

# **ROBINSON COLLEGE**

University of Cambridge



Information for Junior Members

2016 - 2017

## **Introduction**

Robinson College Information for Junior Members is your Handbook. It gives you essential practical information about the College for those who live and work here. You will need to refer to it from time to time – we all do – and it's your responsibility to familiarise yourself with it, as it contains our rules and regulations as well as all the information you need about how things work, resources, support and so forth.

The Handbook is also available on the College website; to find it, go to Academic Life. For further information about the University rather than this College, it's worth getting to know other useful sources of information such as the Cambridge University website ([www.cam.ac.uk](http://www.cam.ac.uk)), your Department or Faculty website, Transkills: [www.skills.cam.ac.uk/undergrads/](http://www.skills.cam.ac.uk/undergrads/) and a range of student websites.

As readers and users of this handbook, you are well placed to comment on it; your suggestions may be incorporated in future revisions of it. Please send comments and suggestions to the Senior Tutor's Assistant ([ks610@cam.ac.uk](mailto:ks610@cam.ac.uk)) in the Tutorial Office.

Bill Nolan  
Senior Tutor

September 2016

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## **History of the College**

The College owes its existence to a single benefactor, the late Sir David Robinson. He was born in Cambridge in 1904. After attending the County School, he worked for some years in his father's bicycle shop; in 1930, however, he took over a garage in Bedford and soon developed it into a large and prosperous firm. In the early fifties he was one of the first to venture into the new television business. In 1954 he founded Robinson Rentals, which thrived and became the basis of a considerable fortune. In 1966 he moved to Newmarket, where he had already set up a highly successful racing stable.

Planning for a college began in 1973 when Trustees were appointed. As the result of a limited competition organised by the RIBA, Gillespie, Kidd and Coia of Glasgow were appointed design architects. The College received the 1983 award for architectural excellence from the Royal Institute of British Architecture for buildings completed between 1976 and 1980.

Academic operations began modestly in two large houses on the College site, Thorneycreek and 5 Adams Road, which are now student hostels; a small number of graduate students joined the College in 1977; a few more followed in 1978; and in 1979 the first twenty undergraduates were admitted. A further 154 undergraduates entered in October 1980. The College now has some 80 Fellows, teaching a wide range of subjects, and close to 590 junior members (i.e. undergraduate and graduate students).

## **The College**

Robinson College at present comprises the Warden and some 80 Fellows, about 205 graduate students and around 400 undergraduates of whom about 65 per cent are men and 35 per cent are women. Professor A. D. Yates is the Warden of the College and is the Chairman of the College Council and the Joint Liaison Committee (an important consultative body of Fellows and students).

The Warden and Fellows constitute the Governing Body, the ultimate authority within the College.

The College Council is responsible for making the decisions involved in the day-to-day business of the College. The Council consists of the Warden, the Deputy Warden, the Finance Bursar and the Senior Tutor *ex officio*, and twelve members of the Governing Body elected in groups of four annually to hold office for three years. There are also three student representatives on the College Council. The Members of the College Council for 2016/2017 are listed in Appendix 1.

## **Academic Life**

### **Education**

The University and the Colleges have different responsibilities for your education. Through its Faculties and Departments the University is responsible for the overall content and structure of courses, for setting and marking examinations, and providing lectures and classes, demonstrations and practicals, as well as laboratories and libraries.

The annual schedule of lectures can be accessed at <https://www.timetable.cam.ac.uk/>. The College provides supervisions, and, in College, the Director of Studies has responsibility within each subject for all academic matters.

Your Director of Studies arranges supervisions, gives you advice about your work, checks your examination entries, and monitors your academic progress. You will have meetings with your Director of Studies at the start and end of each term to discuss your work – at the end of term you will have reports from each of your supervisors (on CamCORS) which your Director of Studies will discuss with you; during the term, you can arrange to see your Director of Studies if you have any questions relating to your work.

For start and end of term meetings, there will be sign-up lists in the Porters' Lodge, or your Director of Studies will contact you by email.

Meetings with Directors of Studies are frequently also held at the division of term (i.e. half-way through term), as regular discussion of your academic progress is an important aspect of your education.

Meetings with your Director of Studies at the start and end of every term are compulsory. A list of Directors of Studies is given under Appendix 2.

Supervisions are a distinctive feature of education at Cambridge (and Oxford), and are one of the most significant aspects of your education here. Supervisions are usually taught in pairs or in a group of three, and provide a regular opportunity for you to discuss your own work, usually on the basis of written work you have submitted before the supervision. As well as reading your work and discussing it with you, supervisors will advise you on reading, may discuss the content of your lecture courses with you, and may advise on essay technique and study skills. **The effectiveness of supervisions relies on you being well prepared for them and being willing to explore ideas and contribute to discussion.**

Supervisions are a costly privilege, and it is your responsibility to use them to the very best of your ability. If you cannot attend a supervision you **must** inform your supervisor in advance. **If you miss supervisions without notice and without a good reason, you will be charged the cost of the missed supervision(s).**

**Graduate Students:** your work is supervised by specialists within your own department but you may consult any of the relevant Directors of Studies or other Fellows on academic or other matters; you are also assigned a College Graduate Tutor. These points are covered more fully below on pages 34 & 35 in the section relating directly to graduate students.

## **Examinations**

The principal University Tripos examinations are held during the Easter Term. Examination failure **will normally** lead the College Council to decide that a student shall not return into residence.

In cases of **unsatisfactory performance**, the College may at its discretion require that a student does not return into residence, either for a year or permanently. In such cases students have the right of appeal to the Council before a decision is reached.

## **Admission to Degrees**

The Praelector is Dr Jeremy Thurlow, whose main duty is to present candidates for admission to degrees in the University. Any enquiries should be made to the Praelector's Secretary, Linda Hunns, in the Tutorial Office (between 8.30am and 1.30pm, weekdays, or by email: [ljh65@cam.ac.uk](mailto:ljh65@cam.ac.uk)).

## **Change of Subject**

The Senior Tutor may allow you to change from the subject you were admitted to read to another, provided that you are qualified to do so, that you make the request early enough, and that there is space available.

Normally changes are made after at least one year's study of your original subject. Changing to Medicine or Veterinary Medicine is not possible as numbers are strictly controlled by quota. (There are now graduate medical courses in Cambridge and elsewhere for those who wish to study Medicine but did not choose to do so initially). After you have taken one part of one Tripos the Senior Tutor may also allow you subsequently to take another part of another Tripos provided the combination still leads to an Honours Degree and subject to similar provisos as for changing course. The University's Statutes and Ordinances govern such changes and should always be consulted. Changes will sometimes be conditional on residence during the Long Vacation in order to prepare for the new subject. If you are thinking of changing subject, consult the Directors of Studies in both your present and potential subjects as early as possible and no later than the end of the Easter Term. You may well be asked to sit a written test in order for you to be carefully assessed for your proposed subject, and the potential Director of Studies is most likely to set a hurdle, such as requiring that you gain at least a II.1 in your current subject, before accepting you. There is a form for you to have signed by both your present and new Director of Studies, available from the Tutorial Office.

If you are contemplating a change of subject which requires an additional year's study, it must be formally approved by the College, and the Student Loans Company must be notified through the College as soon as possible, if you are to qualify for an additional Student Loans Company's contribution to tuition fees, and for an extra year of funding.

## **Dates of Terms**

The academical year starts on the first day of October in each calendar year. It is divided into Michaelmas, Lent and Easter Terms. A small number of courses require students to return a few days before 1 October. The dates of the three terms are:

Michaelmas Term	4 Oct to 2 December
Lent Term	17 January to 17 March
Easter Term	25 April to 16 June

Each of the Michaelmas and Lent Terms includes a period of about 60 days and the Easter Term a period of about 53 days called Full Term, during which officially arranged teaching takes place. The dates of Full Term vary from year to year, but the dates for 2016/2017, 2017/2018 and 2018/2019 together with dates of Easter Day, are as follows:

	<b>2016/2017</b>	<b>2017/2018</b>	<b>2018/2019</b>
Michaelmas	4 Oct-2 Dec	3 Oct-1 Dec	2 Oct-30 Nov
Lent	17 Jan-17 Mar	16 Jan-16 Mar	15 Jan-15 Mar
Easter	25 Apr-16 Jun	24 Apr-25 Jun	23 Apr-14 Jun
Easter Day	16 March	1 April	21 April

## **Residence Requirements**

To be eligible for the BA degree all undergraduates are bound by the University Statutes to keep the equivalent of nine full terms by actual residence in Cambridge within the periods of whole terms. 'Keeping Term' involves being resident for 60 days (59 nights) in the Michaelmas and Lent Terms and for 53 days (52 nights) in the Easter Term.

Each night must be spent in official University accommodation (unless tutorial permission is obtained for other arrangements) within three miles of Great St Mary's Church, which is the centre of the University. This is less complicated than it sounds: you satisfy the requirement by living in your College accommodation throughout Full Term. Undergraduates normally quite simply keep the Full Terms, but if you sleep out of Cambridge during your residence (as you may do by signing the Exeat Book in the Porters' Lodge), you must make up the Full Term period by residing for extra nights. The College has to certify to the University that each undergraduate has kept each Term. Failure to keep Term can have serious consequences.

## **Requirements for international students**

Government regulations on non-UK and non-EU students bind the University and Colleges on matters such as visas and attendance requirements. International students are individually sent all the information they need about such regulations; if you are an international student and have any questions about what is required of you, in the first instance you should contact the Senior Tutor ([senior.tutor@robinson.cam.ac.uk](mailto:senior.tutor@robinson.cam.ac.uk)).

## **Dates of residence**

You may wish to reside in order to study before and after Full Term, but within Term, even if you have no nights to make up. You must, in any case, come into residence not later than the first day of each Full Term (Freshers come up earlier in the first Term for an induction programme, and to complete various formalities). You may not go down until your residence requirements have been met. Written permission to reside in College before the Saturday prior to the beginning of Full Term and after the second Saturday following the end of Full Term must be sought from the Senior Tutor's Assistant.

**Vacation residence can never be guaranteed** and almost always involves moving into a room different from that occupied during Full Term, usually in one of the College hostels and not in the main building. Priority is always given to students who need to be in Cambridge for academic purposes and to overseas students. On the contrary, "it is inconvenient for parents/friends/flights" is a very low priority reason. **Please plan ahead!**

**The precise times when you need written permission from the Senior Tutor's Assistant to be in residence for this academic year are: before Saturday 1 October 2016 and after Saturday 10 December 2016 (Full Term: 4 October to 2**

**December); before Saturday 14 January 2017 and after Saturday 25 March 2017 (Full Term: 17 January to 17 March); before Saturday 22 April 2017 and after Saturday 24 June 2017 (Full Term: 25 April to 16 June).**

Unless you have permission to stay in College after term ends, you will need to vacate your room by 10.00am on the Saturday; failure to leave by this time may incur a charge.

## **Welfare and Health in College**

### **The Tutorial system**

The Senior Tutor, Dr Bill Nolan, has overall responsibility for the academic life of the College and the welfare of all its students. He must be consulted about change of subjects or any other change in academic course during your stay in College, or if you have problems that your Director of Studies or Tutor cannot resolve. If you want to see Dr Nolan, make an appointment through his Assistant, Keisha Sharp, whose office is on High Court, staircase V.

You are all assigned to one of the Fellows of the College as your Tutor. Each Tutor is primarily concerned with the personal welfare of their tutorial students and is available for advice on, and confidential discussion of, any subject relating to College life. Tutors are in the College at certain regular times during each week or may be contacted in their departments or, if necessary, at home.

The Tutorial Noticeboard is in the Porters' Lodge; details of Tutors' regular times for meetings with their students are also available on the College website. You are free to contact any of the Tutors (not just your own) for consultation on any issue.

You are all **required** to see your Tutor at the beginning of each term and before going out of residence at the end of term.

These meetings are important. If you fail to attend a required meeting, and don't respond to follow-up emails, there is an automatic charge – and of course the meeting still to attend. If you are dissatisfied with any aspect of your dealings with the College, you should approach your Tutor in the first instance. The Tutors are listed under Appendix 3. Formal procedures for pursuing complaints which cannot be resolved informally are described in documents available from the Senior Tutor's Office or the RCSA, and also on the College Policies pages of the College website (click on College Life). There is also a Women's Tutor, Dr H Leggett, whom any student is welcome to contact, and a Financial Tutor, Mr Martin Reavley who is available to see those with financial queries or problems. It is very important that, if you have any kind of financial difficulty, you contact him and also your own Tutor; this will enable us to deal with difficulties before they become larger problems. For further information, see the Finance section of this handbook.

Throughout Term, a Duty Tutor is on call overnight and at weekends; you'll find contact details on the Tutorial Noticeboard in the Porters' Lodge.

Please ensure that we have your current contact details, and in particular, your mobile phone number, to ensure that we are able to work effectively with you and support you; there may well be times when it is essential that we can contact you without delay. It is your responsibility to ensure that your contact details are full and up-to-date on CamSIS (further information about this database is available elsewhere).

## **Chaplain**

The College Chaplain is the Reverend Simon Perry. He is available for all members of the College, of any religious persuasion or none, to talk about any matter that concerns them, in confidence and off the record. He is also a minister for Christians in College; but, like your Tutor, the Chaplain is there for consultation by any student for any reason. His room is in Flat 1A, Herschel Court and his home is close to College so you can contact him at any time of day. For members of other faiths, the Chaplain is able to link you to chaplaincy services available in the University or city as appropriate.

## **Policy on Racial, Sexual & Religious Harassment**

The College is committed to creating and maintaining a working, living and learning environment for students, staff and Fellows, free from all forms of discrimination, and to fostering mutual respect and consideration. The College **will not tolerate** racial, religious, sexual, and gender harassment, including abuse on the grounds of race, religion and sexuality. To help ensure that such behaviour has no place in the College, the College issues advice to all Fellows, staff and students on how to deal with behaviour of this sort. A copy of the College policy document is available in the JCR, from the Tutorial Office on request, or on the College Policies page of the College website.

You should be aware that interpretations of harassment differ. Differences of attitude or culture and the misinterpretation of social signals can mean that what one person sees as harassment may not seem so to another. The defining features of harassment are that the behaviour is offensive or intimidating to, and unwanted by, the recipient or group of recipients, even if offence is not intended.

All members of the College should therefore be sensitive to the feelings of others at all times. Complaints of harassment will be responded to sympathetically, thoroughly, and with all possible speed. The College will respect the particular sensitivity and confidentiality of such matters.

If you feel that you are being subjected to harassment you should not hesitate to seek advice from one of the following people: the Senior Tutor, the Chaplain, the College Nurse or the Women's Tutor. They have received training in dealing with such situations. Or you may prefer to approach your personal Tutor.

The RCSA Welfare and Women's Officers are also available to supply confidential advice. Whoever you approach, you will be advised on a further course of action. The RCSA and Women's Officers will endeavour to resolve the matter informally, failing which they may take the matter further on your behalf, but only with your consent.

You should also read the College's policy on appropriate relationships within the College setting (see the College website); policies such as these are designed for the well-being of all members of the College community, junior and senior members, and staff members, alike.

## **Discipline in the College**

Any behaviour that infringes the College's Code of Discipline (see Appendix 7a) will be referred to the Dean of Discipline who will decide what the appropriate penalty should be. Grave disciplinary offences – so serious as to possibly warrant that the student or students responsible be required to go out of residence temporarily or permanently – are referred to the College's full Disciplinary Committee (see Appendix 7b for full disciplinary regulations).

## Smoking

Smoking is prohibited in virtually all of the College. Smoking is not allowed in any room in the College including bedrooms, nor is it allowed on any walkway, balcony, staircase or landing. Smoking is only allowed as follows:

- In the gardens
- In Front Court and Long Court between the hours of 8.00am and 11.00pm

See Appendix 6.10 for details of College Smoking Regulations.

## Alcohol and Drugs

Moderate consumption of alcohol is an acceptable part of the communal life of the College. However, excessive drinking of alcohol poses a significant threat to health, in both the immediate and longer term; it also undermines your ability to work really effectively and to keep up with what is expected of students here, on fast-paced, very challenging courses. The College's policy on the Use and Abuse of Alcohol is on the College website.

Any use of prohibited drugs also seriously damages health. The College therefore takes any case brought to its attention very seriously, and would treat offences committed under their influence severely. See the College's Code of Discipline for details.

If we had reason to suspect that any of our members were involved in the manufacture or distribution of drugs, we would not hesitate to involve the police.

