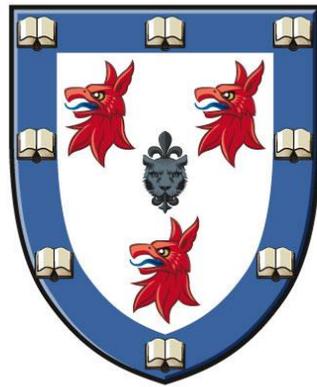


HOMERTON COLLEGE



Student Handbook

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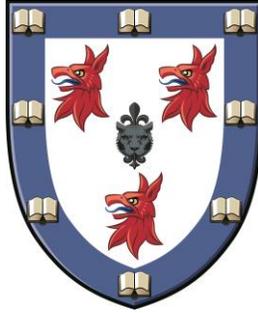
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I.

INTRODUCTION: 2016-17

Dear Student,

This handbook is for students at Homerton College and it contains a wealth of information about all aspects of being a student at Homerton and Cambridge; it should be read in conjunction with:

- **The Guide to Accommodation**
- **The Student Accommodation Handbook**
- **The University Student Handbook** - <http://www.cam.ac.uk/staffstudents/studenthandbook/univ/>, which you will have received when you started your course.

This handbook describes the facilities provided by the College, and gives details of various College Officers and other staff members with whom students are likely to come into contact. It indicates what is and what is not expected of you as a student at Homerton, and where to seek help if problems arise. Please take the time to read through this handbook carefully as it contains the answers to many '**frequently asked questions**' (Appendix 1).

I wish you a happy, fulfilling and successful year.



Dr Penny Barton
Senior Tutor

SOME USEFUL WEBSITES FOR STUDENTS

University Guide to Courses

www.cam.ac.uk/deptdirectory/

Check the websites of the relevant departments as the wording on the websites is often slightly different to that in the Guide to Courses.

Examination Appeals

www.admin.cam.ac.uk/offices/exams/students

Examination Timetables

<http://www.cambridgestudents.cam.ac.uk/your-course/examinations/all-students-timetable>

University Reporter online

www.admin.cam.ac.uk/reporter/

Alternatively, if you wish to subscribe to receive emails when a new edition is available online, go to -

<https://lists.cam.ac.uk/mailman/listinfo/ucam-reporter-online>

University of Cambridge Hardship Support

www.admin.cam.ac.uk/students/studentregistry/fees/funding/hardship/index.html

The University Counselling Service (UCS)

www.counselling.cam.ac.uk/

Disability Resource Centre

<http://www.admin.cam.ac.uk/univ/disability/>

Careers Service

www.careers.cam.ac.uk/

Cambridge University Students Union (CUSU)

www.cusu.cam.ac.uk/

Cambridge University Graduate Union (CUGU)

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

2. THE COLLEGE AND ITS MEMBERS

How the College works

The Head of the College is the Principal who is appointed by the Fellows, who are senior academics within the College. The Principal chairs most key College committees. The Senior Tutor has overall responsibility for the day-to-day management of academic and pastoral matters and the Bursar for all financial and estate matters. The designations and duties of other College Officers are described in the pages that follow.

Communication between the College and students

The Admissions Office is in correspondence with all incoming students prior to their arrival in College, giving full details of the accommodation available as well as other aspects of life as a student in Cambridge. On arrival all resident students, both undergraduate and graduate, are given an induction briefing from senior College Officers as well as the Head Porter, the Housekeeper, the Estates Department and the Student Health Adviser. A student accommodation handbook is also published annually.

Student Intranet (Nexus)

Students are encouraged to regularly check the College Student Intranet (Nexus): <https://nexus.homerton.cam.ac.uk/> which is updated regularly by College departments. Nexus contains details of forthcoming events and daily news items as well as an online resource for all areas of College life.

Pastoral Support

The College provides a full range of student support services, including tutorial and pastoral guidance and a part time medical Nurse (Student Health Adviser). All Tutors and many staff members can offer advice on where help can be found. The Porters' Lodge is manned 24 hours a day, and the duty Porter can always contact the duty Tutor and other College Officers as required. The University offers a free Counselling Service, and the College employs a qualified Counsellor for Homerton students, The Homerton Union of Students (HUS) also has a welfare team.

