ROBINSON COLLEGE

INFORMATION FOR JUNIOR MEMBERS

2026–27

Introduction from the Senior Tutor

Information for Junior Members is the Handbook for all Robinson students, inclusive of both undergraduates and postgraduates. It gives you essential practical information about the College. You should refer to it from time to time, and it is your responsibility to familiarize yourself with it, and the Regulations for Students linked below. The two documents contain guidance on how things work, resources, support and College life, as well as some clear rules which you must follow.

The Handbook is also available on the College website. For University matters rather than College matters, students should also use the Cambridge University website, relevant Department or Faculty websites and other University student resources.

Comments and suggestions on the Handbook are welcome and may be incorporated in future revisions. Please send comments to the Academic Registrar (Keisha Sharp, ks610@cam.ac.uk) in the Tutorial Office.

Dr Scott Annett
Senior Tutor
September 2026

Other key documents

TITLE	NOTES – see URLs on pg 16
Regulations for Students[i]	*College rules, including the Code of Discipline*
Disciplinary Regulations[ii]	*How disciplinary cases are investigated and resolved in College*
Student Complaints Procedure[iii]	*How to bring a complaint, and how it will be resolved*
Harassment and Sexual Misconduct Policy[iv]	*Clear statement on unacceptable behaviour, and how to report or get help*
Code of Practice on Freedom of Speech[v]	*How free speech is safeguarded in College*
Support and Capability to Study Process[vi]	*How the College supports and assesses the capability of students to continue with studies*
Precautionary Measures[vii]	*The process by which the College may ask students to return home for a short period*
College Policies[viii]	*Full list of College policies, with links*

The College

Robinson is an academic, residential and social community comprising the Warden, Fellows, students and staff. The Warden and Fellows form the Governing Body. College Council is responsible for the day-to-day business of the College and includes student representatives.

The College was founded through the benefaction of Sir David Robinson, a successful businessman and entrepreneur. Academic operations began in 1977, with the College's first intake of students. Robinson now supports a wide range of subjects, several hundred undergraduate and postgraduate students, and a Fellowship of researchers, teachers, practitioners and writers.

You can read more about the College here[1].

The Porters' Lodge

The Porters' Lodge is the main point of contact for urgent practical matters, access, keys, mail, first aid, security, visitors and out-of-hours help. In an emergency, call the emergency services on 999 where necessary, and tell the Porters you have done this as soon as possible.

Your Tutor and Director of Studies

Your Tutor is normally your main College contact for personal, welfare and general academic matters. Undergraduate students also have a Director of Studies who oversees their academic progress and supervision arrangements.

Students should raise problems early. Many difficulties are easier to resolve if the College knows about them before they become serious.

Your responsibilities

The Regulations for Students contain the binding requirements applying to students. In practical terms, students should keep contact details up to date, read College communications, attend required academic meetings, follow safety and security arrangements, and report problems promptly.

Academic life

Supervisions

Supervisions are a central part of Cambridge teaching. Students should prepare properly, submit work by agreed deadlines, attend punctually and take an active part in discussion.

If you cannot attend a supervision, tell your supervisor in advance. The Regulations for Students deal with missed supervisions and any associated charge.

[1] https://www.robinson.cam.ac.uk/about-robinson

Academic concerns

If you are struggling with work, attendance, deadlines, examination preparation or confidence, contact your Director of Studies and Tutor promptly. Academic and welfare issues often overlap, and it is usually helpful for the College to understand the full picture.

Examination arrangements and intermission

Health or personal circumstances may make special examination arrangements, coursework extensions or intermission necessary. Your Tutor and Director of Studies can advise you on the relevant University process, including applications to the Examination Access and Mitigation Committee where appropriate. You can find out more about the EAMC here[2] and here[3].

Change of subject

Students considering a change of subject should speak to their current and prospective Directors of Studies as early as possible. The Senior Tutor is responsible for approving a change of subject, which will depend on academic suitability, timing, capacity and the applicable University requirements.

Residence and academic engagement

Cambridge residence requirements are not simply administrative: they support participation in teaching and College life. The binding College requirements on residence and living out are in the Regulations for Students.

Term dates

Full Term dates for this year and the following two academic years are:

Academic year	Michaelmas Full Term	Lent Full Term	Easter Full Term
2026–27	6 Oct – 4 Dec	19 Jan – 19 Mar	27 Apr – 18 Jun
2027–28	5 Oct – 3 Dec	18 Jan – 17 Mar	25 Apr – 16 Jun
2028–29	3 Oct – 1 Dec	16 Jan – 16 Mar	24 Apr – 15 Jun

[2] https://www.cambridgestudents.cam.ac.uk/exams/eamc
[3] https://www.cambridgestudents.cam.ac.uk/exams/eamc/guidance-notes-and-application-forms

Finance

College bills

The Finance Office deals with student accounts, fees, accommodation charges, loans, grants and related matters. Students should pay bills by the due date shown and raise any difficulty before the payment deadline where possible.