There are a number of sources of expert advice for anyone for whom dependency on drugs or alcohol is a problem. Your Tutor can provide confidential advice, and further information is given in the College's policy, and also kept on the racks on the first floor of the College Library. The RCSA Welfare Officer and CUSU can also provide valuable and equally confidential advice. The CUSU website at: <http://www.cusu.co.uk/what-we-do/publications> provides useful guidance and links.

## College Nurse

The College Nurse has a surgery in the Health Centre in Set 19, W staircase – times will be available on the website at the start of term. Please contact the College Nurse by email if you wish to book an appointment in advance and there are also drop-in clinics Monday-Friday when no appointment is necessary, just turn up.

If you have any illness, health worries or just want to talk, she is here to help you. Out of surgery hours the College Nurse may be contacted by phone at home by the Duty Tutor, contact by the Duty Porter will be by email.

**All Freshers must attend an essential Health Interview during which they complete a form to be registered with a Cambridge GP Practice.** The Health Interviews with the College Nurse are by appointment during the first three weeks of the Michaelmas term. All information shared with College Nurse is confidential. **Please remember to attend your College Nurse interview and bring your NHS card.**

## Allergies

All students are responsible for their own medication so please remember to have e.g. Epipens etc. for food allergies and inhalers for asthma - and of course do carry them with you at all times.

**Please note:** If you do have an allergy, we regard it as **your responsibility** to inform us; it is also your responsibility to ensure you have whatever medical treatment you need (such as an Epipen), and have been trained how to use it.

We also regard it as your responsibility to inform us about chronic medical conditions and the treatment required; but unless it is essential for your own wellbeing that this information is known by members of the College and the College staff who work with you, such information will be confidential to the College Nurse.

If you plan to bring medication with you that requires to be stored under refrigerated conditions, please let us know in advance to your arrival through the Tutorial Office. We will endeavour to provide a fridge in your room or agree alternative arrangements with you.

### **Disposal of Needles and Sharps**

We understand that some College Members may need to use Sharps from time to time, e.g. Insulin Pen Needles. We ask that you ensure that you dispose of these in such a way that our staff or other college users are not put at any risk. Your Doctor should have provided you with your own Sharps bin and given you advice on safe disposal of needles and sharps which you should follow.

In the unlikely event that you do not yet have a Sharps disposal bin, please contact the Housekeeping Department or Porters Lodge. There is a purpose intended sharps disposal bin in both locations that is available for you to use.

**Please DO NOT dispose of sharps in bedroom bins or in any other bins around the College.**

**Rape/Personal Safety Alarms** are available from the Porters' Lodge. No charge will be made though, alarms must be signed for. It is advisable to receive instruction in their effective use.

### **Doctors and Medical Help**

**All students are required to register with a Cambridge GP – this can be done through the Nurse at your Health Interview on arrival at College.** Do visit the College Nurse during her surgery hours and she will help you do this. Please bring your NHS card if you are a UK student.

The porters may be able to provide first aid and/or arrange for transport to hospital if necessary. If you enter hospital under your own initiative then please make sure the Porters' Lodge is informed, because it is a cause for concern and confusion when a student goes missing.

If you feel unwell or are injured after daytime working hours, contact the porters who will help you get the appropriate medical attention.

Any injuries sustained in University or College premises, particularly laboratories, must be reported **immediately** to the appropriate authorities, **and signed into the book kept for recording such accidents.** This is essential in case an action for damages is to be pursued successfully.

The University **Dental Service** is at 3 Trumpington Street, telephone Cambridge 332860 (University Network 32860). Hours: Monday, Wednesday & Friday 8.15am to 5.00pm, Tuesday & Thursday 8.15am to 6.30pm and Saturday 9.00am to 5. However, students should note that the University Dental Service is unable to admit many new names to their list; they advise you to remain registered with another dentist as they are frequently unable to see unregistered people – even in an emergency situation.

## University Counselling Service

Tutors, the Chaplain, the College Nurse, and doctors are all accustomed to being consulted about personal problems. If you wish, any of these can direct you to other professional counsellors, psychiatrists or self-help groups. One such organisation is the professionally run and **strictly confidential** University Counselling Service ([www.counselling.cam.ac.uk](http://www.counselling.cam.ac.uk)) which is free to students.

You can make your own appointment by telephoning 332865 (University Network 32865) or by calling at 2/3 Bene't Place between 9.00am to 5.30pm Monday & Wednesday, 9.00am to 7.30pm, Tuesday & Thursday and 9.00am to 5.00pm on Friday's. It is not a psychiatric service, but the counsellors there are able to refer clients to the Department of Psychiatry at Addenbrooke's Hospital or elsewhere if such help is needed.

There is also a student-run organisation, Linkline to help students who are worried, depressed, or want to talk to someone in confidence about a personal difficulty. Its telephone number University Network (7)44444 and it is staffed by students from 7.00pm to 7.00am nightly during term time.

## Finance

Cambridge Colleges receive their income from fees, from charges for accommodation and facilities to members and to outside users (conference delegates, etc.) and from investments in property, land and securities. In the case of Robinson, which has relatively small investments from its initial endowment, conferences in the vacations are a particularly important source of income, and the College was built with specially designed facilities for this purpose. The high standard of our undergraduate accommodation is one consequence of this. The University itself is financed separately from fees, block Government grants and its own investments.

## Student Fees, Grants and Awards

### Tuition Fees

All students, whether undergraduate or graduate, are required to pay Tuition Fees for their course. For Home and EU undergraduates, the Tuition Fees for the academic year 2016/17 are capped at £9,000. To cover the cost of the Tuition Fees, all Home and EU undergraduates may receive a loan from the Student Loan Company (SLC) (or appropriate agency for students from Scotland, Wales and Northern Ireland), which carries interest but is only repayable after graduation. Repayments are compulsory only in respect of a fixed percentage (currently 9%) of earnings above £21,000 pa (£17,495 for students from Scotland and Northern Ireland), and any balance still outstanding after 30 years (25 years for students from Northern Ireland and 35 years for students from Scotland) will be written off.

The SLC and its fellow agencies pays the Tuition Fee loan direct to the College but also issues a Financial Notification to each student qualifying for a Tuition Fee Loan. This document should be brought to the College Office, even if you are not taking up the Tuition Fee Loan, since it provides confirmation to the College that you qualify as a Home or EU undergraduate.

Students reading Medicine should ensure that they have applied for funding to the SLC to cover six years of study. Other students reading courses that may require four years

of study must ensure that the SLC has accepted their application for Tuition Fee funding on the basis of the correct length of course.

Undergraduates who do not qualify as Home or EU students (normally termed Overseas/Islands students) pay tuition fees to the University that vary by subject and are also required to pay a College Fee, which has been set at £8,500 for the academic year 2016/17.

Post-graduate students pay a University Composition Fee that varies by status (Home/EU or Overseas) as well as by subject and degree to be gained. No College Fee is payable and the level of the University Composition Fee is guaranteed not to change for the duration of the course.

Students who do not have a Tuition Fee Loan and have not agreed other arrangements with the College are required to pay their fees directly to the College immediately on arrival in Cambridge in October at the beginning of each academic year. Arrangements for payment in instalments can normally be made, eg if a third party sponsor is to pay. Students wishing to defer payment of their fees should apply in the first instance to the College Office.

### **Living Costs**

All students will, of course, also have to meet the costs of living at university. These costs (food, accommodation, travel, clothes, course expenses etc) vary from person to person but for a Home undergraduate the College considers that £8,500 is an appropriate sum to have available for the three terms of the Cambridge academic year. Those studying some subjects, eg architecture, may need more while others with less demanding studies may manage on less.

Home undergraduates from England who started their course in October 2015 or before are able to claim both a means-tested but non-repayable Maintenance Grant of up to £3,387 (if their household income is £25,000 pa or less) scaling down to £50 if their household income is £42,620 pa. No grant is available if household income is above £42,620. In addition, Home students who started in 2015 or before can claim a Maintenance Loan of £3,731 regardless of household income and additional means-tested amounts up to a maximum loan of £5,878.

Home students from England starting their course in October 2016 are not eligible for a Maintenance Grant. However, the Maintenance Loan available without means-testing is £3,821 and additional sums are available depending on household income up to a maximum loan of £8,200.

The Maintenance Loans are repayable on the same terms as the Tuition Fee Loan. The arrangements for students from Scotland, Wales and Northern Ireland can be found at the websites for the relevant student finance agencies in those countries.

International including EU undergraduates can expect to spend more, especially if vacations are spent in Cambridge rather than returning home. The University estimate that a figure of £9,570 is required in these circumstances but actual costs vary due to personal circumstances and also the effect of changing exchange rates.

International including EU undergraduates are not eligible for any maintenance funding from the UK government or the devolved administrations and must make their own arrangements to meet their living costs.

The living costs for graduates are still greater, with a need for accommodation for a full 12 months and, often, additional costs arising from the subject being studied. The

University provides a calculator to help graduates estimate how much they may need for living costs which can be found at <http://www.graduate.study.cam.ac.uk/finance>.

## College Bills

Bills for accommodation, tuition fees and other charges are issued halfway through each term and must be paid within 10 days. In the case of overseas and graduate students fees and accommodation are **payable on arrival**. Interest will be charged on overdue accounts unless your Tutor recommends otherwise to the Financial Tutor. A Final bill will be issued shortly before graduation and the College will not present you at General Admission for a degree unless your account has been settled in full.

Delayed payment of any account for fees, Residence Charge or other charges, will incur interest unless prior agreement to the contrary is reached with the College authorities, who are very sympathetic to cases of genuine hardship.

The College reserves the right, after consideration of the circumstances of the matter, to decline to present for any degree, diploma or other qualification any member who is in debt to the College.

The circumstances that the College will consider include the nature (academic or non-academic) of the debt; its size; the reason for non-payment; the reasonable practicability of its payment by the student, or on his or her behalf; the likely damage to the student from non-presentation; the likely efficacy of alternative, less damaging sanctions. The College will afford the student the opportunity of commenting on those matters before reaching its decision.

## Financial Assistance

It is inevitable that some students will experience financial difficulties at some stage. The Financial Tutor, Mr Martin Reavley is available to discuss financial problems with any member of the College. There are a number of ways in which he may be able to help.

## Bursaries

The Cambridge Bursary Scheme offers bursaries each year across the University to undergraduates with limited resources. The scheme applies to Home students who are in receipt of a Maintenance Grant. The value of each bursary is calculated on a sliding scale based on your Maintenance Grant up to a maximum award of £3,500. If you think you may qualify, or are uncertain, consult your Tutor as soon as possible. **IF YOU THINK YOU MAY QUALIFY, OR ARE UNCERTAIN, CONSULT YOUR TUTOR AS SOON AS POSSIBLE AFTER THE BEGINNING OF THE MICHAELMAS TERM. VERY IMPORTANT!**

See <http://www.admin.cam.ac.uk/univ/cambridgebursary/index.html> for full details.

The College itself also awards a number of bursaries, open to both undergraduates and graduates, in the Lent Term. If you wish to apply for one, application forms will be available early in the Lent Term; but you should ensure first that you consult your own Tutor, preferably before the end of the Michaelmas Term. The College also has a number of funds available which are outlined as follows:

## Financial Assistance Fund

Each year the College Council provides some money for a Financial Assistance Fund to enable grants or loans to be made available to students, whether graduate or undergraduate, who are in financial difficulties for reasons beyond their control. The

Fund is administered by the Financial Tutor and is able to address financial crisis issues as well as hardship of a more ongoing nature.

Before applying for such help, you should normally see your Tutor first to establish the scale of the problem and to explore possible solutions. Your Tutor may then refer you to the Financial Tutor.

He would not normally expect to seek information about the detailed financial circumstances of your parents, although some reference to their position may be unavoidable because of the effect on your own situation. Assistance from the College may consist of one or more cash grants, or take the form of an interest-free loan.

### **Other Funds**

Applications may also be made to the Student Activities Fund (managed by the Senior Tutor and the Financial Tutor) which makes grants for academic or sporting purposes. Grants may also be available from the Friends of the College Fund towards the cost of other activities. Initial enquiries should be made to the Financial Tutor.

It might be said, somewhat loosely, that the Student Activities Fund is for 'luxuries' and the Financial Assistance Fund for 'necessities' or (in certain circumstances) the relief of debt.

### **Book Loan Scheme**

If there is a book which you need to consult so often that a copy borrowed from the Library will not be enough, and the cost is too high for you, you may apply for a College Book Loan. The College will pay for the book, for your exclusive use until you no longer need it, or graduate - whichever is the sooner. Application forms may be obtained from Linda Hunns in the Tutorial Office. Currently book loans of up to £75 per year are available.

The Finance Committee will occasionally consider applications from College clubs and societies for financial assistance with more ambitious projects.

The Cambridge teaching term is shorter than in most universities, and it is correspondingly more intensive. Undergraduates are therefore not normally permitted to take paid employment outside the College during term, except under exceptional circumstances and with the prior written consent of the Senior Tutor. If paid work seems the only solution to your financial difficulties, you will certainly be eligible for some of the help outlined above.

If you are contemplating taking a job during the term, it is essential that you discuss this with your Tutor.

If you have any financial problems, discuss them with your Tutor or the Financial Tutor without delay.

## **Scholarships and Prizes**

### **College Awards**

Undergraduates who excel in Tripos examinations may be elected to Scholarships during their residence or, in their final year, to titular awards.

All such awards are normally tenable for one year but are renewable.

The College Council may award **College Prizes**, currently of £50, to students who gain Firsts in their Tripos examinations, and for meritorious performance in particular subjects.

The College also offers two annual prizes, awarded on the basis of a proposal for travel in the form of an essay. You will be notified of the competition in good time; the closing date is at the start of the Easter Term. You will also be sent information about other competitive College awards and bursaries, such as the Hugh Paton-J P Morgan Bursary, the Fred Boyne Sporting Achievement Award and the Irène Némirovsky Memorial Award, in due course.

## University Awards

The University offers prizes and scholarships for compositions, reading, or examination performance. Please consult your Director of Studies for further details.

## College Administration

The Finance Bursar, Mr Ross Reason, is responsible for the financial administration of the College. Consult his staff in the College Office on any matters relating to general financial issues. On individual financial problems over payment of College bills, etc. consult the Financial Tutor, Mr Reavley. The Finance Bursar works closely with the College Steward, Mr Nick Milne and the Senior Tutor, Dr Bill Nolan. Mrs Michèle Tumber is the Finance Manager whose office is situated in the North end of the College office, and is responsible for the College accounts. The College Steward, Mr Nick Milne, is responsible for the domestic services in College including catering arrangements, housekeeping, maintenance, Porters Lodge, IT and the Gardens Department – feel free to consult with him on such matters. His office is located off Long Court. The Conference & Catering Manager is Mr Alexis Moreau, the Catering Office is on U Staircase off High Court. He is assisted in this duty by Mrs Christine James. The Catering Office is in Set 26 on High Court. The Food Services Manager, Mrs Sarah Harold, is responsible for the presentation of dinners and luncheons. Mr Simon Murden runs the College Bar and manages the services it provides. The Head Porter, Mr Colin Barnes is responsible for the order and security of the College and the day-to-day administration of the Porters' Lodge. He is in charge of eleven porters (a list of porters may be found in Appendix 4). Mrs Julie Allen is the Housekeeping Manager responsible for the upkeep of the accommodation in the College and for 'bedmakers'. She may be found in the staff offices off the Bin Brook Concourse together with her Deputy, Mrs **Patrycja** Wosiek. The bedmakers clean rooms, staircases, kitchens (though not crockery) and College Hostels. They also provide clean sheets and make beds once a week. The Facilities Manager is Mr Bill McKim and with his team, he takes care of all maintenance and capital projects in College.

You should consult the appropriate member of staff if difficulties arise. The smooth running of the College depends upon the staff: you are therefore asked to co-operate with them and to complain politely and courteously in case of dissatisfaction. The map on page 36 gives locations of offices.

Notices are posted on screens in several areas of the College. The Tutorial Noticeboard is located in the Porters' Lodge and sports notices are posted on screens outside next to the main gate. College circulars are periodically issued to each member explaining immediate matters of concern. **Please get into the habit of checking your email regularly, as important information is frequently communicated to you this way.** There are also noticeboards outside the JCR, mainly for scholarships and (in the Easter Term) examination information, and inside the JCR for all unofficial notices.

Indiscriminate posting of notices in the town has caused the City authorities to ask colleges to discourage this malpractice and it has been banned by Proctorial Edict. (Proctors are the University “police”). Current proctorial notices are displayed on the noticeboard at the entrance to the JCR.