Tutors

On entering the College, every student of the College is assigned a Tutor whose subject will normally be different from the student's own. As far as possible, each student will remain with the same Tutor whilst at Cambridge. The Senior Tutor, who has overall responsibility for tutorial matters within the College, may arrange a change of Tutor if desired by a student. The Senior Tutor is also available to see any student by appointment, and such appointments may be made via the Assistant to the Senior Tutor in the Tutorial & Admissions Office. The Graduate Tutor has particular responsibility for higher degree students, and there are two PGCE Tutors.

A Tutor is responsible for the general welfare of students in their care and represents them in many of their official contacts with the University. A Tutor's advice and experience over a wide range of problems is readily available and the Tutor is one of the people, the other being the Director of Studies, to whom a prospective employer is most likely to turn for references when a student leaves Cambridge. The responsibilities of Tutors, often shared with Directors of Studies and other members of the College staff, include the following:

- Introducing new students to Cambridge and College life
- Meeting Tutees at the beginning and end of each term
- Maintaining social contact with students throughout their time at Cambridge
- Encouraging students to take advantage of the full range of opportunities available to them and to develop transferable skills
- Helping to deal with personal problems
- Assistance with special needs and disabilities (advice, practical support)
- Provision of advice on identifying and obtaining financial assistance
- Liaison with University Faculties and Departments
- Requests for permission to be absent from Cambridge
- Advice about complaints and appeals
- Advice about possible change of Tripos or suspension of courses
- Advice on study methods and support in the event of difficulties with courses or Supervisors
- Initial careers advice, help with CVs and provision of references.

Tutors are available to advise their students on these and on any other matters; if they cannot help they usually know someone or some organisation that can. Tutors can also be contacted by email to arrange appointments.

Directors of Studies

Directors of Studies are responsible for the academic work of undergraduates and there is a Director of Studies for each subject. Most Directors of Studies are Fellows of the College, but in some subjects, read by a smaller number of undergraduates, the Director of Studies may be shared with another College. In addition to their academic responsibilities, Directors of Studies frequently get involved with the welfare of their students, working alongside the Tutors with whom they keep in close contact. Their specific academic responsibilities include the following:

- Providing introductory material/reading lists in advance of the arrival of new students
- Meeting new students to explain the teaching system in detail
- Meeting students individually at the beginning and end of each term
- Advising on subject options, lecture courses, seminars and practical classes where relevant
- Arranging supervisions for their students
- Monitoring student progress from supervision reports
- Warning if students are neglecting their studies
- Advising on and checking examination entries made via CamSIS
- Discussing examination results
- Writing references as requested by students
- Advising any student who is considering a change of Tripos
- Advising students on any academic matter giving cause for concern
- Advising on careers; this is particularly relevant for those reading Law because of the detailed formal requirements of the profession.

COLLEGE STAFF, OFFICES AND ADMINISTRATION

Tutorial & Admissions Office

The Tutorial & Admissions Office deals with admissions and tutorial enquiries and provides administrative support in these areas to all students, supervisors, Directors of Studies and Tutors. Whilst the Tutorial and Admissions staff may in most instances be able to help directly, all students are strongly advised to consult their Tutor and/or Director of Studies about any major problems they encounter.

The Tutorial & Admissions Office is located on the ground floor of the Cavendish building, opposite the lift. Opening times are:

Monday to Thursday: 9.00 am to 5.00 pm

Friday: 9.00 am to 4.30 pm

Closed for lunch: 1.00pm to 1.30pm

The Office is closed at weekends and bank holidays.

Matters which the staff of the Tutorial & Admissions Office can help with include:

- Liaison with Tutors and Directors of Studies
- Liaison with the University Disability Resource Centre (DRC) via the College Disability Liaison Officer
- Requests to take examinations under special conditions
- Queries and arrangements relating to examination entries and corrections, examinations to be held in College, co-ordination and accurate recording of results in student files
- Organisation and administration of Matriculation, Congregations (degree ceremonies) and General Admissions (graduation)
- All matters relating to admissions including interviews and open days
- Provision of application forms, including: vacation study and travel grants, conference and travel expenses for graduates, College parking permits and University Motor Proctor Licences, and change of Tripos
- Student status letters for students to use when applying to open a bank account, for research posts, scholarships, future employment and other organisations as required
- Accommodation enquiries, residency contracts, extra nights booking and room ballots.