Financial difficulty

Students experiencing financial difficulty should email their Tutor or the Financial Tutor without delay. Depending on the circumstances, College or University support may be available. See here[4].

Funds and awards

The College offers or administers a range of bursaries, grants, equipment support, activity funds and prizes. For current information on financial support, eligibility and how to apply, see here[5].

[4] https://www.robinson.cam.ac.uk/college-life/college/student-hub/student-support/financial-support
[5] https://www.robinson.cam.ac.uk/college-life/academic-life/finance-and-expenses

Wellbeing, health and support

Wellbeing Team

The Wellbeing Team provides professional health, welfare and wellbeing support and can help students navigate College, University and NHS services. Support is normally available during office hours. You can find out more information here[6], including how to book an appointment with the medical team.

Out-of-hours help

The Porters' Lodge[7] is open 24 hours a day and is one of the most useful sources of help in College. The Porters are friendly, experienced and trained in first aid; they know the College well and they can contact the appropriate member of College staff for you when needed.

Doctors and medical help

Students should register with a Cambridge GP. If you encounter difficulty, please ask the Welfare Team for advice.

If you are taken to hospital or attend hospital urgently, inform the Porters' Lodge as soon as you can so that the College knows where you are and can offer support, such as booking a taxi from the hospital.

Medication, allergies and chronic conditions

Students are responsible for keeping essential medication available and in date. Where a health condition or allergy is relevant to emergency response or support, students are encouraged to tell the College Nurse. Arrangements can also be discussed where medication needs refrigeration.

Sharps

Needles and other medical sharps must be disposed of in a proper sharps container and must never be put in a bedroom bin or other general waste. If you do not have a suitable sharps container, contact Housekeeping[8] or the Porters' Lodge.

Alcohol and drugs

Excessive alcohol use can affect safety, wellbeing, study and conduct. Students concerned about alcohol or drug dependency can seek support from their Tutor, the Wellbeing Team, the College Nurse or other appropriate services. The College's disciplinary rules on illegal drugs and misconduct are in the Regulations for Students.

[6] https://www.robinson.cam.ac.uk/health-and-wellbeing
[7] porters@robinson.cam.ac.uk
[8] housekeeping@robinson.cam.ac.uk

Support and Capability to Study

The Support and Capability to Study procedure is intended to assist students where health, wellbeing or behaviour raises concern about the extent to which the student can continue studying, living or participating in College life safely and effectively. The procedure is supportive in purpose and may involve meetings, support plans, adjustments, medical evidence, temporary intermission or other measures. You can find more detail here[9].

Precautionary Measures

Where there is an immediate or serious concern, an authorised College Officer (normally the Senior Tutor or Dean) may take precautionary measures to protect individuals, preserve order, manage risk or allow an investigation or process to proceed. More detail can be found here[10].

Confidentiality

The Wellbeing Team and College Nurse keep appropriate confidential records. Information may need to be shared where there is a serious risk to the student or to others, or where another legal or safeguarding obligation applies. The College's formal confidentiality and data-protection statements provide fuller detail (see here[11]). It is important to note that other staff members of the College, such as Porters, Housekeeping Staff, Tutors and Directors of Studies are not expected to maintain confidentiality where there is a concern, and are instead asked to report any concerns to the Senior Tutor or Wellbeing Team as may be appropriate. Such information will always be treated with discretion and sensitivity.

Gender reassignment

If you are planning or undergoing a gender transition, we encourage you to contact the Senior Tutor. They are available to meet with you in confidence to discuss your preferences, outline available support, and assist with any necessary updates, such as changes to your name or pronouns. The Senior Tutor will explain that formally registering a gender transition with the university or college will require your consent for personal data to be shared.

[9] https://www.robinson.cam.ac.uk/college-life/documents-and-policy/tutorial-documents
[10] https://www.robinson.cam.ac.uk/college-life/documents-and-policy/tutorial-documents
[11] https://www.robinson.cam.ac.uk/sites/default/files/assets/about/Robinson Confidentiality Statement_0.pdf

Student representation and community

Robinson College Students Association

The RCSA is the students' association and an important part of College life. It represents students, supports welfare and community activity, organises events and gives students a strong voice in College. Student representatives sit on a range of College committees, including College Council. The RCSA website is here[12]. The MCR website can be found here[13].