## **Robinson College Development Office**

The Development Office, situated at the top of V Staircase, is staffed by Helen Cornish, Director of Development; Catherine Biggs, Deputy Development Director and Helen Winter, Development Assistant.

The Development Office organises the College’s programme of events for Members and their families, including the Annual Reception, Reunion Dinners, Freshers’ and Graduands’ Parents’ lunches and many others, such as subject and career oriented drinks parties and dinners. Most of the events take place in London and Cambridge, but may be as far afield as Hong Kong, Singapore, Toronto or New York. They also fundraise for various projects in Robinson, including College teaching, student bursaries and scholarships and student accommodation.

The Development Office produces and distributes *Bin Brook*, the College magazine and emails with information on what’s happening in College and forthcoming events for Members and Friends of Robinson. In addition, they provide some administrative support to the independent alumni association, The Pegasus Society, in particular publicising and taking bookings for its annual dinner in College and also in gathering information for the Editor of the Society’s publication, *The Robinson Record*. The Development Office team are always pleased to offer advice to students organising their own events – just drop by, or make an appointment by contacting them on: [development-office@robinson.cam.ac.uk](mailto:development-office@robinson.cam.ac.uk). They also have vacation jobs available from time to time, usually in relation to the telephone fundraising campaign and these are advertised to all students via email and also on posters around College when there are vacancies available.

## **College Facilities**

### **Common Rooms**

The Junior Combination Room, next to the Bar, is open to all undergraduates. It has daily newspapers and there are noticeboards advertising events around Cambridge. The Bar is open at certain hours to all members and staff of the College and contains satellite television, games machines, darts, a pool table and a juke box, all run by the Students Association. It provides coffee, tea, soft drinks, rolls, snacks and phone cards, as well as competitively priced beer, wine and spirits. An off-licence service is available up to 9.00pm. There is a drinks machine just outside the JCR. The TV room, which is off the Bin Brook Concourse, is open to undergraduates throughout the hours of broadcasting. **Note: No smoking is allowed anywhere in the College buildings.** (See Appendix 6.10 for the College Smoking Policy in detail.) There are contraceptive vending machines in the men’s and women’s toilets (between the JCR and the bar).

The Middle Combination Room (MCR), located above the Linnett Room, provides a television, daily newspapers and a DVD and book library for graduate students. Tea and Coffee making facilities can be found in the MCR kitchen area.

Access to the MCR can be obtained by activating your University card in the Porters’ Lodge.

## Public Rooms

There are several rooms which are bookable under the co-ordination of the Conference Office staff, by any member of College for meetings or parties (a small charge is made for some rooms). The Party Room (the 'Bass-ment') is located in the basement near the service yard. It has a dance floor and a small bar (which may be staffed with the permission of the College Steward). Discos are regularly held within Full Term and there is also live music.

Disco equipment and DJs can be hired through the Students Association for private parties. Potential DJs please volunteer your services as soon as possible. For further information about holding parties and events in the Party Room, which always require tutorial permission, and appropriate stewarding arrangements to ensure that they run smoothly, contact the Conference & Catering office.

For self-catering dinner parties, a room on 1 staircase with cooking and dining facilities may be hired. In addition, the College Kitchens can provide lunches and dinners for small parties in the Garden Room and Linnett Room, for which there are hiring charges. The Linnett Room and Teaching Rooms are available for meetings. Early booking is advisable for any Public Room. The Auditoria may also be hired, but for obvious reasons are not as freely available as other Public Rooms. Legislation requires the College to have a Code of Practice governing meetings held on College premises (see Appendix 8).

## Auditoria

Robinson College boasts a large Auditorium seating over 250, one of the finest in Cambridge, the envy of the other Colleges. Everything from 'King Lear' to 'Return to the Forbidden Planet' and 'Grease' has been put on here; productions are regularly staged throughout the term and films are regularly shown too.

There is also a small Auditorium off the Bin Brook Concourse, known as the Umney Theatre, which seats 120. This may be hired for video projection, but only if the AVA Manager or the Assistant Technician is present. The hire charge is therefore high.

## Film and drama

There are two film societies - one run by Ents, showing popular films, the other an arts film society, both drawing large audiences.

The College dramatic society (Brickhouse Theatre Group) was formed to encourage drama of all kinds. Budding actors, directors or stage hands are most welcome at the BTG Squash, where you can hear more about BTG and Cambridge drama in general. College members can usually buy cut-price standby tickets to first-night performances of Brickhouse-sponsored productions.

## Chapel

The College Chapel is next to the Porters' Lodge, with a door that is always open under the first bridge in Long Court.

It contains stained glass by John Piper, who was responsible for the interior design, an organ by Erik Frobenius, a Steinway grand piano and a Rubio harpsichord. The chapel and the small side chapel, which is part of it, may be used at any time for prayer or quiet. The chapel is open all day, and the side chapel is open all night too.

All members of Robinson, their families and friends are welcome to attend chapel services. The chapel is an ecumenical foundation, and the services are not those of any single denomination but on different occasions reflect the riches of different Christian

traditions; Christians of all backgrounds may receive communion in chapel if they wish. These and other Christian activities in Robinson, and in the town, are advertised on the noticeboards outside the chapel. Students interested in the use of the chapel and issues of Christian action are encouraged to contact the Chaplain.

The chapel has a strong musical tradition. The Choir sings and helps lead worship at the Sunday evening and Tuesday evening services.

It has toured in summer vacations to Scotland, Ireland, Poland, N.W. Europe, Norway, the Czech Republic, Canada and Hong Kong. Men and women singers are very welcome to join; auditions are held but previous experience is not necessary. The College offers Choral Awards and gives Choir members a free dinner in Hall each Tuesday. Anyone interested should contact the Chaplain or the Organ Scholar, David Warren.

## **Activity Rooms**

There are sound-proofed music rooms at the end of High Court which may be used for practice and rehearsals by individuals and groups of instrumentalists; the key to the Music Room is available from the Porters' Lodge by arrangement with the Robinson College Music Society. There is also a small recital room together with a practice room containing pianos. Upstairs there is the Record Library operated by the Students Association. It has a stock of some 750 discs of popular and classical music in the ratio 2:1. Two items may be borrowed for a fortnight by any junior member, to be played either in the Hi-Fi Room adjacent to the Record Library, or on your own equipment provided that it has been approved by the Record Librarian.

The Dark Room on K-staircase, level 2, is open to members of the Photographic Society and contains processing and printing equipment for colour as well as black and white.

## **Telephones**

BT telephones may be installed in College rooms at your own expense. A cheaper alternative is to sign up with Voipfone from Inet Telecoms Ltd ([www.voipfone.co.uk](http://www.voipfone.co.uk)). They provide a voice-over-IP (VoIP) service using the College data network. There is no guarantee that other VoIP services will connect successfully. There is a public telephone on G staircase.

The College telephone number is Cambridge (01223) 339100, but friends and relatives may also dial other numbers to contact junior members:

JCR	- 339239	2 Adams Road	- 339803
Bar	- 339138	4 Adams Road	- 339213
1 Sylvester Road	- 339219	5 Adams Road	- 339218
3 Sylvester Road	- 339224	6 Adams Road	- 339234
Thorneycreek	- 339215	1A Sylvester Road	- 339212
Thorneycreek Cottage	- 339194		

These numbers are part of the University Network, which connects most Colleges and Departments independently of British Telecom. Calls within the University Network are free of charge to users.

Directories are published at the beginning of each academical year, and it is worth making a note of the University Network numbers of, say, your supervisors, Tutor and Director of Studies, as well as their email addresses.

## Mail

Mail is placed in pigeon-holes in the Porters' Lodge. Mail should be addressed to the recipient at Robinson College, Cambridge, CB3 9AN. There is a post box in Grange Road at the end of Burrell's Walk. Collection times: weekdays 17.30pm Saturday 12.45pm. Unstamped mail for other colleges may be placed in the inter-college post tray in the Porters' Lodge, but this service cannot be relied upon either for speed or delivery.

## Bicycles

All students' bicycles must be marked with the numbers allocated by the College. These numbers assist the Police in searching for the many bicycles which are stolen each year. Forms on which to make a description of each bicycle and to record details such as the frame number will be available to freshers; these forms facilitate reporting thefts to the Police.

Insurance of any bicycle in good condition is essential because the chances of recovery in case of loss or theft are remote. There are bicycle stores underneath the Chapel and underneath the Bin Brook Concourse. In addition, there are racks by the entrance to the Chapel Store. Bicycles must be placed in the racks or stores provided and must not be placed elsewhere within the College or in its near vicinity, or else they will be impounded and not released without payment of a charge. It is a criminal offence, punishable by a charge not exceeding £50, to borrow a bicycle without the owner's consent. Cambridge Police are particularly vigilant in administering the law concerning bicycles, especially regarding brakes and lights, one-way travel and cycling within the City Centre pedestrian precinct, so you are well-advised to maintain your bicycle in a safe condition and obey the Highway Code, not least because the charge for a first offence is usually £15. In general, it is not a good idea to bring an expensive bicycle to Cambridge; professional thieves operate in the city and the life expectancy of an expensive bicycle is uncomfortably short.

## Other Amenities

The electricity supply is 240v at 50Hz. Sockets are designed to take standard 13 amp plugs and care should be taken not to overload them. Each room has a circuit breaker to prevent overload; should the circuit breaker trip, **the reset may not be carried out until the following working day** – take care! Generally, permission is not required before electrical equipment may be used in student rooms, but only equipment which complies with BS2754 or appropriate BEAB standards with correctly wired 13 amp plugs may be used. If there are any doubts about the suitability or safety of any equipment, students should consult the Facilities Manager. Non-essential electrical equipment should be switched off when going out as this not only saves money but is good for the environment and reduces the risk of fire.

There is a card-operated launderette beneath the Porters' Lodge, and another one adjacent to 4 Adams Road. Cards may have money added by using the machine in the Porters' Lodge. A wash costs £1.50 and a dry costs 60p. Irons may be borrowed from the Porters' Lodge.

There are four guest rooms, K1, Q3, R2 & R6 each containing twin beds, which you may book at the Porters' Lodge for your guests at a charge of £40.00 single and £62.50 double (including VAT) per person per night.

You are allowed to walk and relax on the College lawns during the summer when weather conditions are favourable. The Head Gardener will be rightly upset, however, if you walk on the lawns when they are frozen, or when they are wet after rain. He is particularly anxious that you should not use the lawns for short-cuts at any time.

Please help the Gardeners; they work very hard to maintain an attractive environment for all to enjoy. The small lawn by the side of Thorneycreek is used as a croquet lawn during the summer. The playing of other ball-games, including badminton is forbidden throughout the College land and its gardens.

The use of washing lines, repair of cycles, feeding of birds and other animals and the use of ordinary room furniture in the College grounds are not permitted.

**No barbecues of any sort are permitted anywhere on the College site.**

The Maria Bjórnson Theatre in the grounds of 2 Adams Road, was opened in June 2004, has a stage with installed lighting and is available for student dramatic or musical events. The garden of 5 Adams Road may be booked for private or club parties: the rules which apply for both venues may be obtained from the Conference Administrator.

Understandably, at the end of the year, many of you may want to celebrate. If you can afford it, then a May Ball - usually held in mid-June - is as good a celebration as you are likely to come across. Although the idea of balls in formal dress seems rather anachronistic, since May Balls are run only by students they have on the whole moved with the times. Typically there will be three or four bands including one bigger name, excellent food and drink and other special attractions such as fireworks, dodgems, discos, a revue and so on.

Despite the cost, which last year ranged from £85 at Robinson to over £150 at some other Colleges, May Balls are as much a part of the Cambridge tradition as boat races and overawed tourists, and provide an atmosphere not to be missed. Find your way into one, somehow..... The charge for gate-crashing a May Ball is twice the price of a single ticket.

## **Sustainability**

Here at Robinson College, we are all proud of our reputation as an organisation committed to reducing the impact of our activities upon the environment.

The College Environmental Policy is monitored by the Finance Bursar through the College Environment Forum which is tasked with ensuring the implementation of the policy and to assist in achieving the overall goal to reduce the College's carbon footprint. The JCR and MCR Green Officers are members of the Environment Forum and are able to represent your views and thoughts in College planning. The Environment Forum works to a Strategy which is updated each year. For information on the current strategic goals, please contact the College Steward.

## **Waste and Recycling**

All users of the College are encouraged to dispose of waste sustainably. Recycling facilities are available for use by students, staff and visitors. The College operates a dry mixed recycling system for card, paper, plastic and glass. Additionally, all food waste from the kitchen is processed for composting. Additionally, the College recycles light bulbs, including fluorescent tubes, printer cartridges, computer hardware and furniture wherever possible. Further information about recycling is available in the Junior Members Handbook or from Housekeeping.

## **Utilities - Consumption**

There is a standing policy to use low-energy light bulbs throughout the estate unless there are specific reasons not to. The consumption of energy and water are monitored

by the Facilities and Finance teams and we are working towards a consistent measurement of *consumption per user unit* so that comparisons can be effectively made with a view to targeting improvements.

The College has fitted solar panels on part of the main building to help with its strategic goal to minimise the use of fossil fuels.

## **Improvements, Purchases and Developments**

Wherever possible, specifications for new or replacement systems and equipment take account of the College's environmental objectives.

Food sourcing is carefully managed with the emphasis upon seasonal and local purchasing wherever practical.

The College, through its purchasing agent, encourages the stipulation of food provenance on food invoices in order to be able to drive this objective. The College manages other aspects of its sustainable food sourcing in accordance with its Food Ethics Policy.

All members of the college are encouraged to take proactive steps to help the College achieve its strategic goals. Ways you can help are:

- Turn down heating in favour of an extra layer of clothing
- Use cold water washes in laundry facilities
- Close windows when heating is on
- Turn off all lights when you leave your room
- Turn off all other electrical equipment rather than leaving them on stand-by
- Reduce waste, reuse receptacles, recycle where you can
- Minimise your use of water – don't run the tap while you clean your teeth

## **Recycling**

The College has excellent recycling facilities and is one of the best colleges in Cambridge for recycling. Recycling bins are provided in all bedrooms and there are recycling bins in each kitchen. The recycling bins are emptied by Housekeeping staff. Other recycling and disposal facilities are listed below. **Please note that broken glass should not be put into bins please keep separate and mark as broken glass or contact the housekeeping office for advice.**

Re-usable envelopes and jiffy bags can be handed in at the Porters' Lodge for re-use. Recycling is available in the following places:

### **Paper and Cardboard (please do not leave under the staircase or in the hallways)**

Wheelie bins on Front and High Court  
Library photocopy room  
Computer room  
JCR

### **Glass, Cans and Plastic Bottles only**

Bedrooms  
Kitchens  
At the bottom of every staircase

### **Printer Cartridges and Batteries**

Recycling bins are provided in the loading bay

### **Mobile Telephones**

On request to the Green Officer

Please make sure that all bottles and cans are clean before recycling. Plastic bottles must be clean and flattened before recycling and tops removed.

Eventually we would like all students to be responsible for their own rubbish and to use the facilities provided by the college on an individual basis. Please remember, Cambridge has a big landfill problem so your help in recycling as much as possible is invaluable. Your RCSA Green Officer, Brian Wang ([green@rcsa.co.uk](mailto:green@rcsa.co.uk)) will try to answer any further questions about recycling/fair trade shopping etc.

## Libraries

### College Library

<http://www.robinson.cam.ac.uk/college-life/departments/library>

The **College Library** is open to all members of the College. Access is gained by your University Card, which is also used for borrowing books. Miss Lesley Read, the College Librarian, is the professional librarian in charge of the day-to-day running of the Library. In Full Term the library is open 24 hours.

The Library is staffed from 9.00am to 1.00pm and from 2.00pm to 5.00pm Monday to Friday. Brief introductory tours of the library are held during the first week of the Michaelmas term. Junior Members may recommend books for purchase by the College Library. Forms are available on the Library web site or in the Library.

Further information can be found on our web pages. The Library staff are pleased to help with any enquiries.

### University Library

[www.lib.cam.ac.uk/](http://www.lib.cam.ac.uk/)

The **University Library** is conveniently close to the College and may be used by all members of the University. The University Library is open each weekday from 9.00am to 7.15pm (no admittance after 7pm) and 9.00am to 5.00pm (no admittance after 4.45pm) on Saturdays. It is open each weekday in Easter Full Term until 10.00pm. Admission is by your University card, issued to you at Matriculation. Induction sessions will be held at the beginning of the year and throughout the year. Online assistance can be found on the University Library's web pages or at: <http://www.lib.cam.ac.uk/teaching-and-learning>.