The Student Health Adviser, Sandy Chambers is a member of the Tutorial & Admissions team, and provides nursing care, treatment, advice and support. Sandy can be contacted via email: sc606@homerton.cam.ac.uk or tel: 01223 747248. Further details about Sandy's role and availability can be found on page 31.

The Tutorial & Admissions Office can be contacted as follows:

<i>Tutorial Office Manager</i>	Helen Gardner	01223 747201	tutorial@homerton.cam.ac.uk
<i>Tutorial Officer</i>	Jen Werndly	01223 747117	tutorial@homerton.cam.ac.uk
<i>Tutorial/ Dean's Administrator</i>	Glesny Sheppard	01223 747189	tutorial@homerton.cam.ac.uk
<i>Admissions Administrator</i>	Nicola Albert	01223 747252	admissions@homerton.cam.ac.uk
<i>Graduate Administrator</i>	Kelly Collinwood	01223 747158	grads@homerton.cam.ac.uk
<i>PGCE/MEd Administrator</i>	Glesny Sheppard	01223 747189	pgces@homerton.cam.ac.uk med@homerton.cam.ac.uk
<i>Accommodation Officer</i>	Anna Maria Ercolani-Brown	01223 747123	accommodation@homerton.cam.ac.uk
<i>Schools & Colleges Liaison Officer</i>	Emma Smith	01223 747273	access@homerton.cam.ac.uk
<i>Senior Tutor's Personal Assistant</i>	Natasha Thomas	01223 747231	njc46@homerton.cam.ac.uk

The Finance Office

The Finance Office will register and confirm your attendance on the course with the Student Loans Company (SLC) if taking a tuition fee and/or maintenance loan, provided your paperwork was submitted on or before Financial Registration; only after receipt of the necessary paperwork will the SLC release your tuition fee loan directly to the College and your maintenance loan directly to you. Any self-funders and overseas students will receive an invoice for fees at Financial Registration.

Any further invoices will be put in student pigeon holes and must be settled in the Finance Office within the set terms per the invoice and rules for payment, as issued to all students at Financial Registration.

Students who have departmental awards or a sponsorship must forward the relevant paperwork to the Finance Office in order to be invoiced correctly and receive payment in a timely manner.

The Finance Office is located on the ground floor of the Cavendish Building, Room. Opening hours are:

Monday – Thursday: 9.00 am to 5.00 pm

Friday 9am – 4.30pm

Closed for lunch each day: 1.00pm to 2.00pm

The Office is closed at weekends and bank holidays.

The Finance Office can be contacted as follows:

<i>College Accountant</i>	Jim Morris	01223 747124	jpjm2@homerton.cam.ac.uk
<i>Assistant Accountant</i>	Lynette Thompson	01223 747126	mailto:lst29@homerton.cam.ac.uk
<i>Student Ledger Administrator for Higher degree students</i>	Kate Taylor-Stratton	01223 747125	studentfinance@homerton.cam.ac.uk
<i>Student Ledger Administrator for undergraduate and PGCE students</i>	Charlotte Taylor	01223 747255	studentfinance@homerton.cam.ac.uk
<i>Purchase Ledger Administrator</i>	Diana Ogunlana	01223 747127	purchaseledger@homerton.cam.ac.uk
<i>Sales Ledger Administrator</i>	Tom Spry	01223 747246	ts649@homerton.cam.ac.uk

Finance Tutor

We have a part-time Finance Tutor, Mr Dhiru Karia. He is available should you require assistance with financial difficulties, advice on budgeting and cash flow planning, or assistance with College and University grant and scholarship applications. Dhiru is located in CAV G10 (next to the Tutorial Office) and is available on Wednesdays between 4 to 7pm and Thursdays between 12 noon to 7pm during term-time only. Students wishing to arrange a meeting are advised to contact Dhiru on the above days via email dk211@cam.ac.uk or tel: 01223 747203

The IT Department

The IT Department is also located on the ground floor of the Cavendish building. The IT Helpdesk can be contacted either by email on it-support@homerton.cam.ac.uk or by phone from the College system on 47109.