JCR and MCR

The JCR and MCR are both communities and physical spaces: places to meet people, relax and take part in College life. The MCR is principally used by postgraduate students; current access arrangements can be checked with the Porters' Lodge.

Clubs, societies and volunteering

Students are encouraged to take part in College clubs, societies, volunteering and student representation, while balancing these activities with academic responsibilities and consideration for others.

[12] https://www.rcsa.co.uk/
[13] https://mcr.robinson.cam.ac.uk/

Rooms, catering and social spaces

Common rooms and bookable spaces

The College provides common rooms, social rooms and bookable spaces including the JCR, MCR, TV and Games Rooms, Party Room and J8. Availability and booking arrangements vary according to College use, maintenance and events.

Ordinary informal use of common rooms and student spaces does not require permission. To reserve a College room, or to organise an event for which approval is required, students should use the College's room-booking or event-approval process (see here[14]). The binding rules on events and use of College premises are in the Regulations for Students.

Garden Restaurant and Red Brick Café Bar

The Garden Restaurant provides everyday meals, and is open for lunch and in the evening. The Red Brick Café Bar is one of the informal centres of College life: it is used by students, Fellows and staff for breakfast, coffee, drinks, snacks, conversation, quizzes, open-mic evenings, watching sport and other informal events. Opening times can vary between Full Term and vacation periods, so check the current information.

Formal Hall

Formal Hall is part of College community life, and is a Cambridge tradition. Booking arrangements and current practical information (such as arrangements during the kitchen refurbishment) are published by the College (see here[15]). Please also read the rules on dress, alcohol and conduct at Formal Hall, in the Regulations for Students.

Dietary needs and allergies

Students with dietary requirements or allergies should use the College's current catering-information arrangements and ask Catering staff where they are unsure. Students with serious allergies should remain alert to the information provided and carry essential medication as appropriate.

Recreation

Sport

College sport, which runs alongside University sport, is celebrated and encouraged at Robinson. We share a sports ground on Barton Road with Queens', King's and Selwyn Colleges. Pitches and courts are used by College teams according to season and current arrangements. Students interested in

[14] https://www.robinson.cam.ac.uk/college-life/catering/meeting-rooms-and-catering-bookings
[15] https://www.robinson.cam.ac.uk/college-life/formal-halls

playing should look out for team information early in Michaelmas Term. The College has limited exercise space; current access arrangements should be checked before use.

Rowing

Students interested in rowing should look out for information from the Boat Club and student representatives, particularly at the start of Michaelmas Term.

Music and theatre

Robinson has extensive theatre and music facilities. The Auditorium is a 250-seat theatre in the heart of College. During productions, it is badged as "The Brickhouse Theatre at Robinson". The College also has the Maria Bjornsen Theatre, an open-air performance space in the garden of 2 Adams Road. There is a suite of music and music-practice rooms, together with access to several pianos. For information on theatre, students should refer to the Brickhouse Theatre Company; and for music, the Robinson College Music Society.

Postgraduate students

Postgraduate community

Postgraduate students, studying or researching for a range of Masters and Doctoral degrees, are an important part of the Robinson academic and social community. They are members of the MCR and RCSA and are encouraged to make full use of College facilities, events, catering, academic life and support.

Tutors

Each postgraduate student is allocated a Tutor, who is a Fellow of the College and will normally be their main College contact for College, University or welfare issues.

Postgraduate accommodation

Postgraduate accommodation is limited and arrangements may change from year to year. Current allocation, ballot and residence-charge arrangements should be checked with the College. The rules on the Postgraduate Residence Charge and notice requirements are in the Regulations for Students.

Security, safety and emergencies

Security

Students should secure their rooms and belongings, keep keys and access cards safe, and report suspicious behaviour, lost keys/cards or security incidents promptly to the Porters' Lodge.

The rules on access control, restricted areas, keys and unauthorised entry are in the Regulations for Students.

Personal safety

Students should take sensible precautions when moving around Cambridge, particularly at night. Personal safety alarms are available from the Porters' Lodge.

Lost property and theft

Lost property and suspected theft should be reported promptly to the Porters' Lodge. Students should secure bikes, laptops and valuables. Personal possessions are not covered by the College's insurance policy.

Fire safety

When a fire alarm sounds, leave immediately by the nearest safe route and go to the relevant assembly point unless it is a notified routine test. Follow Porters' or staff instructions and cooperate with fire drills.

The detailed binding fire-safety rules — including rules on fire doors, escape routes, firefighting equipment, candles, cooking and prohibited appliances — are in the Regulations for Students.