### Faculty Libraries

[www.cam.ac.uk/](http://www.cam.ac.uk/)

Most **Faculties** have their own specialised working libraries. Further information can be found on the relevant Faculty or Departmental library web pages.

## Computing

### Introduction

Computers and networks are powerful technologies which enable College members to access, use and distribute the College's and University's information and knowledge. As such, they are critical to the College's continued existence. With the privilege to use the information resources of the College and the University come specific responsibilities.

These are defined by:

- JANET policies: <http://www.ja.net/documents/publications/policy/aup.pdf>
- University rules: <http://www.admin.cam.ac.uk/committee/issr/rules/issr.html>
- College policies: <http://www.robinson.cam.ac.uk/college-life/departments/it/network-usage-rules>

This section summarises key points. For more detail, please refer to the resources listed above. Failure to comply with policy will lead to disciplinary action.

Students at Robinson have access to a wide range of computer facilities provided in part by the University, and in part by the College.

## **IT Office**

The Office is located at the bottom of Q Staircase, just off High Court. It is staffed by: IT Manager David Johnstone; Deputy IT Manager Michael Hauser and IT Systems Administrator, Kevin Bellwood. More contact details, opening hours and support information can be found at <http://www.robinson.cam.ac.uk/college-life/departments/it-department>.

There are also a number of students involved in assisting the student community with computer matters. The College operates a helpdesk system for students; you can email [helpdesk@robinson.cam.ac.uk](mailto:helpdesk@robinson.cam.ac.uk), and one of the IT staff will respond to your request.

## **Robinson IT Facilities**

### **College Computers**

The College provides communal access computers for the use of all students. The Computer Room has 8 Windows and 1 Apple computer running the University's managed desktop software. These machines provide a range of academic, office, email, graphic design and other programs. Further information is available at <http://www.ucs.cam.ac.uk/desktop-services/>. There are 2 MCS (Managed Cluster Service) PC's in the MCR, 1 in the Law Library and 2 in the Library basement. There are also 2 Catalogue-query terminals in the Library.

### **Printing**

Printing in College uses the Common Printing Balance, a prepayment system which is common to many of the MCS computer rooms across the University. Printing credit can be obtained by logging onto a MCS computer. Credit is not refunded when you leave the University, but can be transferred to another University member on request.

### **Websites**

The Robinson College Computer Service provides webpages offering a great deal of useful information and help specific to the local network at: <http://www.robinson.cam.ac.uk/college-life/departments/it-department>.

The rules imposed on all students who use the College data network are published at: <http://www.robinson.cam.ac.uk/college-life/departments/it/network-usage-rules>

The College also provides a web server for student use: <http://students.robinson.cam.ac.uk/>.

Information relevant to the Robinson College Students' Association, and to Robinson College Student clubs and societies is published at <http://www.rcsa.co.uk/>

## **Robinson Network**

The College provides a local wired and wireless network for the benefit of staff and students. This network covers the entire College site and connects all student rooms on campus, via the University's network, to the Internet.

Wireless facilities include an open Wifi network and Eduroam (a worldwide educational network).

## **Getting Online**

Any computer equipped with an ethernet port or wireless adaptor, running an up-to-date operating system may be connected to the network. You will need to supply your own ethernet cable, which can be purchased from the Computer Office or the Porters' Lodge. Windows computers must be running fully updated versions of Vista or 7, 8, 10 along with anti-virus firewall and anti-spyware software. Apple Macs must run fully updated versions of OSX/MacOS with anti-virus and firewall software. Any current distribution of Linux with anti-virus and firewall software is also allowed. **The installation and/or use of peer-to-peer software and private wireless networks is strictly forbidden.**

Please be aware that you must bring your recovery discs with you to College, as, in case of emergency, we will be unable to provide appropriate discs to restore your computer.

**You do not have to visit the Computer Office to get online if you have a Windows computer.** All machines will automatically be directed to the network registration webpage upon first connecting to the network, and can be registered by following the onscreen instructions.. If you have any issues with connecting to the network, you should email [helpdesk@robinson.cam.ac.uk](mailto:helpdesk@robinson.cam.ac.uk) for assistance.

There is no charge for network use for students paying the Residence Charge. There are, however, download limits in place on the network in order to safeguard its operation, which apply to downloads from non-University systems only. You will receive an email if you are close to breaching these limits. If you breach the limits, your network connection will slow down until your usage goes back below the limit again. You can opt in for a higher limit (the Gold Network Service) for a termly charge of £25.00.

## **University IT Facilities**

### **University Network**

The University Information Service (UIS) operates a network interconnecting all the colleges, and providing fast access to the internet via JANET, the UK's main academic network.

### **MCS Facilities**

In addition to this, the UIS operates a Managed Cluster Service providing many computer rooms around the University (see College Computers section). All students are eligible to use this facility and a single MCS/Raven/Hermes ID and password is used. UIS also run a series of free training classes and lectures on widely used services and software, such as email, word processing, Windows, UNIX and more. Details of these courses are published at: <http://www.cam.ac.uk/cs/courses/>

### **Electronic Mail**

Every student is allocated an email address on the University's main mail server (Hermes) on arrival. You can access your email via webmail, or via an email program

(e.g. Thunderbird or Outlook). Email is an important method of communication between departments, supervisors, colleges and students, so all students are required to use this facility and to check their emails regularly.

## **Planning for the future**

While studying your subject, and throughout your time here, you will be acquiring skills and experience which will be of value to you, whatever direction your life may take later. It is worth keeping a record of these both as a means of taking stock of your career and as an element in your CV. Go to [www.skills.cam.ac.uk/undergrads/](http://www.skills.cam.ac.uk/undergrads/) for information about transferable skills and Personal Development Planning (PDP). You may also want to discuss this with your Tutor. The Careers Service offers valuable advice on planning for the future – its resources are described at [www.careers.cam.ac.uk](http://www.careers.cam.ac.uk); its address is Stuart House, Mill Lane.

## **The Students' Association**

The Students' Union is known as the RCSA (Robinson College Students' Association). All resident junior members *in statu pupillari* at Robinson College automatically belong unless you exercise your right to opt out<sup>1</sup>.

The RCSA has an income of about £35,000 per year, mainly from a share of the College fee. The money is spent on grants to support clubs and societies, the internal running of the RCSA and on other activities, according to decisions taken by Open Meetings and the Budget Meeting at which all members of the RCSA, excluding non-affiliates, are entitled to speak and vote.

The RCSA provides the main means of communication, negotiation and consultation between the Fellows and the students. It is administered by a Committee of 20 elected annually in the Michaelmas Term, but all members may put forward motions regarding policy or allocation of funds at Open Meetings, held at least three times per term (twice in the Easter term). The RCSA is affiliated to CUSU and NUS, both of which offer very useful facilities, services and information. Again, procedures exist which allow students to opt out of CUSU, and will be explained at the beginning of the Michaelmas Term. One of the RCSA's main aims is to advance the welfare and security of its members. All students are encouraged to make use of the welfare facilities on offer, and to approach either the Welfare Officer or specific members of his team if they have any issues.

Members of the RCSA represent students on a number of committees, dealing with everything from Access to Domestic Services. The JLC (Joint Liaison Committee) is an important link within the College. The Committee is made up of seven Fellows and an equal number of RCSA and MCR members. There are also three student members of the College Council, which directs the day-to-day running of the College and deals with any major problems that arise.

<sup>1</sup>Under the provisions of the Education Act 1994, procedures must exist to allow students to opt out of their Student Union. Opted out students (called 'non-affiliates') forfeit their right to stand for election to the RCSA Committee and to vote in the RCSA Committee Elections or Open Meetings, but retain access to all other RCSA facilities and services. Members wishing to opt out must write to the College (through the Senior Tutor) and to the Secretary of the RCSA by the division of Michaelmas Term, and will be deemed to have opted out of the whole of the academic year. Fuller details will be given at the beginning of Michaelmas Term.

These members are the Presidents of the RCSA and MCR, and the RCSA Academic Affairs Officer. There are also RCSA and MCR representatives on the College's Education Committee. The RCSA Committee elected for 2015/16 is as follows:

<b>Vice-President</b>	Bavni Tulsiani	vice-president@rca.co.uk
<b>Chair</b>	Kayani Kayani	chair@rca.co.uk
<b>Treasurer</b>	Karl Thompson	treasurer@rca.co.uk
<b>Secretary</b>	Catriona Somerville	secretary@rca.co.uk
<b>Academic Affairs</b>	Amy Hall	academic@rca.co.uk
<b>Ethnic Minorities</b>	Sneha Barai	diversity@rca.co.uk
<b>Catering &amp; Amenities</b>	Claire Hemingway	catering@rca.co.uk
<b>Women's Officer</b>	Cammy Mitchell	womens@rca.co.uk
<b>Welfare Officer</b>	Gabrielle McGuinness	welfare@rca.co.uk
<b>Ent's Officer</b>	Ben Morris	ents@rca.co.uk
	Will Scott	
<b>Overseas Officer</b>	Louise De Paepe	overseas@rca.co.uk
<b>Access Officer</b>	Emily Fishman	access@rca.co.uk
<b>Men's Officer</b>	Daniel Kent	men@rca.co.uk
<b>Newsletter Editor</b>	Peter Curry	newsletter@rca.co.uk
<b>Sports and Societies</b>	Edward Butler - Caddlle	sports@rca.co.uk
<b>Green Officer</b>	Patrick Lundgren	green@rca.co.uk
<b>Computer Officer</b>	Dexter Chau	computing@rca.co.uk
<b>LGBT Officer</b>	Matt Kite	lgbt@rca.co.uk
<b>Academic Affairs</b>	Amy Hall	

## Other Clubs

There are a wide range of clubs and societies that form part of the RCSA - Brickhouse Theatre Company, Film Society, Athletics, Football, Rugby and Pool to name but a few. New clubs are being started all the time often with financial help from the RCSA - and you are encouraged to start up a club if there is not already one catering for your particular interest. Make sure you know the date of the RCSA budget meeting if you think you might need funds.

## The Pegasus Society

The Pegasus Society is the name of the independent alumni association of the College. The Society hosts an annual dinner and from time to time may host other events in Cambridge and elsewhere, the logistics of which are usually organised by the Development Office. The Society also provides an Editor for the *Robinson Record*, the annual record of the College, which is distributed free of charge to all resident Members of the College and all members of the Society.

Junior Members may join the Society at any time during the period that they are in residence by contacting the Development Office and paying the current life membership subscription, which is presently £10.00. Joining leaflets will also be sent to all graduands by email during the relevant Easter term.

## Societies Fair

A good way to obtain information about the University-wide clubs offering spare-time activities available to all members, is to visit the Societies Fair which is held in the Kelsey Kerridge Sports Centre (Gonville Place) right at the start of the Michaelmas Term. The Societies Fair consists of several hundred stalls where members of the University, mainly undergraduates, provide information about the clubs and societies which they represent and membership forms for those who wish to join. These clubs and societies cover a wide range of activities, in addition to the sports already

mentioned and include indoor games (e.g. bridge, chess, mah-jong, Monopoly, etc.), social and dining clubs, debating societies, music and singing, various sorts of dancing, literary societies, railways and model railways, all shades of political clubs and societies, religious activities and so on. The RCSA will organise a visit to the Societies Fair as part of its Freshers' Week programme. Visit the Societies Fair and Robinson's own Central Squash, but beware of joining too many clubs! Don't worry if you don't have time to find out about societies right at the start; you can join at any time.

## **Voluntary Work**

Many voluntary organisations in the city are delighted to enrol students to work with them. You will find several of these at the Societies Fair; the RCSA and your Tutor will usually be able to point you to others. You will benefit from experience outside the University, and so will those you work with.

## **Sport in Cambridge**

Sporting activities take place at Cambridge at both College and University level. The Colleges provide facilities for their members to be able to take part in field games (cricket, football, hockey, rugby, etc.), and rowing, and organise teams to compete against other Colleges and against teams from outside the University. At University level sporting activities fall into two separate categories. One category is a direct extension of the sports provided by the Colleges: teams represent the University at the various sports for which facilities are provided by the Colleges.

The other category of University sport consists of games for which little or no provision is made by the Colleges, either because of the high cost of providing them (such as swimming baths and athletics tracks), or because the limited amount of interest in a particular sport in any one College makes participation on a College basis impracticable.

The Students Association makes a refund of fifty per cent of any University Sports Club membership fee for sports which do not have College facilities up to a total of £10. There is a fixed sum available and it is allocated by the RCSA Treasurer on the basis of first come, first served. Blues or Half-Blues are awarded to men and women in most sports who represent the University against Oxford.

## **Field Games**

The College shares a sports ground with Queens' College & Selwyn College on Barton Road. The ground has two soccer pitches, two rugby pitches and two hockey pitches. Grass tennis courts are available in the summer, and three hard tennis courts and also a netball court throughout the year.

## **Rowing**

Rowing takes place on the River Cam, about a mile down stream of the Backs. As in the case of playing fields, Colleges own or share boathouses where their boats are stored and changing facilities are provided. Robinson shares boathouse facilities for its six eights and one four with LMBC (St John's).

## **Squash**

The College has the use of two squash courts (shared with Clare College) located opposite the College buildings, immediately alongside the Real Tennis Club in Grange Road. Booking sheets are kept in the Porters' Lodge. The courts are available from 10.00am until 11.00pm and there is no charge to junior members for their use.

## **College Teams**

Because of the comparative shortness of University Terms, the first matches are usually held very shortly after the beginning of term. Anyone wishing to be considered for a College team in a game which is normally played in winter should notify the Captain of the sport concerned as soon as possible, probably at the Central Squash. A list of Captains' names will be posted in the JCR at the beginning of the Michaelmas Term.

## **University Sport**

If you wish to take part in a sport which is organised on a University basis rather than a College basis, you should join the appropriate University club; examples of these are given below. Depending on the standard which you have already reached, you might then be invited to take part in trials and might be selected for a first or second University team. Trials are also held for sports which are played at both College and University level, and these can lead to selection for a University team. Those invited to take part in University trials are people who have already spent a year or two at Cambridge, together with a fair number of freshers; in some sports freshers take part in separate trials (Freshers' Trials) and some of them go forward to Final Trials.

Inevitably, freshers are chosen on the basis of their record and those responsible for selecting freshers rely to a considerable extent on the freshers themselves putting their own names forward.

If you have represented your school for two or three years, or have gained or had a trial for a youth team, or anything similar, don't be bashful about putting your name forward: most people spend only three seasons at Cambridge and there is no need to waste one of them through modesty.

The procedure is to inform the College Captain of the sport concerned so that he/she can advise and put names forward to the University.

## **Competitions**

There are competitions between College teams and individuals in all sports where there is sufficient interest to make this possible. Team competitions may consist of leagues (on an all-play-all basis) and/or Cuppers (knock-out competitions). In the case of rowing, the main College competitions are the Fairbairn Races (Michaelmas Term), the Lent Races (Lent Term), and the May Races (which have been moved from May to June but retain their former name, like May Balls).

## **Non-competitive Sports**

The existence of a comparatively large number of matches and competitions, both for teams and for individuals, should not obscure the fact that many people at Cambridge play one or more sports entirely for their own pleasure and recreation. All levels of skill are catered for: good, bad and worse!

It is not practicable to give a complete list of sports played at Cambridge but any such list would almost certainly include the following, in which men and women or both take part: archery, association football, athletics, badminton, basketball, boxing, canoeing, cricket, cross-country running, cycling, fencing, fives, golf, gymnastics, hockey, ice-hockey, judo, karate, lacrosse, lawn tennis, modern pentathlon, netball, orienteering, pistol shooting, polo, racquets, real tennis, riding, rifle shooting, rowing, rugby football, skiing, squash, swimming, table-tennis, volley ball and water polo.

# Security

## Gates and keys

The main gate is locked at midnight, but the Porters' Lodge can be used for access until 2.00am. The cycle sheds are both locked at midnight and the Bin Brook ramp gate is locked at 8.00pm. After 2.00am students can gain access to the College by ringing the bell at the main gate or by using the small gate with a combination lock.

If you expect to return to College late, check the current setting for the lock before you leave: the Lodge is staffed twenty-four hours a day. Access may be more restricted during examinations and outside Full Term. You are issued with keys to your room and to your staircase kitchen. There have been a number of thefts from kitchens so they should be kept locked. Theft is a problem for all Colleges, **so you are also strongly advised to lock your room and windows whenever you are out and also at night.** Room keys must be returned to the Porters' Lodge at the end of each Term, and other keys at the end of the year.

