

The College follows the Guidelines on HIV and AIDS prepared by the University Working Group on AIDS (now incorporated into the Health and Wellbeing Committee). These guidelines are reviewed regularly to take account of developments in knowledge about AIDS and HIV infection, and they can be consulted on the web at:

www.cambridgestudents.cam.ac.uk/

[welfare-and-wellbeing/health-and-welfare-guidelines](http://www.cambridgestudents.cam.ac.uk/welfare-and-wellbeing/health-and-welfare-guidelines)

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

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

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

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

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

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

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

August 2016

Appendix 3

TERMS AND CONDITIONS FOR BOOKING AND USE OF COLLEGE PUNT “LADY MARILYN”

1. The College Punt “Lady Marilyn” may only be loaned by the following people:

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

2. Booking of “Lady Marilyn” must be made in person or by telephone to the Gonville & Caius Porters Lodge (GCPL) – Tel: 01223 332400. Email requests to book the Punt will not be taken. Bookings may be made up to one month in advance.

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

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

“Lady Marilyn” may not be used during the hours of darkness.

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

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

6. A donation of £10 for use of “Lady Marilyn” should be paid to Gonville & Caius Porters Lodge (GCPL) for each hire period listed at Para 3. Donation can either be by cash, credit/debit card, cheque or placed on individual College accounts.

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

8. Only the person who has booked “Lady Marilyn” can obtain the loan disc from GCPL.

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

10. “Lady Marilyn” is moored at St Johns College. The key can only be obtained from the Cripps Porters Lodge on production of a Caius Punt Loan Disc.

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

12. “Lady Marilyn” shall be left tidy and the Punt Pole and Paddle securely locked to the quay. Cushions must be returned to the storage cupboard. A fine of £20 may be levied for failure to secure items properly.

13. Due to the popularity of the Punt, a cancellation charge of £10 will be levied if “Lady Marilyn” has been booked but not used. This cancellation charge can be avoided if the booking is cancelled at least 24 hours beforehand. This will help increase its availability.

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

a.	Replacement lock	-	£20
b.	Replacement key	-	£20
c.	Water baler	-	£5
d.	Replacement paddle	-	£50
e.	Replacement pole	-	£200
f.	Replacement set of cushions	-	£245
g.	Replacement Punt	-	£4750

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

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

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

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

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

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

PUNTING SAFETY RULES

1. The maximum number of passengers approved by the Cam Conservators is **SIX** for “Lady Marilyn” (including the Punter).

2. Only one passenger may face forward in the front section of the Punt.

3. Punts may not be lashed together.

4. Keep to the right and respect other vessels.

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

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

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

Appendix 4

GCSU BARBECUE INSTRUCTIONS

1. Hiring

- 1.1. The barbecue will be available for hire by College members for use by a registered Gonville and Caius Student Union Society or a member of the College. The persons to contact are the GCSU Food and Bar Officers. A form must be completed.

Permission must be sought in advance from the Director of Catering, should you wish to bring Food into the College for consumption at a barbecue event. A form on Food Safety and suppliers must be completed with the Director of Catering.

- 1.2. At present, there is no charge for hire of the barbecue, but a deposit of £30 will be required from applicants. This must be paid to the Food and Bar Officer at the time of application. It will be refunded provided the equipment is returned complete, intact and clean.
- 1.3. The barbecue will be the responsibility of the signatory on the application form. It is their duty to ensure it is returned **cleaned**, intact and with all the associated equipment, to the Harvey Court Porter's Lodge, by 11 pm on the day of hire.
- 1.4. The GCSU will provide the barbecue, tongs and associated equipment, a bucket of sand, and a disposal container. Everything else must be provided by those hiring the barbecue.
- 1.5. Returning the barbecue clean means: removal of ashes from the barbecue, cleaning of the grills after use, and washing of any utensils provided.

2. Safety

- 2.1. The barbecue must be set up on level ground, away from over-hanging trees, bushes, fences or buildings.
- 2.2. The barbecue must never be left unattended. The person in charge of the barbecue is the signatory of this form.
- 2.3. Never use any flammable liquid other than barbecue lighter fluid to start the barbecue.
- 2.4. Always use tongs and the appropriate equipment to handle food.
- 2.5. Once finished with the barbecue, ensure that the coals are cold and have stopped smoking. Remove charcoal ashes from the grill and place them into the metal container provided (which has a tight-fitting metal lid). Add and mix in water with the ashes. Let it cool before disposing appropriately.
- 2.6. There must be a bucket of sand in proximity at all times.
- 2.7. Never wear loose, flowing clothes when tending a barbecue. Tie long hair back.

Failure to follow these rules – for example, failure to clean the barbecue, or returning the barbecue late – will entail loss of the £50 deposit and restrictions on the use of the barbecue in the future.