The IT Office is located in the Cavendish building and their opening hours are:

Monday to Thursday: 9am to 5.30pm

Fridays: 9am to 4.30pm

Closed for lunch: 12:30pm to 1pm

The Office is closed at weekends and bank holidays.

Homerton Union of Students (HUS)

The Homerton Union of Students (HUS) comprises the Junior Common Room (JCR) for Undergraduates and the Middle Common Room (MCR) for Graduate students. All Homerton students are automatically members, and PGCE students have membership of both unions. Both the JCR and MCR Presidents serve for one-year terms. The union JCR is supplemented by the Cambridge University Student Union (CUSU), and, for all UK university students, the National Union of Students (NUS).

The HUS is led by an elected committee of students and has a sabbatical president – a recent graduate of Homerton who stays on for another year to run the union and sit on college committees. It performs many functions, including:

- Welfare support to students.
- Access events.
- Academic feedback and college families.
- Organising and handling subscriptions for college societies and sports teams.
- Holiday storage for Homerton students.
- Organising student events including fairs, bops, quiz nights, balls etc.
- Binding theses/dissertations for students (please note that there will be high demand for this service at peak times).
- Running a Homerton stash, stationery and essentials shop in the HUS office.
- Selling matriculation and graduation photographs.
- Representing students within college, as well as to CUSU and beyond.
- Advocacy and advice for all Homerton students.

The HUS office is open every weekday and weekday evening, and students are always welcome to drop in to ask for help, advice, or buy Homerton stash and tickets to events. You can find out more at www.husjcr.co.uk

Stationery

HUS runs an excellent low cost stationery shop for students including greetings cards and College 'Stash' (scarves, t-shirts etc with the College logo), in the HUS Office. The more use you make of it the more they will be able to keep the costs down. Opening Times are posted on the HUS office door.

HUS Administration

There are two members of staff in the HUS Office, the Office Manager and the HUS President. The MCR President is a current PhD student. Their contact details are:

<i>HUS Sabbatical President (all students)</i>	Will Hewstone	01223 747236	hus-president@homerton.cam.ac.uk
<i>HUS Office Manager</i>	Emma Themba	01223 747235	hus-office-manager@homerton.cam.ac.uk
<i>MCR President (Postgraduates only)</i>	Thomas Brouwer (PhD candidate in computer science)	-	mcr-president@homerton.cam.ac.uk

A full list of the JCR and MCR Committees for the academic year 2016-2017 can be found in Appendix 3. The HUS Office is based in KG01 in the Cavendish Building, behind the Great Hall.

The Dean

Professor Richard Hickman is the College Dean, and is responsible for the maintenance of student discipline. He is located in Room 101 on the top floor of the Ibberson Building, and can be contacted directly by email on rdh27@cam.ac.uk, by telephone on 01223 767640, or via the Dean's Secretary tutorial@homerton.cam.ac.uk.

College Counsellor

The College has a fully qualified Counsellor, Catherine Snelson, for students to talk to if they need to talk to someone in confidence but would prefer not to talk to their Tutor. Catherine Snelson's office is on the ground floor of the Cavendish building, CAV G11. Catherine can be contacted by email: cs780@cam.ac.uk or by phone: 01223 747285.

The Praelectors

The Praelectors are responsible for presenting all students for their degrees at the Senate House, either as part of a Congregation or General Admission. Homerton College has two Praelectors: Dr Daniel Trocmé-Latter and Dr Elaine Wilson, both Fellows.