## Insurance

The College provides a basic insurance for student possessions kept in their room through Endsleigh insurance. Details will be provided. Please note this does not include bicycles, mobile phones or lap tops outside the College room. Advice on insurance cover is available through the Bursary.

## Fire

**There are fire extinguishers on each staircase and fire blankets in the staircase kitchens.** Misuse of the fire equipment causes danger to life. **OFFENDERS WILL BE CHARGED £250.00 AND MAY BE REQUIRED TO LEAVE THE COLLEGE.** **Please familiarise yourself with the procedures to follow in case of fire; these are placed in every room.**

Fire Doors are required by regulations to restrict the spread of fire, in order to allow people to evacuate to a safe place. Fire doors **MUST NOT** be propped open for any reason, and must remain closed when not in use.

## Taxis

The Porters will arrange for taxis to be ordered for junior members who are in physical discomfort, or who have to travel to the more distant hostels late in the evening. Where the need arises from a medical condition and the costs create a financial problem, consult your Tutor and the College Nurse, for the College may well make a contribution, if the need is approved by the Nurse.

## Accommodation

Undergraduates normally live in College accommodation, although, after your first year, this may not be located at the main College site, or you may choose to live in privately rented accommodation. **All members living in accommodation not owned by the College are required to keep the College informed of their address.**

A ballot is run by the RCSA in the Lent Term for the allocation of rooms for the next year.

## College rooms

The College has signed up to the ANUK Code of Practice for the provision of student accommodation.

Smoking is not permitted in residential bedrooms/sets. Junior Members who ignore the regulations and to smoke in their bedrooms will be charged a cleaning fee of £25/term for specialist cleaning and may receive an automatic £100 charge. Interference with smoke detection equipment in bedrooms or elsewhere will result in an automatic £250 charge.

## Living Out

- All undergraduate students are currently provided with a College room.
- Occupancy Agreements cover the three terms of the academic year. There is normally no remission of charges for periods of absence during term time.
- The Senior Tutor's permission is required to live out as an undergraduate during term time.
- If permission is granted, **one full term's notice for vacating your College room is required.** Note: Permission to live out in the Michaelmas term must be received before the start of the Long Vacation term.
- The notice must be given in writing to the Senior Tutor's Assistant, either by letter or by email ([ks610@cam.ac.uk](mailto:ks610@cam.ac.uk)).
- The notice will be acknowledged and the College Office informed of it by the Senior Tutor's Assistant.
- When insufficient notice is given, the College reserves the right to make a charge equivalent to the Residence Charge for period in lieu of notice.

**The Residence Charge** covers the rent of a room, the services of a bedmaker, bedlinen (but not towels), duvets, furniture, hot water, network use, heating and electricity. The termly Residence Charge for undergraduates covers a period up to ten weeks **in Term**, not merely Full Term. A vacation charge is payable for early arrival or late departure, i.e. after the end of ten weeks or at the end of University Term, whichever is the earlier. To stay in College out of Term, you need the written permission of the Senior Tutor's Assistant; such permission is given where possible, with academic needs being considered a high priority and personal convenience a very low priority. Vacation accommodation is always subject to availability. All rooms in the main building are used for conferences during the Easter and Summer Vacations. The precise times when you need written permission from the Senior Tutor's Assistant are given on page 7.

A deposit is charged at the start of your residence in the College. It currently stands at £250.

The **furniture** in each room includes a bed, wardrobe, bedside table, desk, desk chair, easy chair, coffee table and noticeboard – these may not be removed without the consent of the College Steward. The College also provides a desk lamp, a bedside lamp and a kettle. Apart from limitations on electrical appliances, you are free to bring soft furnishings to make your room homely. However, students may not introduce items of furniture of their own – e.g. double bed, sofa, arm chair without the approval of the College Steward. If you do bring in furniture, it must have an attached label which confirms that the filling material(s) and covering fabric(s) meet the requirements for resistance to cigarette and match ignition in the 1988 fire safety regulations. Items of furniture of your own may not be left in rooms over vacations so you must arrange to take them home each vacation.

Damage to student rooms (carpets, furniture and decoration) not caused by fair wear and tear will be charged for; if the damage is malicious, a charge may also be payable.

You will be asked to complete a form agreeing the state of the room at the beginning of each term. Your room will be inspected just after you vacate it.

**If you wish to keep a fridge in your room, it must be registered (make and serial number) with the Housekeeping Department;** you are only permitted to have a **small refrigerator** (no bigger than 50 litres). Permission for a larger fridge will NOT be given. Fridges may not be left in rooms over vacations and storage is very limited, so **you must arrange to take them home each vacation.** Any fridge left in your room at the end of ANY term may be disposed of and a disposal charge of at least £60 added to your College bill. Unregistered fridges will automatically be disposed of. Over the summer vacation there is even less storage available and therefore fridges not removed at the end of the Easter Term will automatically be disposed of and a disposal charge levied.

If your room contains lockable cupboards above the wardrobe, you may normally use these to store possessions during the Christmas/Easter vacations. **There are special arrangements for the summer vacation.** Rooms are likely to be used every vacation by Conference Delegates. There is also a trunk room which can be used by arrangement with the Porters for the storage of **one trunk and one suitcase only.**

Posters may be stuck to walls and doors but **not** on windows, always facing into the interior of the room, and on condition that you must pay for the repair of any damage resulting from the use of drawing pins or plastic adhesive materials. You should not drive picture hooks or nails into the walls of your room or the inside or outside of your doors.

Noticeboards are provided in rooms for posters and the like; in addition, picture rails are installed in most rooms. Blu Tac does not harm a door, but it ruins a plastered wall. **Please do not use Blu Tac on the hessian covered noticeboards. If the use of Blu Tac involves the Housekeeping staff in extra work cleaning walls, a charge may be imposed;** if inspection of your room when you vacate it reveals that it needs redecorating, a charge may be made depending on its original state when occupied.

**At the end of term, please leave your room in a clean and tidy condition. Beds must be completely stripped. All rubbish must be placed in the black bin bags provided. Excess rubbish left in your room at the end of term will incur an extra charge.** Robinson College is also a very busy Conference Centre during the college vacation. It is very important that you vacate your room at the end of term at the time specified on your 'Going Down' form. The Housekeeping and Maintenance staff have real problems in maintaining the standard of rooms and they appreciate your help and co-operation.

**The use of candles or similar unprotected flame hazard is expressly** forbidden. Every staircase in the main building has two **kitchens**, each of which is shared by between seven and ten students. The kitchens have microwave ovens, two-ring cookers, fridges, sinks and there is a lockable cupboard for each student. Only limited cooking facilities are available in the staircase kitchens because of fire risk and restricted ventilation. Fire safety is a major issue in the College, particularly in the staircase kitchens, and we require you to take this very seriously. Unattended cooking and excessive steam and/or smoke may trigger the fire alarms.

It is your responsibility when cooking to do all that is reasonably possible to avoid the fire alarms going off; if a fire alarm goes off and you could have prevented this by cooking more carefully, then disciplinary measures may be taken. Cooking **is not** allowed in your room.

## Domestic Services Departments

College Steward	Nick Milne	<a href="mailto:nslm2@cam.ac.uk">nslm2@cam.ac.uk</a>	39538
Conference & Catering Manager	Alexis Moreau	<a href="mailto:am2500@cam.ac.uk">am2500@cam.ac.uk</a>	30719
Facilities Manager	Bill McKim		
Head Porter	Colin Barnes	<a href="mailto:cdb34@cam.ac.uk">cdb34@cam.ac.uk</a>	39227
Housekeeping Manager	Julie Allen	<a href="mailto:jaa47@cam.ac.uk">jaa47@cam.ac.uk</a>	39128
IT Manager	Dave Johnson	<a href="mailto:dpj27@cam.ac.uk">dpj27@cam.ac.uk</a>	39806
Head Gardener	Guy Fuller		

To report a maintenance fault visit: <http://maintenance.robinson.cam.ac.uk/> or email to: [maintenance@robinson.cam.ac.uk](mailto:maintenance@robinson.cam.ac.uk)

To contact Housekeeping visit: <https://www.robinson.cam.ac.uk/collegelife/departments/housekeeping/feedback-form>

To give feedback to the Catering Team visit: <https://www.robinson.cam.ac.uk/college-life/departments/catering/feedback>

To report an IT issue email to: [helpdesk@robinson.cam.ac.uk](mailto:helpdesk@robinson.cam.ac.uk)

If you are having difficulty resolving an issue, please contact the College Steward [nslm2@cam.ac.uk](mailto:nslm2@cam.ac.uk)

## Catering Services

### Garden Restaurant

#### Monday to Friday

Breakfast	8.00am to 9.00am
Lunch	12.20pm to 1.40pm
Dinner	6.00pm to 7.15pm

#### Saturday

Brunch/Lunch	12noon to 1.30pm
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#### Sunday

Brunch/Lunch	12.30pm to 1.30pm
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Varying priced options, freshly prepared by the College's team of chefs are available daily. These consist of three hot choices, including a well-balanced lacto-ovo vegetarian option, a baked potato bar, pasta bar, self-fill baguette and salad bar. In addition to this, hot and cold beverages and a good selection of home-made desserts are offered. All items are individually priced.

The discounted prices for members of the College range from about £1.40 for a substantial snack to about £4.20 for the more expensive main dish options.

You will require your University Identity Card (UIC) to identify yourself and qualify for these discounted prices. The normal method of payment for meals will be by loading money onto your UIC which can then be used to pay as you dine. In the first two weeks of term, cash payments without a UIC will be accepted, but thereafter the specially discounted food prices will be available only if you produce your UIC.

For that special occasion an **à la carte menu** is available, served to you by a waitress at a specially set table. This facility is available Monday to Friday lunchtimes and

Monday, Wednesday and Thursday evenings. Menus are available from the Garden Restaurant and bookings must be made with the office at least 48 hours in advance.

### **Special Dietary requirements**

Vegetarian options are offered in the Garden Restaurant and at Formal Halls, but prior booking is required for the latter. If you have any other specific dietary requirements, please come and discuss them with the Deputy Catering Manager. Where possible, dietary needs on medical grounds will be met.

Guests are welcome to dine in the College although a surcharge on all dishes does apply for non-members.

### **Hall**

There are two dinners in Hall each week and places must be booked in advance. Both are Formal Halls with Fellows and their guests using the High Table. Members and guests are expected to treat occasions with respect - to dress tidily and to remain in their seats until the meal is over.

Since these are the formal occasions in the College week, those who wander about during the meal or behave in a way which inconveniences the staff and other diners will be asked to leave. Hosts are entirely responsible for the conduct of their guests, who must be identified when they are booked in. Dinner is served at 7.30pm and gowns **must** be worn on both Tuesdays and Fridays.

Halls are occasions enjoyed by all who attend; don't let your enjoyment get out of hand. Excessive consumption of alcohol at Hall is not tolerated; any student who has drunk so much that his or her behaviour is not acceptable to the Fellows and staff present will be asked to leave. Drinking games, such as pennyng, are not acceptable. Any inappropriate behaviour in this formal dining setting may result in an immediate ban from future occasions.

### **Red Brick Café Bar**

Operating off Long Court is Robinson's own café bar where you can get a wide variety of food and drink to take the edge off your appetite or have a full meal. Varying menus are available throughout the day including breakfast snacks, all day light food and more substantial hot meals in the evening. Or you can just enjoy your favourite coffee and a cake with friends.

In the evening, the bar opens, offering a wide variety of beers, wines and spirits. Vending machines are available outside the bar for out of hours service. During the year there will be a number of events and quizzes plus big screen viewing of sports and other entertainment. Keep your eyes open for notices and on the website page 'What's on in the RBCB'. Hours of opening: Mon-Fri: 9.30am, Saturday and Sunday: 11.00am. Closing times vary – please check the website.

### **Parties**

If you are planning or organising a party to be held in College, you need to be aware of and comply with the licensing regulations. Please see the College Steward for more information. You must also ensure that you get tutorial permission for your party, in good time. Permission forms for parties in the Bassment are available from the Conference and Catering Office. The Bar offers a selection of drinks available for purchase for parties at reduced prices.

### **Comments**

Suggestions or complaints should be addressed to the College Steward or his Deputy.

## **Vacation Catering**

There is a limited catering service available to members outside Full Term. Information will be posted at the relevant times giving full details.

## **Website Catering Pages**

For more information about catering at Robinson College and for advance notice of the menus on offer in the Garden Restaurant each day, news and promotions, you can visit the Catering pages on the college website at:

<http://www.robinson.cam.ac.uk/college-life/departments/catering-department>

## **Facebook Pages**

Keep in touch with catering news and comment on what you like on the catering Facebook pages -<http://www.facebook.com/RedBricks> and/or <http://www.facebook.com/CatManandCo>

## **Housekeeping**

You must allow access to your room at least twice per week. Your bed will be changed weekly and you will be notified of your bed/linen changes on your arrival; any dirty linen must be outside your door by 9.00am.

### **Role of the Bedmaker**

The room and bathroom will be cleaned weekly, on a specific day arranged by the Housekeeping Manager. It would be greatly appreciated if you could be up by 9.30am on cleaning day. This helps the bedmaker to change your bed and to clean your room as the majority of bedmakers only work in the mornings.

It would be appreciated if every co-operation could be given to the bedmaker with respect to the tidiness and cleanliness of rooms. The bedmaker has been instructed to report back to the Housekeeping Manager any continued untidiness or damage to the furniture and fittings. Rubbish bins will be emptied at least twice a week. Rooms will be checked each term by the Housekeeping Manager or Deputy Housekeeping Manager.

### **Staircase and Hostel Kitchens**

Limited cooking facilities are available in staircase kitchens because of the fire risk and restricted ventilation. Fire safety is a major issue in the College, particularly in the staircase kitchens, and we require you to take this very seriously. Unattended cooking and excessive steam and/or smoke may trigger the fire alarms.

It is your responsibility when cooking to do all that is reasonably possible to avoid the fire alarms going off; if a fire alarm goes off and you could have prevented this by cooking more carefully, then disciplinary measures may be taken. Because fire safety in staircase kitchens continues to be a problem, the range of cooking facilities available in the kitchens remains under review by those responsible for your safety in the College. The bedmaker is responsible only for the general cleaning of student kitchens. This entails emptying the rubbish as and when necessary, cleaning the floor, the sink and draining area and wiping over the cooker and refrigerator. The refrigerator will be defrosted as and when necessary. The cooker will only be wiped down. It is up to the occupants of the staircase to keep the cooker clean and fit for

usage by everyone. **Washing up is your responsibility.** Again, the bedmaker has been instructed to report any untidiness or damage to the Housekeeping Manager. Repeated untidiness may result in the kitchens being closed down for a period and/or a charge.

### **Disputes procedure**

If a bedmaker complains about the general state of your room and you take no action within seven days, the following procedure will occur:

- 1) The Housekeeping Manager, or her Deputy, will first check the room to see the position for herself.
- 2) If she is in agreement with the bedmaker, a letter will be written to you.
- 3) If you disagree with the letter, you can either:
  - (a) contact the Housekeeping Manager; or
  - (b) contact the RCSA President or RCSA Catering and Amenities Officer.
- 4) If the RCSA is contacted, a liaison with the Housekeeping Manager should be maintained in order to come to an agreeable solution.
- 5) If no solution is agreed upon, your Tutor will then be informed.

### **Complaints**

If you wish to make a complaint about a bedmaker, you should see the Housekeeping Manager. If there is no improvement after one week, contact an RCSA Committee member and arrange a liaison meeting to sort out the problem.

### **Staircase Kitchen Pilfering**

The Housekeeping department will inform the RCSA Committee on receipt of complaints to the bedmakers about pilfering from staircase kitchens. You will be issued with a kitchen key and it is advisable that the kitchen door is kept locked at all times.

## Graduates at Robinson College

Robinson offers a friendly and welcoming environment for all graduate students, whether they are new to Cambridge or are existing members of the College. There are currently about 180 graduate students in the College, about half of whom are studying for a PhD; the remainder are studying for a wide range of degrees, including MPhils, LL.M.s, PGCE, Part III Maths (MMath) or the Clinical Course in Medicine or Veterinary Medicine.

All graduate students at Robinson are automatically members of the Middle Combination Room (MCR, formally known as the Graduate Society). The day-to-day affairs of the MCR are run by the MCR Committee, which is elected annually in November from among the graduate community in College. A list of the Committee members, their roles and email addresses can be found on the MCR website: <http://mcr.robinson.cam.ac.uk/>

The Middle Combination Room (also called the MCR, but here denoting the physical room rather than the society), is located at the top of the steps off Long Court next to the Chapel and has just undergone refurbishment. Graduate students can activate their blue University Card for access in the Porters' Lodge. The room is a place to relax, work, discuss or simply have fun. Among other things, it has a kitchen with a coffee maker, kettle, microwave and fridge, a widescreen TV, a large DVD library, table football, computers, printer, a selection of board games and a Playstation 4, all for the use of MCR members. Daily newspapers along with biscuits, tea, coffee and fruit are also provided for members.