Electrical equipment

Students should check the Regulations for Students before bringing cooking or electrical equipment into College. Some appliances are prohibited and others are restricted to kitchens or require approval.

Smoking and vaping

Smoking and vaping are prohibited throughout the main College building and College hostels, and elsewhere on the College estate, except in the designated smoking area on Long Court and in the College gardens.

Students using a permitted smoking area must dispose of cigarette ends and vaping waste safely and tidily. The rules on smoking and vaping are in the Regulations for Students.

Accidents, near misses and maintenance

Report accidents, serious hazards and near misses promptly. Maintenance faults should be reported through the College's maintenance system, or to the Porters' Lodge where urgent. Students should not attempt unauthorised repairs. The relevant form for accidents and near misses is here[16], while maintenance requests can be made here[17].

[16] https://www.robinson.cam.ac.uk/contact-us/accident-and-near-miss-form
[17] https://maintenance.robinson.cam.ac.uk/request.php

Personal Emergency Evacuation Plans

Students who may need assistance in an evacuation should inform a member of the Wellbeing Team (ordinarily the College Nurse) so that appropriate arrangements can be considered in consultation with the Head Porter. This may include a Personal Emergency Evacuation Plan.

Accommodation and residence

Living in College

Students are responsible for using rooms and shared facilities sensibly and for reporting damage or maintenance problems. The rules on furniture, room use, guests, keys, room access, notice, vacation arrangements, damage and charges are in the Regulations for Students.

Shared kitchens and communal areas

Shared kitchens should be left safe and usable for others. Food waste, dirty pans, unattended cooking, overloaded fridges and blocked access quickly create hygiene and fire-safety problems.

Housekeeping

Students should cooperate with Housekeeping arrangements and follow current instructions about cleaning, inventories, waste and access.

Guests

Students may have guests subject to the limits and conditions in the Regulations for Students. Students are responsible for ensuring that their guests follow College rules.

Vacation storage and leaving rooms

Vacation residence and storage are limited. Students should follow the current instructions on departure dates, storage, clearing rooms and return dates. The Regulations for Students contain the binding notice and room-vacation requirements.

Living out

Students living outside College should keep their address and contact details up to date. Undergraduate students should consult the Regulations for Students on permission to live out.

Behaviour, discipline and conduct

The Code of Discipline

The Code of Discipline forms Part 10 of the Regulations for Students. It covers misconduct including disruption, damage, unsafe behaviour, harassment, dishonesty, illegal drugs, and failure to comply with lawful instructions. Please read it carefully.

The Dean and disciplinary process

The Dean is a Fellow of the College with responsibility for the College disciplinary process. Anyone may refer a matter to the Dean if they believe that the Code of Discipline has been breached. The Disciplinary Regulations explain how the process works.

Welfare and conduct

A welfare issue does not automatically prevent disciplinary action. Where a situation raises both welfare and conduct concerns, the College may use support and disciplinary processes alongside one another where appropriate.

Intoxication

Intoxication does not excuse misconduct and may, depending on the circumstances, make it more serious.

Harassment, sexual misconduct and personal safety

The College is committed to an environment free from harassment, discrimination and abuse. Students can seek advice and support from the Senior Tutor, College Nurse, Wellbeing Team and relevant University services. The College's Harassment and Sexual Misconduct Policy sets out the relevant policy and routes for reporting concerns. See here[18].

Complaints, capability to study and precautionary measures

Raising a concern

Many concerns can be resolved informally by speaking to a Tutor, the Senior Tutor, the RCSA or the relevant College Officer. The full list of Tutors can be found here[19].

Formal complaints

Where informal resolution is not appropriate or does not resolve the matter, students may use the College Student Complaints Procedure. See here[20].

Support and Capability to Study

The Support and Capability to Study procedure is intended to support students where health, wellbeing or behaviour raises concern about their ability to continue studying, living or participating in College life safely and effectively. See here[21].

[18] https://www.robinson.cam.ac.uk/college-life/documents-and-policy/college-policies
[19] https://www.robinson.cam.ac.uk/college-life/academic-life/tutors
[20] https://www.robinson.cam.ac.uk/college-life/documents-and-policy/tutorial-documents
[21] https://www.robinson.cam.ac.uk/college-life/documents-and-policy/college-policies

Precautionary measures

In urgent or serious cases, an authorised College Officer may take precautionary measures under the applicable College procedure. The formal procedure, rather than this Handbook, governs the circumstances and safeguards applying. See here[22].