UNDERGRADUATE INFORMATION

The following information is applicable to Undergraduate students only

Your College Tutor Academic/personal advice
 Monitors your progress
 Gives academic advice

Your Director of Studies Coordinates your studies
 Arranges supervisions
 Reads your reports and discussions with you

Supervisors

Central to the College teaching system is the arrangement of supervisions for the marking and discussion of essays and other work. Supervisors see you for regular supervisions, and this is usually with one or two other students. Supervisors are often postgraduates, some of whom may be relatively young. They have the advantage of recent examination experience in the same field, and they will see, mark and provide feedback on your work, and help you prepare for examinations. You will work with many different supervisors during your degree course. Some may be older very distinguished academics. As you will be working in very small groups with your Supervisor it is an opportunity to get to know people really well.

It is essential that students keep appointments with their supervisors. If you fail to keep an appointment, your supervisor will quickly contact your Director of Studies who may in turn contact the Senior Tutor. Students who repeatedly miss supervision appointments without good reason **may be charged £30 for each missed appointment**. Most supervisors will listen sympathetically if you have a good reason why work is late, but they will ask you to set an early deadline for its completion. It is vital that you talk to your Director of Studies or your Tutor if there is any danger that you might get behind with your work.

At the end of each term, your supervisor will write a report on your progress using CamCORS (www.camcors.cam.ac.uk), which is the University's supervision reporting system. You will be able to view your reports with your Director of Studies and, where necessary, discuss areas to focus on for improvement.

Lecturers

Lectures are given by senior academics who are usually University Teaching Officers (UTOs) and there may be little opportunity to converse with them before or after a lecture. However, you may well meet lecturers in your College and sometimes you will attend lectures given by your Tutor, Director of Studies or Supervisor. Most academics enjoy talking about their work and are always interested in students' questions.

Change of Tripos

If you are considering a change of Tripos subject, first consult your Tutor, your Director of Studies and/or the Senior Tutor.

An application form and further information for change of Tripos after Part I is available from the Tutorial Office Manager. Applications will be considered by the Education and Policy Committee, which will make a recommendation to college council. Each application is considered on its merits, but in most cases a student will be expected to get a good 2.1 at Part I before transferring to a different subject at Part II so as not to be disadvantaged in their final degree result. Please note that a preliminary examination does not count as a Tripos and therefore students cannot change subject after a Prelim year. The deadline for applications to change in 2017 is 9am 16th June 2017.

If your application for a change of Tripos is successful and you are taking a tuition fee loan from the Student Loans Company, the Finance Office will need to file a 'Change of Circumstance' with the SLC. Once processed, you should receive new SLC paperwork to reflect the Tripos change. You will need to send a copy of this to studentfinance@homerton.cam.ac.uk.

Appointments with the Principal or the Senior Tutor

Students who wish to make an appointment with the Principal should consult his Assistant, Elizabeth Madder (CAV G07) email: enm25@cam.ac.uk. Appointments with the Senior Tutor are made via her assistant, Natasha Thomas njc46@cam.ac.uk.

RESIDENCE, ABSENCE, INTERMITTING YOUR STUDIES AND WITHDRAWAL

Keeping Full Term

All undergraduates have to 'keep term', by residing, *i.e. sleeping*, in Cambridge for the designated number of nights of Full Term*. Students must be in residence for the number of nights within Full Term; this is normally 60 nights. However these nights can usually be kept within the dates of Term** which can allow the possibility of being absent from Cambridge for one weekend a term. Students must be here by the first night of Full Term, usually a Tuesday, and may not leave the College **without permission** until the final Friday of Full Term. Students are expected to be here for classes every weekday and for some courses on Saturdays as well. Cambridge is not a nine-to-five university and some lectures, supervisions, and most social events take place in the early evenings or at weekends.

Dates of Full Term*

Year	Full Michaelmas term	Full Lent term	Full Easter term
2016-17	Tue 4 Oct - Fri 2 Dec	Tue 17 Jan - Fri 17 Mar	Tue 25 April - Fri 16 June
2017-18	Tue 3 Oct – Fri 1 Dec	Tue 16 Jan – Fri 16 Mar	Tue 24 April – Fri 15 June

Dates of Term** always run from 1st October to 19th December (80 days), and from 5th January for 80 days until 25th March. The Easter term varies according to the dates of Easter, but always runs for 70 days.