Graduates are also members of the Robinson College Student Association (RCSA), and can use the many facilities open to all RCSA members. This includes membership of the clubs and societies supported by the RCSA and numerous sports teams. All other facilities for students of the College are, of course, also open to graduate students including the Garden Restaurant (cafeteria), bar, college gym and squash courts among others.

The MCR Committee organises various events throughout the year, of which the most important are the MCR dinners. These are formal meals which are provided free to all Robinson graduates with three being held each term. One is typically a standard Formal Hall on a midweek night (BA Hall), one is a joint dinner with the Fellows (MCR-SCR Hall) and one is a more informal meal usually on a Saturday night where we invite graduates from other colleges to dine with us and is followed by a bop (Cambridge term for a disco/club night) in the College Party Room (Saturday Hall). Other events include weekly graduate dinners in the Garden Restaurant (during term time), weekly film nights, Formal Hall exchanges with other colleges plus seasonal events such as Christmas parties, punting and summer garden parties.

In the first week of the academic year (known as Freshers' Week), the MCR committee organises a whole host of events to give new members a chance to get to know Cambridge, the College and their peers. Every new graduate student is cordially invited to attend as many of these events as possible.

The MCR Committee will usually be able to answer any questions you may have, but there are various other people who can help, most importantly the Graduate Tutors who for 2015-16 are Dr Paul Griffiths, Dr Geb Jones, Dr Sarah Pearsall and Dr Teresa Tiffert; students are allocated a Graduate Tutor and should make contact with their Tutor on arrival in Cambridge.

Financial matters may also be discussed with the Financial Tutor (Mr Martin Reavley), although your Graduate Tutor should be approached in the first instance.

It is hoped that graduates contribute to the intellectual community of the College through their research or taught programmes. To this end, the MCR Academic Affairs Officer and the Graduate Tutors organise two research days per academic year (typically in February and May) at which students and Fellows give short talks about aspects of their research in an informal and friendly setting.

All graduate students are entitled to claim up to £250 per financial year (1st July to 30th June) for assistance with expenses incurred for academic research or study not covered by other grants.

The range of permissible expenses is quite wide and can include financial support for attendance at academic conferences and symposia, travel expenses, binding and printing costs for theses. Application forms can be obtained from the Senior Tutor's Assistant, Mrs Keisha Sharp.

Meals are available in the Garden Restaurant, although outside Full Term, catering and bar facilities in College may be reduced. The Garden Restaurant and Red Brick Cafe occasionally close down completely for short periods – check the catering website for details of opening hours outside term time. Robinson can usually offer accommodation to all single graduate students for up to three years of study. Graduate accommodation is available in Thorneycreek, Thorneycreek Cottage, 3 Sylvester Road, 3A Sylvester Road, 3B Sylvester Road and Seaby's Yard. First-year students will automatically be allocated accommodation by the College. In later years, students select their accommodation through a ballot organised by the MCR Vice-President and held in the Lent term. The College can house up to two couples in two flats in 1A Sylvester Road, though there are NO College crèche facilities and no accommodation for students with children. We are however part of the Colleges Childcare Bursary Scheme.

If you have to find accommodation out of College, the Accommodation Service <http://www.accommodation.cam.ac.uk/> in Kellet Lodge, Tennis Court Road is a good place to start. Other sources of information are the daily Cambridge News, the Graduate Union and University Centre noticeboards, the MCR Committee and friends in your department. It is also possible that College graduate rooms may become free during the year; you should let the Senior Tutor's Assistant know if you are interested in a room and she will contact you should one become available.

All graduates are members of the University Graduate Union (GU), which represents and supports graduates at the University both in terms of dealing with the authorities and in practical terms with the sale of rail and student cards, stationery and thesis binding. The GU is situated on the Old Press Site, at 17 Mill Lane, where there is a café, information and resources for graduates. More information can be found on their website; <http://www.gradunion.cam.ac.uk/>. All graduates are also members of the Cambridge University Students Union (CUSU).

The University Centre (by the river, round the corner from Mill Lane) provides a central meeting place and a variety of other facilities for all University graduates. Catering services are provided at the Main Dining Hall, Grads Cafe and Granta Lounge, all of which are open all year around.

For more information, please take a look at the MCR website:  
<http://mcr.robinson.cam.ac.uk/>





## **Appendix 1**

### **COLLEGE COUNCIL 2016/2017**

The College Council for 2016/2017 will consist

The Warden

The Deputy Warden

The Senior Tutor

The Finance Bursar

Dr K C Chalut

Dr C M Crump

Mrs H E Cornish

Dr P T Griffiths

Professor J M Lieu

Dr M J Reavley

Dr M D Shin

Dr B D Sloan

Dr J E Smith

Dr H L Thaventhiran

Dr J R Thurlow

and

Three Student Members (normally the Presidents of the MCR and RCSA and the RCSA Academic Affairs Officer)

## Appendix 2

### DIRECTORS OF STUDIES 2016/2017

Anglo-Saxon Norse and Celtic	Dr D A Woodman
Architecture	Dr Y Jin
Asian & Middle Eastern Studies	Dr M D Shin
Chemical Engineering	Dr D Fairen-Jimenez
Classics	Dr R Omitowoju*
Computer Science (Part IA)	Dr R W Sharp
Computer Science (Part IB & Pt II)	Professor A Dawar
Economics	Dr O Kitov*
Education	Dr M Evans*
Engineering (Part IA)	Dr M Elshafie
Engineering (Part IB)	Dr A Markaki
Engineering (Part IIA)	Professor N Swaminathan
Engineering (Part IIB & MET)	Professor J A Williams
English (Prelims & Pt I)	Dr N Pattison*
English (Part II)	Dr H Thaventhiran
Geography	Dr G Denyer-Willis*
History (Prelims & Part I)	Dr D A Woodman
History (Part II)	Dr D Thom
History of Art	Dr J Munns*
Human, Social & Political Science (Part I)	Dr M E McDonald
Human, Social & Political Science (Anthropology)	Dr M E McDonald
Human, Social & Political Science (Politics)	Dr J E Smith
Human, Social & Political Science (Sociology)	Dr D Thom
Land Economy	Dr E A Silva
Law	Dr B Sloan
Linguistics	Dr B Vaux*
Management Studies	Dr I A Rudy
Mathematics	Dr C D Warner
Medicine - Pre Clinical (Part IA & Pt II)	Dr A Sharkey
Medicine – Pre Clinical (Part IB)	Dr G J Doherty
Medicine-Clinical	Mr P J A Hutchinson
Modern Languages (Part IA)	Dr R E Finnin
Modern Languages (Part IB & YA)	Dr E M Guild
Modern Languages (Part II)	Dr J E Page
Music	Dr J R Thurlow
Natural Sciences (Biological) (Part IA)	Dr O Restif
Natural Sciences (Biological) (Part IB)	Dr H Leggett
Natural Sciences (Biological) (Part II)	Dr C MCrump
Natural Sciences (Physical) (Part IA & IB & Chemistry)	Dr W P Nolan
Natural Sciences (Physics & Astrophysics)	Dr A Chin
Natural Sciences (Materials Science)	Dr R A Oliver
Natural Sciences (HPS)	Dr P Fara*
Natural Sciences (Earth Sciences)	Dr A C Copley
Philosophy	Dr N Krishna
Psychological and Behavioural Sciences	Dr J Garrison*
Theology	The Rev'd Dr D Cornick
Veterinary Medicine-Pre Clinical	Dr Gavin Jarvis*
Veterinary Medicine-Clinical	Mrs C E Latham

\*Denotes External Director of Studies

## Appendix 3

### TUTORS 2016/2017

Senior Tutor	Dr Bill Nolan
Deputy Senior Tutor	Dr Deborah Thom
Admissions Tutor	Dr David Woodman
Tutors	Dr Kevin Chalut Dr Liz Guild Dr Helen Leggett Dr Maryon McDonald Rev'd Simon Perry Mr Martin Reavley Dr Ian Rudy Dr Mike Shin Dr Richard Sharp Dr Deborah Thom Dr Jeremy Thurlow Dr Chris Warner Dr David Woodman
Graduate Tutors	Dr Paul Griffiths Dr Geb Jones Dr Sarah Pearsall Dr Teresa Tiffert
Women's Tutor	Dr H Leggett
Financial Tutor	Mr Martin Reavley

## Appendix 4

# ROBINSON COLLEGE STAFF

## Administration

Mr Nick Milne (**College Steward**) 39538

### College Office

Mrs Michèle Tumber (**Finance Manager**) 39174

Mrs Julia McCarthy (**Deputy Office Manager**) 68891

Mrs Shirley Young (**Accounts Assistant**) 68892

Mrs Jane Hall (**Accounts Assistant**) 68893

Mrs Cathie Howell (**Payroll**) 39193

### Warden's Office

Mrs Elizabeth Pettit (**PA to the Warden**) 39122

### Tutorial/Admissions Office

Mrs Keisha Sharp (**Senior Tutor's Assistant**) 39123

Ms Francesca Amabile (**Admissions Assistant**) 39143

Mrs Linda Hunns (**Praelector's Secretary/ Tutorial Office Clerk**) 39142

Mrs Rebecca Gillett (**Graduate Secretary**) 61299

Ms Victoria Harvey (**Student Liaison Officer**) 39224

### Development Office

Ms Catherine Biggs (**Deputy Development Director**) 39037

Mrs Helen Winter (**Development Assistant**) 39037

### Conference & Catering Office

Ms Mel Searle (**Conference Office Manager**) 39116

Mrs Emma Webb (**Catering & Conference Office Assistant**) 68888

Miss Amy Brown (**Conference & Events Coordinator**) 68889

### IT Department

Mr Dave Johnstone (**IT Manager**) 39806

Mr Michael Hauser (**Deputy IT Manager**) 39109

Mr Kevin Bellwood (**IT Systems Administrator**) 68925

### Library - 39124

Miss Lesley Read (**College Librarian**)

### Porters - 39100

Mr Colin Barnes (**Head Porter**)

Mr David Faircliff (**Deputy Head Porter**)

Mr Marco Ariano (**Lodge Porter**)

Mr John Aveling (**Lodge Porter**)

Mr Colin Brown (**Lodge Porter**)

Mr George Cousins (**Lodge Porter**)

Mr Iain Drylie (**Lodge Porter**)

Mr Neil Hewitt (**Lodge Porter**)

Mr Edward Migdal (**Lodge Porter**)

Mr Peter Smith (**Lodge Porter**)

Mr Gary Swan (**Lodge Porter**)

**Maintenance - 39129**

Mr Bill McKim **(Facilities Manager)**  
Mr Gary Hollis **(Deputy Facilities Manager)**  
Mr Ron Wyness **(Electrician)**  
Mr Andrew Barker **(Painter)**  
Mr Kevin Harradine **(Painter)**  
Mr Roger Russell **(Plumber)**  
Mr Jim Hodge **(Carpenter/Handyman)**  
Mr Ian Jeffrey **(General Handyman)**  
Mr Martyn Hawkes **(Maintenance Assistant)**

**Gardens - 39167**

Mr Guy Fuller **(Head Gardener)**  
Mr Paul Horner **(Deputy Senior Gardener)**  
Mrs Virginia Barker **(Assistant Gardener)**

**Housekeeping - 39128**

Mrs Julie Allen **(Housekeeping Manager)**  
Mrs Patrycja Wosiek **(Deputy Housekeeping Manager)**  
Ms Lynne Freestone **(Housekeeping Supervisor)**  
Mrs Jackie Prestidge **(Housekeeping Supervisor)**

**Catering - 39119**

Mr Alexix Moreau **(Conference & Catering Manager)**  
Mrs Christine James **(Deputy Catering Manager)**  
Mr Gary Dougan **(Head Chef)**  
Mrs Johanna Truscynska **(Deputy Head Chef)**  
Mrs Sarah Harold **(Food Services Manager)**  
Mrs Helen Grattidge **(Assistant Food Services Manager)**  
Mrs Glenys Denton **(SCR Supervisor)**  
Mr Michael Howley **(AVA Manager)**

**Bar - 39138**

Mr Simon Murden **(Bar Manager)**

**College Nurse - 39136**

Mrs Kim Freeman **(College Nurse)**

**FELLOWS**

YATES, Professor A D, MA FRSA (Warden)

ALLEN, Professor W R, CBE, B VSc, PhD, ScD, DESM, FBS, FRCVS, (Emeritus Fellow)

BERESFORD, A R, PhD (Fellow)

BERRIOS, Professor G E, MD, DM (Hon. Causa, Heidelberg), FRCPsych, FBPsS, FMedSci, FRCP (Hon) (Life Fellow)

BRETT, M, DPhil (Emeritus Fellow and Archivist)

BROOKS, P N, PhD (Life Fellow)

BROWN, Professor L M, ScD FRS (Emeritus Fellow)

BURNYEAT, M F, MA, CBE (Honorary Fellow)

CHALUT, K J (Fellow and Tutor)

CHIN, A W, MA, PhD (Fellow)

COLLINGS, Professor N, PhD, FRENG (Fellow)

COPLEY, A C (Fellow)

CORNICK, Revd Dr D G, PhD (Fellow)

CORNISH, H E, MA (Fellow)

CRUMP, C M (Fellow)

DAWAR, Professor A, PhD (Fellow)

DOHERTY, G J (Fellow)

DONALD, Professor Dame A M, PhD, FRS DBE (Honorary Fellow)

DRUMMOND, Professor I T, PhD (Emeritus Fellow)

DUER, Professor M J, PhD (Fellow and Deputy Warden)

ELSHAFIE, M Z E B, MPhil, PhD (Fellow)

ERICKSON, A L (Fellow)

FAIREN JIMENEZ, D (Fellow)

FINNIN, R E, MA (Fellow)

FORSYTH, Professor C F, LLB, PhD (Life Fellow)

GALAMBOS, I (Fellow)

GEORGIOU, A, MEng, PhD (Fellow)

GRAY, Professor J C, PhD (Life Fellow)

GRIEVE SMITH, P J, MA (Emeritus Fellow)

GRIFFITHS, P T, BA, DPhil (Fellow and Graduate Tutor)

GUILD, E M, PhD (Fellow and Tutor)

HOGARTH, S J (Fellow)

HOOKER-STACEY, Emerita Professor M D, DD (Life Fellow)

HUTCHINSON, Professor P J A, PhD, FRCS (Fellow)

JIN, Y, BArch, PhD (Fellow)

JONES, G A C, PhD (Life Fellow and Graduate Tutor)

KAMINSKI, Professor C F, BSc, DPhil (Fellow)

KIRKPATRICK, Professor R, PhD (Life Fellow)

KORNICKI, Professor P F, DPhil, DLitt, FBA (Fellow)

LATHAM, C, MA, Vet MB, Cert. VR MRCVS (Fellow)

LEGGETT, H C (Fellow, Tutor & Women's Tutor)

LEMANSKI, C (Fellow)

LIEU, V C, Professor J M, PhD (Fellow)

LOVE, R C, PhD (Fellow and Fellow Librarian)

LYNCH, Professor T (Bye Fellow)

MARKAKI, A E, PhD (Fellow)

McCABE, B J, PhD (Emeritus Fellow)

McDONALD, M E, DPhil (Fellow Emerita and Tutor)

McKIE, D S, PhD (Fellow)

MILLOY, P D G, MA (Emeritus Fellow)  
MONSERRAT SÁNCHEZ, B (Henslow Research Fellow)  
MYCROFT, Professor A, PhD, ScD (Fellow)  
MYERS, J R, MA (Emeritus Fellow)  
NAGANUMA, Professor K (Bye Fellow)  
NEEDS, Professor R J, PhD (Fellow)  
NOLAN, W P, PhD (Fellow and Senior Tutor)  
OLIVER, R A, DPhil, MEng (Fellow and Dean)  
PAGE, J E, PhD (Fellow and Fellows' Steward)  
PEARSALL, S, MA (Fellow & Graduate Tutor)  
PERRY, The Revd S (Chaplain and Tutor)  
REASON, R G, MA, MSc (Fellow and Finance Bursar)  
REAVLEY M J, MA (Fellow, Tutor and Financial Tutor)  
RESTIF, O L J, MA (Fellow)  
RITCHIE, Professor D A, DPhil (Fellow)  
RUDY, I A, PhD (Fellow and Tutor)  
SAYIR, J (Fellow)  
SCHOFIELD, P N, MA, DPhil (Fellow)  
SERGEANT, J F H, MA, DIPL ARCH, RIBA (Emeritus Fellow)  
SHARKEY, A M, PhD (Fellow)  
SHARP, R W, PhD (Fellow and Tutor)  
SHIN, M D, MA (Fellow & Tutor)  
SILVA, E M A, MA (Fellow)  
SLOAN, B D, MA, LL.M, PhD (Fellow)  
SMITH, Baroness Smith of Newnham, J E, MA, DPhil (Fellow)  
STEWART, M E, PhD (Life Fellow)  
SWAMINATHAN, Professor N, PhD (Fellow)  
TAYLOR, Emeritus Professor J C, PhD FRS (Emeritus Fellow)  
TEICH, M, PhD (Emeritus Fellow)  
THAVENTHIRAN, H L (Fellow and Tutor)  
THOM, D, PhD (Fellow Emerita and Tutor)  
THURLOW, J R, MPhil, PhD (Fellow, Praelector and Tutor)  
TIFFERT, J T, MA (Fellow Emerita and Graduate Tutor)  
TRUDGILL, S T, PhD (Emeritus Fellow)  
WARNER, C D, PhD (Fellow and Tutor)  
WATERMAN, Professor E (Bye Fellow)  
WEISS, J E, PhD (Fellow Emerita)  
WILLIAMS, Professor J A, PhD, FRENG (Life Fellow)  
WOODMAN, D A, MPhil, PhD (Fellow, Admissions Tutor and Tutor)

## **ROBINSON COLLEGE, CAMBRIDGE GENERAL REGULATIONS FOR JUNIOR MEMBERS 2016/17**

Every resident member of the College (not being a Fellow) pursuing a course of study or research in the University (hereafter referred to as a junior member) shall comply with such of the following Regulations as apply to him/her, and with any other Regulations made by or with the authority of the College Council. Any failure to do so may render him/her liable to disciplinary proceedings under College Statute XXXI or to the imposition by an authorised College Officer of a charge or other penalty.