Freedom of speech, Prevent and data

Freedom of speech

Robinson College is fully committed to the principle of freedom of speech within the law, and to its promotion. Members of the College community, including students, are expected to engage with disagreement constructively and peacefully. The College's Code of Practice on Freedom of Speech provides the governing framework for this important subject. See here[23].

Prevent Duty

The College and University also have responsibilities under the Prevent Duty. Current policies governing events, speakers and related risk assessment should be consulted where relevant. See here[24].

Data protection and records

The College processes student information for academic, welfare, accommodation, financial, security, legal and administrative purposes. Students should also respect the personal data and privacy of others. Formal data-protection notices and policies provide fuller information. See here[25].

Social media and messaging

Online conduct and commentary can affect individuals and College life just as in-person conduct can. Where online behaviour amounts to harassment or other misconduct, those responsible for the content may be subject to action under the Disciplinary Regulations. Use of the College crest requires permission from the Senior Tutor. The College has a Social Media and Networking Policy that can be found here[26].

[22] https://www.robinson.cam.ac.uk/college-life/documents-and-policy/college-policies
[23] https://www.robinson.cam.ac.uk/filestore/public/Code of Practice on Freedom of Speech Sep 2026.pdf
[24] https://www.robinson.cam.ac.uk/college-life/documents-and-policy/prevent-duty
[25] https://www.robinson.cam.ac.uk/college-life/documents-and-policy/data-protection
[26] https://www.robinson.cam.ac.uk/sites/default/files/assets/college-life/Social Media-Networking Policy.pdf

Where to go

Issue	First contact	Notes
Emergency, fire, first aid or urgent security	Porters' Lodge / emergency services	Use emergency services first where required.
Welfare or personal concern	Tutor / Wellbeing Team	Urgent out-of-hours matters via the Porters' Lodge.
Academic concern	Director of Studies / Tutor	Raise problems early.
Finance concern	Tutor / Financial Tutor	Do not wait until a payment problem has become serious.
Harassment or sexual misconduct	Senior Tutor / Wellbeing Team / College Nurse / University support services	Support is available before deciding whether to make a formal complaint.
Maintenance fault	Maintenance reporting system / Porters	Report urgent safety or security faults immediately.
Accident or near miss	Porters' Lodge	Report promptly.
Conduct or disciplinary matter	Dean / College process	The Code of Discipline is in the Regulations for Students.
Complaint about the College	Informal route, then Student Complaints Procedure	Use the formal procedure where informal resolution is not appropriate or successful.

Quick checklist

- Keep your contact details and emergency contact information up to date.
- Check your University email regularly and read communications from the College.
- Attend required meetings and raise academic problems early.
- Know what to do when the fire alarm sounds.
- Keep keys and access cards secure.
- Report accidents, hazards, security concerns and maintenance faults promptly.
- Check the Regulations before bringing cooking or electrical appliances into College.
- Follow the College's guest, accommodation and vacation arrangements.
- Pay College bills on time or seek help early if there is difficulty.
- Treat students, staff, Fellows and visitors with respect, in person and online.

Document Control

Document reference	REG-005
Document title	Junior Members Handbook
Version	1.2
Approval authority	College Council CM/2025/285
Approval dates	21 September 2026
Policy commencement date	21 September 2026
Next review date	21 September 2027

List of Key Document Links

[i] Regulations for Students - https://www.robinson.cam.ac.uk/filestore/public/2%20Regulations%20for%20Students%20Sep%202026.pdf

[ii] Disciplinary Regulations - https://www.robinson.cam.ac.uk/filestore/public/Disciplinary%20Regulations%20Sep%202026.pdf

[iii] Student Complaints Procedure - https://www.robinson.cam.ac.uk/sites/default/files/assets/college-life/Procedure%20for%20Formal%20Complaints.pdf

[iv] Harassment and Sexual Misconduct Policy - https://www.robinson.cam.ac.uk/sites/default/files/assets/college-life/HarassmentAndSexualMisconduct.pdf

[v] Code of Practice on Freedom of Speech - https://www.robinson.cam.ac.uk/filestore/public/4%20Code%20of%20Practice%20on%20Freedom%20of%20Speech%20Sep%202026.pdf

[vi] Support and Capability to Study Process – https://www.robinson.cam.ac.uk/filestore/public/9%20Support%20and%20Assess%20Capability%20to%20Study%20Procedure%20Sep%202026.pdf

[vii] Precautionary Measures - https://www.robinson.cam.ac.uk/filestore/public/6%20Precautionary%20Measures%20Regulation%20Sep%202026.pdf

[viii] College Policies - https://www.robinson.cam.ac.uk/college-life/documents-and-policy/college-policies