Weekends

Undergraduates are required by University Regulations to be resident in Cambridge for the number of nights contained in Full Term, but these can be kept during the dates that constitute Term. To be resident for a night you must be in your room by 6 a.m. in order to fulfil the University Regulations. Students resident in College who intend to be away for the weekend must inform their Tutor. This information is required for fire safety procedures. Students who are prevented by illness or accident from returning to College should inform the Senior Tutor immediately.

Absence

The following rules regarding absence from College should be strictly adhered to:

1. The Senior Tutor should be informed as early as possible if you have to leave urgently or if you are unable to return to College for any reason.

2. If you need to be absent from College during term time, you must seek permission from Tutor stating a valid reason, and contact your Director of Studies and supervisors, or ask your Tutor to do so on your behalf. Please forward on any correspondence to the Tutorial Office.
3. If you return to College after absence you should report your return as soon as possible to your Tutor.

Illness in term time

The Student Health Adviser should be informed immediately of any illness during term time. If they are not available, you should contact your local GP. Outside of hours, contact the duty Porter.

Three Year Residency

It is normally College policy to offer residential accommodation to students for all of their undergraduate years. First year students are required to be roomed on site; mature students (25 or over) can request permission to remain in their family home by writing to the Senior Tutor prior to the start of their course. Students on three or four year undergraduate courses will normally be offered accommodation in College for each year of their course.

Intermitting / Disregard Terms

Intermitting means being given exceptional permission by the University to have one or more academic years in Cambridge disregarded for the purpose of calculating a student's standing to take University examinations. The College applies to the Applications Committee of the University Council for the grant of leave to intermit: such leave is normally given for the remainder of the academic year, and students resume study the following Michaelmas Term, or a subsequent one. The Senior Tutor handles all applications for intermitting. If you think you may need to intermit please contact her at an early stage so that the process can be fully explained before a final decision is made.

The grounds for intermitting are usually chronic or acute illness or similar grave cause, which make it impossible for the student to continue with their studies. In these circumstances, the Applications Committee requires medical evidence that the student is so seriously incapacitated as to be incapable of continuing with their course.

Intermitting is thus intended only to relieve a student from disadvantage. It may not be used to allow a student to gain an advantage not available to others. Intermitting should not be regarded as a means of changing Tripos: students contemplating a change of Tripos should consult the Senior Tutor and the relevant Director of Studies.

Withdrawal

1. If you are thinking of withdrawing from your course, you should consult your Tutor as soon as possible.
2. If you are thinking of withdrawing during a vacation it is imperative that you contact the Senior Tutor immediately.

EXAMINATIONS - APPEAL PROCEDURES

If you are unwell in the run up to exams, or if your preparation for exams is hindered by ill health during the course of the year, you must make your Tutor aware so that an early warning can be put in place. After the examinations, any appeal on health grounds where there was not an early warning in place before the exams is unlikely to be successful.

Appeal procedures for examinations are available from the Senior Tutor. At the time of the examinations in May, this document will be more widely available from Directors of Studies, College Tutors and HUS.

Appeal procedures for Part I and Part II of the undergraduate Tripos are published jointly by the University and the Cambridge University Students Union (CUSU) titled: 'Undergraduate Examination Appeals: Guidance notes for candidates'. Copies are available on the CUSU website, <http://www.cusu.co.uk>

GRADUATE INFORMATION

The following information is applicable only to PGCE and Higher Degree students

Dr Melanie Keene is responsible for all Higher Degree (PhD, full- and part-time Master's courses and equivalents) and PGCE students. She can be contacted by email on mjk32@cam.ac.uk or by phone on 01223 747302. There are also 2 PGCE Tutors appointed by the College, Mr Paul Warwick (Primary) and Dr Elaine Wilson (Secondary). Graduate students will all receive a letter informing them who their Tutor will be at the start of their course. Alternatively, graduate students can contact the Graduate Administrator and PGCE/MEd students can contact the PGCE/MEd Administrator.

Graduate students are asked to meet with Dr Melanie Keene briefly at the start of their studies. Appointments are made via the Graduate Administrator.