### **1. Residence**

(i) Every junior member shall come into residence on the first day of each Full Term. Permission is required to come into residence earlier than the Saturday before Full Term or to remain in residence after the second Saturday following the end of Full Term. Every junior member shall inform the College by completing the forms each term online, of his/her going down and coming up dates; permission must be sought to make any changes to these dates once notified.

(ii) Every junior member (whether resident in College, or College hostel, or lodgings) shall sign the Redit Book in the Porters' Lodge when he/she comes into residence.

(iii) A junior member who wishes to be absent from College or a College hostel or his/her lodgings (as the case may be) from midnight to 06.00 hours shall first obtain an Exeat by signing the Exeat Book in the Porters' Lodge.

(iv) No junior member shall go out of residence at the end of term without first signing the Final Exeat Book in the Porters' Lodge.

Every junior member is required to see his/her Tutor before going out of residence at the end of term.

A junior member who has not kept the term as defined by University Regulations may not obtain a Final Exeat without tutorial permission.

(v) Every junior member shall register with a Cambridge doctor within seven days of first coming into residence.

### **2. The Courts and Precincts of the College**

No junior member shall:

(i) bring into or keep within the precincts of the College any animal;

(ii) bring into the College courts any car, motorcycle, moped, bicycle or other vehicle;

(iii) make any undue noise in the courts or in College rooms, or play any musical instrument, record or CD player, radio or television so as to be a nuisance to other members of the College;

(iv) use the College lawns for the playing of ball, badminton or similar games, including Badminton, with the exception of croquet and bowls on areas designated from time to time by the College and of frisbee throwing on the lawn between the main College building and Bin Brook. Footwear worn must not cause damage to the surface of the lawns. Walking and running on the lawns should be avoided at times of heavy rain or frost;

(v) act in such a manner as to interfere with or inconvenience any function taking place within the College;

(vi) be inappropriately dressed when out of the privacy of their room – i.e. suitable attire, including footwear should be worn at all times when in the catering areas, the courts, the Porters' Lodge, or generally in and around the precincts of the College;

(vii) enter the area of the College Service Yard/Loading Bay at the North end of the College. This is a working area and it may not be used as a shortcut other than as a fire exit in the event of an emergency evacuation.

### **3. Safety Precautions**

No junior member shall:

(i) tamper with the electrical wiring, plumbing, or other services in any part of the College or a College hostel;

(ii) tamper with any fire escape or use such apparatus without good cause;

(iii) discharge or interfere with any fire-fighting equipment without good cause;

(iv) use a barbecue of any type anywhere in the College, including the gardens;

(v) keep any ammunition, fireworks, firearm or airgun, including paint ball guns, in College, in a College hostel or in lodgings without tutorial permission. Explosives or highly flammable substances, including lighted candles, may not be brought into, kept or used in College, in a College hostel or in lodgings;

(vi) climb or sit on roof areas or enter any areas containing control equipment for mechanical and electrical services;

(vii) combine with others to exceed the maximum numbers allowed in a lift irrespective of the total weight.

It is the responsibility of every member of the College to acquaint him/herself with the procedures to be observed in the event of fire and generally to behave in a manner which does not endanger other members, staff or visitors.

A penalty of up to a £250 charge and/or deprivation of accommodation and other facilities in College may be imposed on offenders who are caught interfering with or misusing any equipment in College relating to fire detection or control.

### **4. College Rooms**

(i) Furniture belonging to the College shall not be removed from any room without the consent of the College Steward. Any damage or loss shall be reported immediately to the Porters' Lodge.

Students may not introduce items of furniture of their own – e.g. double bed, arm chair without the approval of the College Steward. Furniture that is allowed must have an attached label which confirms that the filling material(s) and covering fabric(s) meet the requirements for resistance to cigarette and match ignition in the 1988 fire safety regulations.

(ii) Electrical appliances (other than heaters provided by the College, kettles, radios, televisions, hifi, video/DVD's, computers, hairdryers and shavers) shall NOT be used without the consent of the College Steward. Toasters and sandwich makers, electric woks, rice makers or any other cooking apparatus with a heat source may also be used but ONLY in the kitchens.

(iii) No animal shall be kept in College rooms.

(iv) Posters and similar notices facing outwards shall not be displayed in the windows of College rooms or in public parts of the College without permission. Notices may be posted only on approved notice boards in College precincts.

(v) Aerials shall not be set up outside College rooms.

(vi) A junior member shall deliver the keys of his/her College room safely to the Porters' Lodge before he/she goes out of residence at the end of each term, and shall leave his/her room in a reasonably clean and tidy state.

(vii) Damage to rooms or furniture (other than by fair wear and tear), including damage to decorations caused by affixing pictures etc. to the walls with tape, nails, or otherwise, will be charged to the occupant. Only shower fittings installed by the College are to be used.

(viii) A junior member wishing to vacate College accommodation for the following term shall give notice before the division of term. If the College is able to re-let the accommodation, rent will cease to be charged at the end of the term in which notice is given; if not, the junior member is liable for the full rent for the whole of the remainder of the academic year. Vacating College accommodation during the course of the academic year removes any right to accommodation in College in a subsequent year.

(ix) Graduate students shall pay the Graduate Residence Charge in full for the normal period of 50 weeks' residence. Such rents shall be remitted only provided that:

(a) During the first 3 terms of the academic year, one full term's notice is required to vacate; without such notice the full Residence Charge shall be payable. During the Long Vacation, half of one term's notice is required.

(b) There shall be no remittance of the Residence Charge for periods of absence.

(c) The applicant produces the signatures of the Housekeeping Manager (on the state of the room) and the Housekeeping Manager or the Head Porter (for all the keys).

The Residence Charge shall otherwise continue to be payable. A graduate student failing to fulfil the above conditions for compassionate reasons shall be dependent for relief upon the allocation of funds from the Financial Assistance Fund.

(x) A married couple who are both junior members shall be entitled to accommodation only during term. Such accommodation will not normally be in the College buildings and the Residence Charge will be negotiated.

The College shall not accept responsibility for providing married accommodation for a junior member who is not a member of the College.

(xi) No cooking shall be allowed in College rooms and no barbecue or similar equipment is to be used in the grounds of the College.

(xii) Upon departure from your room at the end of each term, unless there is special dispensation allowed, junior members are required to vacate their room by the appointed time (10.00am) and prepare the room in a tidy state for cleaning as follows: beds stripped of all linen, all rubbish placed in the black bags provided, any personal possessions left in the room secured in your top box (not at the end of Easter term). **Failure to abide by these requirements may result in remedial charges on the following scale: extra cleaning for very untidy/dirty rooms £25.00; beds not stripped £10.00; late departure from the room £80.00 per day or part day; damage to the room or fittings subject to quote based upon cost plus addition of £80.00 per day if the room cannot be used.**

## 5. Guests in College and in Lodgings

(i) The name of every guest of a junior member of the College who is present in College or a College hostel between 02.00 and 06.00 hours shall be recorded by the occupant.

(ii) No more than one such guest shall be accommodated in any room without tutorial permission.

(iii) No one person shall spend more than three consecutive nights in the College or in a College hostel as such a guest without tutorial permission.

(iv) No guest shall spend more than fifteen nights per term in the College or in a College hostel without tutorial permission.

(v) No member of the College or person under eighteen shall be such a guest without tutorial permission.

(vi) No guest shall be allowed to stay overnight in a junior member's room in his/her absence without tutorial permission.

(vii) Every junior member shall at all times ensure that his/her guests observe the regulations and rules of the College while they are in the College, and he/she shall be responsible for any damage or extra costs arising from the presence of his/her guests.

(viii) No unaccompanied visitor shall be allowed into the College after midnight.

## 6. Entertainment and Parties

Before a junior member holds any entertainment, party or meeting of more than ten persons at which alcoholic liquor is to be consumed in College or in any College property, he/she shall first obtain the written permission of a Tutor not less than three days in advance and take it to the Porter's Lodge.

He/she may be required by the Tutor to provide a list of guests who are to be present.

A junior member purchasing alcohol for a party must be aware of and comply with the licensing regulations that are in force in the College. Alcohol for parties must be purchased through the Bar.

## **7. Cars, Motorcycles and Bicycles**

(i) No junior member shall keep a motor-vehicle, motorcycle, or moped in Cambridge unless he/she has first obtained tutorial and proctorial permission.

(ii) No motor-vehicle, motorcycle, or moped shall be parked within the precincts of the College except in such places and subject to such conditions as may be specified from time to time.

(iii) Every junior member who has a bicycle in Cambridge shall comply with the rules respecting the parking of bicycles within the precincts of the College, and with the proctorial regulations regarding the number of bicycles.

## **8. Academic Dress**

Gowns shall be worn in Chapel and at Formal Dinner in Hall.

## **9. Public Order**

(i) No member of the College shall intentionally or recklessly disrupt or impede or attempt to disrupt or impede the activities and functions of the College or any meeting held on College premises.

(ii) No member of the College shall intentionally or recklessly impede freedom of speech or lawful assembly on College premises; and no member of the College shall negligently, intentionally or recklessly fail to give any notice which is required to be given to a College Officer in accordance with the Code of Practice issued in terms of section 43 of the Education (No 2) Act 1986.

(iii) All members of the College shall comply with any instruction given by a College Officer, or by any other person authorised to act on behalf of the College, in the proper discharge of his or her duties.

(iv) All members of the College shall state their names when requested by any College Officer or by any other person authorised to act on behalf of the College, in the proper discharge of his or her duties.

## **10. Smoke-free premises - College Smoking Regulations**

Under the Smoke-free England regulations <sup>2</sup>, it is illegal to smoke indoors in “public” places. Smoking will not be permitted in:

- any private or public room of the College,
- any staircase, hallway, walkway or balcony

There are 3 exceptions:

- The Long Court and Front Court from the bottom of the steps leading to High Court to the start of Herschel Court (8am to 11pm only).

- Outside the entrance to the Service Yard during working hours, (Staff Only).
- The gardens/grounds in general for junior members, conference delegates and members of staff during designated breaks.

**Note, care should be exercised in not smoking near open windows or intakes for ventilation systems.**

Staff and College Members may not smoke on the public pavements around the entrances to the College at Burrell's Walk and the Porters' Lodge (at the junction of Grange Road and Herschel Road).

Junior Members who ignore the regulations and do smoke in their bedrooms will be charged a cleaning fee of £25/term for specialist cleaning and may receive an additional automatic £100 charge. Interference with smoke detection equipment in bedrooms or elsewhere will result in an automatic £250 charge.

Staff are only allowed to visit the designated smoking places during designated breaks. Staff who ignore the regulations or who interfere with smoke detection equipment will be subject to disciplinary action.

The College Nurse will be happy to advise staff and junior members on giving-up smoking.

### **On-site Hostels**

The rules above apply.

### **Romsey Terrace/Mill Road**

The rules above apply.

Smoking is permitted in the patio/garden area.

### **Seaby's Yard**

The rules above apply.

Smoking is permitted in the rear garden area only.

**YOU SHOULD NOTE THAT IN MANY INSTANCES THE COLLEGE IS OBLIGED TO IMPOSE THESE NO SMOKING RULES BY LAW**

<sup>2</sup> Health Act 2006

**October 1982**

*(Revised October 2016)*

## Code of Discipline

No member of the College shall intentionally or recklessly:

- (a) Disrupt or attempt to disrupt teaching or study or research or the administrative, sporting, social or other activities in the University of Cambridge or its constituent colleges, or disrupt or attempt to disrupt the lawful exercise of the freedom of speech by members and employees of the said University and colleges or by visiting speakers, or obstruct or attempt to obstruct any employee or agent of the said University and colleges in the performance of his or her duties;
- (b) Damage or deface any property of the University or any of its constituent colleges or of any member, visitor, officer or employee of the same, or knowingly misappropriate such property;
- (c) Occupy or use to attempt to occupy or use, any property or facilities of the University or any of its constituent colleges, except as may be authorised by the authorities concerned;
- (d)
  - i) submit to a supervisor employed by the College to teach that member, any written work of another unless such reliance on another's work has been fully and appropriately acknowledged in the written work submitted.
  - ii) use unfair means in any examination set and conducted by the College. ("Unfair means" shall bear the same meaning as it does in the University's Disciplinary regulations, regulation 6).
  - iii) assist any other member of the College to commit an offence under either (i) or (ii).
- (e) Forge or falsify expressly or impliedly any University certificate or document or knowingly make false statements concerning standing or results obtained in any examination;
- (f) Engage in any activity likely to cause injury to others or likely to impair their safety;
- (g) Engage in violent, indecent, disorderly, threatening or offensive behaviour or language; offensive behaviour here is to be assessed on the basis of normal standards of sensitivity.
- (h) Engage in the harassment of any member, visitor, employee or agent of the University and any of its constituent colleges (for the purpose of this Code, a single act of harassment on a single occasion is, if proven, sufficient to constitute a breach of discipline);
- (i) Engage in any fraudulent or dishonest behaviour in relation to the holding of any office in a college or University society;
- (j) Refuse to disclose his or her name and other relevant details to an officer or an employee or agent of the University or its constituent colleges in circumstances where it is reasonable to require such information to be given;

- (k) Decline or refuse to obey any lawful instruction of an officer or employee of the University or its constituent colleges;
- (l) Use, offer, or sell or give to any person drugs, the possession or use of which is illegal;
- (m) Breach any particular disciplinary regulation adopted by the College Council provided that the attention of the Junior Members to the existence of that regulation has been specifically drawn by appropriately widespread publication (for instance, in the *Junior Members' Handbook* or otherwise).
- (n) Fail to comply with the terms and conditions of any penalty imposed by the Dean or the Disciplinary Committee.

Being under the influence of alcohol or otherwise intoxicated will not be admitted as an excuse for breaches of this Code, and may be regarded as an aggravating factor.

## **Appointment of a Dean, Disciplinary Committee Regulations, and Code of Discipline**

### **Dean's Regulations**

1. The Dean shall have responsibility for discipline in the College and to this end may impose penalties upon junior members of the College who are found to be in breach of any provision of the Code of Discipline. The Dean shall, however, have no power to impose any penalty on a junior member or conduct any investigation into the conduct of a junior member unless a signed written complaint of a breach of discipline has been made to him or her.
2. The penalties which the Dean may impose shall include the imposition of a charge not in excess of £500 on any one occasion. In addition, the Dean shall have power to require a junior member to cease to reside in accommodation owned by the College for a period not exceeding the remainder of the academic year, save that when this penalty is imposed in the Easter Term, the junior member may be required to cease to reside until the end of the following Michaelmas Term. The Dean shall also have power to order the exclusion of a junior member from any part of the College (e.g. the bar) for like periods of time. Furthermore, the Dean shall have power to impose a penalty of College Community Service that shall consist of a specified number of hours, not exceeding 60, of useful labour under the direction of the College Steward.
3. In the exercise of his or her powers under these regulations the Dean shall not be subject to direction or control by any other person.
4. In deciding whether to exercise his or her powers in any particular case the Dean shall take care to ensure that, as far as is consistent with the interests of the College, no junior member is punished twice for the same offence.
5. The Dean shall not impose any penalty (a) without conducting a thorough investigation into the facts of the alleged breach of the Code of Discipline, (b) informing the junior member or members concerned of the case which they have to answer (including revealing to them all the evidence relevant to the matter) and (c) extending to the junior member a full and adequate opportunity to answer that case or to draw mitigating factors to his or her attention.
6. The Dean shall maintain a record of all penalties imposed and make an Annual Report to the Council in which he or she shall account for the exercise of his or her powers. All remedial charges shall be paid to the College. Where any breach of the Code of Discipline has led to damage to property, the Dean may order that any charge should be devoted to the repair or replacement of the property in question. But where the Dean does not so order, sums collected from remedial charges shall be expended by the Finance Committee for charitable ends.
7. Where a disciplinary matter arises in which the Dean, either through his or her prior knowledge of the junior members involved or the facts of the matter or for any other proper reason, considers that there is a reasonable possibility he or she might appear to a reasonable observer as partial, he or she shall decline to act and the Deputy-Warden shall act in his or her stead.

8. Where the Dean forms the opinion that a disciplinary matter is so serious that it is appropriate that the Disciplinary Committee should meet, the Dean shall impose no penalty but inform the Warden, the Chairman of the Disciplinary Committee and the Secretary of the Disciplinary Committee that a meeting of the Disciplinary Committee is required.<sup>3</sup>
9. Where a meeting of the Disciplinary Committee is called, the Dean shall present the case against the junior member concerned to the Committee. Should the decision of the Disciplinary Committee be appealed to the Council in accordance with Statute XXX1 (4)(ii), the Dean shall appear before Council and respond to that appeal.
10. Whenever the Dean imposes a penalty under Regulation 2 above, he or she shall inform the junior member of his or her right to appeal to the Disciplinary Committee under Statute XXX1 (3). The Dean shall also inform the junior member that if the Disciplinary Committee finds the junior member guilty, the Committee may vary, i.e. may reduce or may increase, any penalty imposed. The Dean shall present the case against the junior member to the Disciplinary Committee.

<sup>3</sup> The typical case where the Dean will form this “so serious” opinion will be when the Dean’s powers are insufficient to deal with the matter appropriately. For instance, by Statute XXX1(1) no officer (including the Dean) may impose the penalty of temporary or permanent exclusion of a junior member from the College, so should the matter be so serious that that penalty might be appropriate if the accused student were found guilty, a meeting of the Disciplinary Committee will be required. Similarly, the Dean may anticipate (e.g., because of severe damage to property) a charge in excess of the £500 limit may be appropriate, so a meeting of the Disciplinary Committee will be required to deal appropriately with the matter. However, there will be other cases, for instance, if there has been widespread disorder in the College, where a meeting of the Disciplinary Committee will be appropriate even if no individual is at risk of exclusion or a severe charge.

# Disciplinary Committee Regulations

## 1. Composition of the Disciplinary Committee

- (a) The Committee shall consist of four Fellows and the Chairman of the Committee. The Chairman shall have significant experience of the conduct of disciplinary or other judicial proceedings and shall be appointed by the Council after consultation with the junior members for a term of five years. The Council may appoint a member or a non-member of the College to the office of Chairman of the Disciplinary Committee. The remaining members of the Committee shall be drawn by lot from the Fellows of the College, excluding Honorary, Emeritus and Life Fellows, Fellows in their first year of election, Members of Council, the Secretary (see reg 2(b)), the Dean, and the Chairman (if a Fellow of the College) and any Fellow who is the Tutor of a junior member of the College charged in the disciplinary matter or who to the satisfaction of the Warden establishes that he or she has prior knowledge of or is otherwise involved in the issue that will come before the Committee.
- (b) The drawing of lots for members of the Committee shall be conducted by the Warden and the members so drawn shall serve on the Committee for the duration of the case. The same Committee shall hear the complaints against all the defendants involved in any one case, unless the Committee decides that it would be unfair to try all the defendants at the same time. Prior to the drawing of lots, the Warden shall issue to the President of the RCSA (or his or her nominee) an invitation to be present when lots are drawn.
- (c) Each defendant shall have the right to object to each member of the Committee. He or she must notify the Secretary in writing by mid-day of the day next but two before the day of the meeting to try the case of any objection and the reasons for that objection. If the Warden having considered the reasons for the objection decides that it is well-founded, he or she shall draw by lot a replacement member of the Committee. No further objections shall be allowed even where there is more than one defendant.
- (d) Where the Warden considers the number of Fellows excluded from the drawing of lots is so great that there is a real likelihood that a Disciplinary Committee will not be able to be drawn, the Warden shall have power to include within the drawing of lots, Emeritus and Life Fellows, Fellows in their first year of election and Members of Council, save that, in no case, shall more than two members of Council, the first two drawn, serve on the Disciplinary Committee.
- (e) All five members of the Committee shall attend the entire disciplinary hearing save where urgent and grave business compels a member to be absent. Should a member absent himself or herself for any reason from any part of a meeting of the Committee, he or she shall play no further part in the proceedings of the Committee. Should more than one member of the Committee be absent, the proceedings shall be terminated and fresh proceedings commenced before a new Committee. Should the Chairman be unable to act in any particular matter, the Warden shall have power to appoint a substitute Chairman to act in his or her stead.

## **2. Officers of the Committee and their Functions**

- (a) The Chairman appointed, as set out above, shall chair the proceedings of the Disciplinary Committee and shall ensure that the proceedings of the Committee are expeditiously and fairly conducted. Prior to the meeting of the Committee, the Chairman shall have power to decide any interlocutory matter that has not been agreed between the Dean and any junior member involved or his or her representative.
- (b) The Secretary of the Disciplinary Committee will be a Fellow appointed by Council, after consultation with the junior members, for three years. The Secretary shall ensure the smooth and efficient running of the Disciplinary Committee and in particular shall attend to the administrative arrangements regarding the time and venue of the hearing, the collection and collation of statements made by witnesses for both the prosecution and the defence as well as accommodation of witnesses where necessary. Furthermore, the Secretary shall make a confidential record of the proceedings of the Committee. This record shall be kept permanently within the custody of the Tutorial Office. The Secretary shall also prepare a summary of the proceedings, not containing the names of the defendants, for the guidance of future Committees. The Secretary shall act under the guidance and control of the Chairman.

## **3. The Rights of the Defendant and Related Matters**

The defendant shall have the following rights:

- (a) to be fully apprised in a letter written by the Dean at least ten days before the date of the meeting of the Committee of the nature and the circumstances of the complaint against him or her, including the nature, time and place of the alleged offence. He or she shall also be given reasonable notice of the composition of the Committee, the names of the other disciplinary officers, and his or her right of objection; furthermore, the Dean shall, at least five days before the meeting, provide the junior member involved, or his or her representative, with written statements of the evidence to be tendered by the prosecution;
- (b) to appear in person at the hearing; should the defendant inform the Secretary that he or she is unable to attend at the time and place arranged, the Committee shall nonetheless meet to determine whether there is good cause for adjournment of the meeting to a time suitable for the defendant and if the Committee decides that there is no good cause for adjournment, or if the defendant chooses not to appear, then the Committee may hear evidence and decide the case in the absence of the defendant;
- (c) to be accompanied by a member of the College chosen by the junior member who may give him or her advice and assistance and who may speak on his or her behalf and cross-examine witnesses on his or her behalf; in addition, the junior member's Tutor shall have the right to be present throughout the proceedings unless the Tutor is a witness (other than a character witness) or the junior member requests the Tutor's absence;

- (d) to offer such defence or to make such statement as he or she may think proper, to call witnesses, to tender relevant written evidence, and to cross-examine witnesses called by the Dean;
- (e) save where the matter comes before the Committee by way of an appeal against a decision of the Dean, to appeal against the decision of the Committee to the Council; written notice of appeal shall be given by the appellant to the Warden within seven days of the date on which the decision of the Committee was communicated to him; the Warden shall summon a meeting of Council within fourteen days of such notice; the appeal shall take the form of a re-hearing of the case before Council and the appellant shall have all the rights set out in regulation 3 (a), (b), (c) and (d); the Council may if they consider it necessary for a proper decision, call evidence not considered by the Committee; no member of Council who was a member of the Committee shall take part in the appeal save where participation in the proceedings by members of the Disciplinary Committee is necessary to ensure that Council is quorate; in considering the appeal, Council may have before it the Chairman's statement of the reasons for the Committee's decision; a copy of the Chairman's statement shall also be sent to the appellant at least one week before the hearing.

#### **4. The Conduct of Disciplinary Committee Business**

- (a) The business of the Committee shall be conducted in as informal a manner as is consistent with fairness to all the parties concerned.
- (b) The meeting of the Committee to hear a case shall be conducted in private and the proceedings shall at all times be treated as confidential, save that once the proceedings have come to an end and any appeals have been heard by Council, the President of the RCSA shall be notified in writing by the Secretary of the outcome of the proceedings including any sentence imposed. The RCSA President shall report the outcome of the proceedings to the RCSA Committee. Every member of the College shall have the right to peruse but not to copy the letter of notification. Two years after the proceedings were commenced, the RCSA President shall destroy the notification. When the proceedings before the Committee have terminated for whatever reason and there is no appeal pending against the decision of the Committee, the Chairman of the Committee shall make a brief report to Council which shall determine what further steps should be taken to notify other persons of the outcome of the proceedings.

#### **5. Appeals from the Decision of the Dean**

Where a member of the College exercises his or her right of appeal under Statute XXX(3) to the Disciplinary Committee against the decision of the Dean, he or she shall give notice of appeal in writing to the Secretary within seven days of communication to him or her of the Dean's decision. The Secretary shall thereupon arrange a meeting of the Committee in the manner set forth in regulation 4(b).

Such an appeal shall take the form of a full re-hearing before the Disciplinary Committee and the junior member shall enjoy all the rights of the defendant set out in Disciplinary Regulation 3, above. In particular, the Dean shall bear the onus of satisfying the Committee of the junior member's guilt; and the junior member will not be obliged to demonstrate his or her innocence.

## Appendix 8

### **CODE OF PRACTICE ISSUED UNDER SECTION 43 OF THE EDUCATION (NO 2) ACT 1986 GOVERNING MEETINGS HELD ON COLLEGE PREMISES**

1. Section 43 of the Education (No 2) Act 1986 places a duty on the College to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for its members, students and employees and for visiting speakers.
2. Section 43 also requires the College with a view to facilitating the discharge of its duty to secure freedom of speech within the law, to issue and keep up to date a Code of Practice to be followed by students, other members and employees of the College about the organisation of meetings that are to be held on College premises and about the conduct required of those persons in connection with meetings. This Code of Practice, therefore, applies to all students, other members and employees of the College, in respect of all meetings, outdoor and indoor, on College premises including meetings organised by conferences and other outside bodies.
3. The attention of members of the College is drawn to the following College disciplinary regulations:
  9. (i) No member of the College shall intentionally or recklessly disrupt or impede or attempt to disrupt or impede the activities and functions of the College or any meeting held on College premises.
    - (ii) No member of the College shall intentionally or recklessly impede freedom of speech or lawful assembly on College premises; and no member of the College shall negligently, intentionally, or recklessly fail to give any notice which is required to be given to a College Officer in accordance with the Code of Practice issued in terms of section 43 of the Education (No 2) Act 1986.
4. (i) In order that the College may take the steps necessary to fulfil its duty under section 43, notice of the intention to hold a meeting anywhere on College premises (including within the rooms of junior members) must be given to the College Steward on the appropriate form (obtainable from a Tutor when seeking tutorial permission, where necessary, or from the Conference Administrator when booking that part of the College's premises in which the meeting is intended to be held) by the organisers of the meeting, at least three full days in advance of the meeting, save in the case of meetings in the Auditorium when five full days' notice is required. In reckoning the days of notice, Saturday and Sunday shall be excluded.
  - (ii) The duty to give notice shall not apply to the following meetings:
    - (a) meetings where the intention of the organisers is that only resident members of the University will be present;

(b) meetings where the expectation of the organisers is that not more than fifty persons will attend and that no persons who are not resident members of the University will address the meeting.

(iii) The form "Notice of Intention to Hold a Meeting" shall state the name of the member of the College taking responsibility for the meeting, the place, the names, addresses and college (if any) of the organisers, the name of the organisation making the arrangements, the name of the expected speaker and whether or not such a speaker is a resident member of the University.

5. The organisers of any meeting held on College premises shall comply with any conditions set by the College authorities in respect of the organisation of the meeting.

Such conditions may include the requirement that tickets must be issued for public meetings, that an adequate number of stewards should be available, that the services of porters should be hired, that the police should be consulted about the arrangements, that the time and place of the meeting shall be changed, and that the meeting may be ordered to be cancelled on account of a threatened breach of the peace. The cost of meeting these conditions, and the responsibility for fulfilling them, rests with the organisers.

6. The College authorities, including the College Steward, the Tutors and the Conference Organiser, shall in the exercise of their duties in regard to the organisation of meetings, uphold the College's duty in terms of section 43. However, the College may still deny the use of its premises on any or all of the following grounds:

(a) because of a prior booking or planned use of the room or part of the College in question either by the College or some other body;

(b) because no member of the College is willing to accept responsibility for the meeting in question;

(c) because it is not reasonably practicable to organise the meeting without running an unacceptable risk of serious public disorder occurring at the meeting;

(d) because it is not reasonably practicable for some other reason to organise the meeting as intended by the organisers.

7. The organisers of any meeting on College premises, and persons attending that meeting, must comply with instructions given by any College Officer or any other person authorised to act on behalf of the College (including the University Proctors) in the proper discharge of their duties. Any person attending a meeting who is not a member of the College may be required at any time to leave the College premises, notwithstanding any payment that he or she may have made to attend the meeting. The attention of members of the College is drawn to the following College disciplinary regulations:

9. (iii) All members of the College shall comply with any instruction given by a College Officer, or by any other person authorised to act on behalf of the College, in the proper discharge of his or her duties.

(iv) All members of the College shall state their names when requested by any College Officer or by any other person authorised to act on behalf of the College, in the proper discharge of his or her duties.

8. The provisions of section 43 apply also to the University in respect of all its members, students and employees and visiting speakers. The College may invite the Proctors to enter its premises and authorise them to act in the discharge of their University duties. Members of the College are reminded that the University disciplinary regulations apply on College premises as elsewhere in the precincts of the University, and their attention is particularly drawn to the following University regulations of discipline:

Whereas it is the duty of the University to maintain good order and discipline within the University:

- (i) No member of the University shall intentionally or recklessly disrupt or impede or attempt to disrupt or impede the activities and functions of the University, or any part thereof, or of any College.
- (ii) No member of the University shall intentionally or recklessly impede freedom of speech or lawful assembly within the precincts of the University. No member of the University shall intentionally or recklessly fail to give any notice which is required to be given to a University officer or a University authority under the terms of a Code of Practice issued under the provisions of section 43 of the Education (No 2) Act 1986.
- (iii) All members of the University shall comply with any instructions given by a University officer, or by any other person authorised to act on behalf of the University, in the proper discharge of his or her duties.
- (iv) All members of the University shall state their names and the Colleges to which they belong when asked by a Proctor, or other person in authority in the University or in any of the Colleges of the University.

9. The attention of organisers of public meetings and assemblies is drawn to sections 11 and 14 of the Public Order Act 1986, concerning processions and assemblies. Other legal requirements may affect the conduct of meetings. A speaker who incites an audience to violence or to breach of the peace or to racial hatred commits a criminal offence. Moreover, an assembly of persons, even if directed to lawful purposes, ceases to be lawful if it threatens serious public disorder or breaches of the peace.
10. Any person who is in any doubt about the application of this Code of Practice to any meeting in the College is under an obligation to consult the Bursar who shall determine whether the provisions of the Code apply to the meeting in question.
11. In this Code the phrase “resident member of the University” shall bear its usual meaning save that it shall include resident members of Homerton College.
12. Breach by any member of the College of any of the requirements of this Code may be treated as a serious disciplinary offence.