The Graduate Tutor is available to assist you in any way possible with personal, financial or work-related problems and to represent you within the University if the need arises. All matters will be treated in confidence, although sometimes it may be necessary to discuss matters with other internal or external bodies, but this will only be done with the student's consent.

Intermission or Withdrawal for PGCE Students

'Intermission' is the University term for a break from your course on health or other significant reasons ('grave cause'). Depending on whether you have completed some elements of the course, you would be expected to return at the start of the subsequent Michaelmas Term, or a complete year later.

If the need arises, the following steps should be taken:

1. You should arrange to meet and discuss the situation with either the Partnership Tutor for Primary students **or** Subject Lecturer for Secondary students within the Faculty of Education. They will help you with the procedures in the Faculty of Education.
2. If intermitting/withdrawal is likely, you should then discuss the matter urgently with your Homerton PGCE Tutor (Paul Warwick, Primary; Elaine Wilson, Secondary), the Graduate Tutor, Melanie Keene, or the Senior Tutor, Penny Barton.
3. If intermission seems the best course of action, the College is responsible for submitting the application to intermit to the University Applications Committee, and will need medical or other evidence supporting your request, and will also ask you to sign a consent form to allow this information to be shown to the medically-qualified members of the Applications Committee.
4. You will need to visit the College Finance Office so that a 'Change of Circumstance' form can be filed by the Finance Office, to inform Student Finance of the withdrawal/intermittence and any adjustments to fee status, etc. You will also need to contact Student Finance directly to confirm this change of circumstance. You should also visit the Tutorial Office to check for any other outstanding matters, including (where appropriate) your schedule for leaving College accommodation.
5. The College will inform you when your intermission has been approved. We will also contact you, when appropriate, about the resumption of your course and to welcome you back to College: at this

time, we will make a further application on your behalf to the Applications Committee and will need new medical evidence that you are now fit to resume studying.

Graduate Students & CamSIS

Via CamSIS graduate students can download information and application forms from their self-service pages e.g. to apply to work away from Cambridge, to live outside the city precincts and to request intermission if they are ill. Students can also update their own personal information; e.g. postal & email addresses.

For full information regarding graduate procedures please see the Board of Graduate Studies website at www.admin.cam.ac.uk/offices/gradstud/current/procedures/.

Graduate Students beyond their Third Year of Research

Graduate students who have completed 9 terms of research (15 terms if part-time) will not normally be liable to pay the University Composition and College fees unless they are sponsored by a research council or another organisation for a 4 year programme. No membership/living out fee will be charged once a student is Exempt from fees.

Terms of Residence: Graduate Students

All full-time graduate students are required to be in residence in Cambridge for a minimum of 3 terms and are required to live within 10 miles of Great St Mary's church, unless they have applied for Leave to Work Away (www.admin.cam.ac.uk/offices/gradstud/current/yourinfo/programme/workaway.html) or leave to live further away from Cambridge.

To keep your terms of residence, students must be in Cambridge for three quarters of the total nights of each term.

Michaelmas 2016	Residence requirements = 60 (nights)
Lent 2017	Residence requirements = 60 (nights)
Easter 2017	Residence requirements = 53 (nights)

Graduate Students Living in College Accommodation

Residential Contract

At the start of their course, resident students are expected to sign a contract for their room. The contract is for a minimum period from 30th September to 30th June inclusive and is binding for the academic year. You may apply to arrive earlier than 30th September, or leave later than June, in which case you will be charged extra rental at the same rate on a per-night basis.

Extra Nights

It will be possible for all Graduate students currently living in College to stay in residence over the summer beyond the end of their contract. After this date, students who have not fully completed their course can book 'extra nights'. Rooms will be charged on a 'per night' basis and the minimum meal contribution scheme will not apply. Further details will be issued to all resident students at the end of the Lent term. Students who are not continuing with a new room contract will be required to vacate their rooms by 4th September **at the latest**. If you will not have completed your course by 5th September, or there are other issues of concern, please contact the Graduate Administrator, Kelly Collinwood, as soon as possible to make individual arrangements.

Please note, any unauthorised stay, including belongings left in the room beyond the end of your contract will result in a £20 surcharge in addition to the cost of renting the room. Unreturned/lost keys will also incur a charge.

Storage

Graduate students are on a continuous contract and will not be required to move their belongings at the end of the Michaelmas and Lent term. However, if the need arises, there is limited storage at the College which is charged at a weekly rate. Please see the Housekeeper, based on the ground floor of West House, for further information.

Leaving Residency

Resident students are required to return their key to the Porters' Lodge on the day of their departure. You must do so even if you are intending to live in College next year but have not paid for extra nights over the summer. You are required to complete the letter 'Payment of Residence Deposit by BACS Transfer', available from the Finance Office, for the return of your accommodation deposit. The Housekeeper will inspect the room on departure, and will confirm to the Finance Office that your deposit can be returned.

Students who have been using the Student Room Connection will either need to speak to the IT technicians in person, or email the IT Helpdesk, it-support@homerton.cam.ac.uk, to arrange to have any software removed from their machine which was installed as part of the Student Room Network connection process i.e. EP, McAfee etc. This will prevent any conflicts occurring with new products you may want to install in the future.

To ensure that you continue to receive your mail after departure, please update your self-service pages on CamSIS.

3. GENERAL INFORMATION: A – Z

ACADEMIC REQUIREMENTS

Examinations and Meeting Required Academic Standards

The College expects students to be diligent and conscientious in their academic work. A student who has failed to pass an examination or who has failed to achieve the honours standard in a University Tripos examination will not be allowed to remain a member of the College and will be required to leave the University. Where there are mitigating circumstances an appeal can be made to the Applications Committee of the University (See Examination Appeals: <http://www.admin.cam.ac.uk/students/studentregistry/exams/undergraduate/exams.html>), or in the case of a Preliminary examination an appeal can be made to College Council. It is a requirement of College Council that all students must pass an examination before transferring from one academic year to the next. For more detailed information about examination appeals talk to your Tutor and ask for the College guidance notes on appeals.

ACADEMIC SUPPORT

Academic & Life Skills Support Programmes

The College is dedicated to supporting your academic needs and enhancing your academic skills throughout your time at Homerton and Cambridge. Most Faculties run their own study skills courses, ask your Director of Studies for details.

One-to-one support is available for any student who requires assistance with writing skills, maths support or time management and personal organisation. You should speak to your Director of Studies (DoS) or your Tutor in the first instance before getting in touch with one of the advisors listed on Nexus.

Transkills

If you would like help with writing, note-taking, time management, maths exercises or many other study skills you can search the Transkills undergraduate Skills Directory at www.skills.cam.ac.uk. Put in your year and subject and you can find all the relevant Cambridge resources including those from your Faculty, CUSU and Cambridge On-line Study Skills (COSS).

ADDRESS AND NAME CHANGES

It is important that the College maintains an up-to-date register of all student addresses. It is **your responsibility** to ensure that your address is accurate on CamSIS. If you get married or change your name, a copy of your marriage certificate with your new married name, or a copy of the Deed Poll letter, should be given to the Tutorial & Admissions Office as early as possible.

ALUMNI

Homerton Alumni

Being a Homertonian does not end when you leave the College. After leaving, you join a global community of Homerton alumni. The alumni membership fee is included in your registration fee paid when you first start your course, so that when you leave the College, you automatically become a lifelong member of Homerton.

The main purpose of the Development Office is to provide alumni with a permanent link between the College and its former members. The main objectives are:

1. To maintain contact between alumni and the College.
2. To promote social and educational events on a regular basis and to promote regional alumni groups who organise events and gatherings.
3. To provide members with a communication and information network, both on paper and electronically, that will inform members of news from the College, help to promote events and provide networking opportunities for former members.
4. To maintain a database of names and addresses, jointly held with the University of Cambridge Development Office, of all life members of Homerton who have agreed that such information should be held on record.

Alumni Events

The Development Office organises a variety of events for Homerton alumni throughout the year, including:

- A Leavers' dinner at the end of the spring half-term to which all former undergraduate, PGCE and higher degree students leaving in the previous 12 months are invited.
- Regional wine bar drinks events.

- The Annual Reunion Weekend held at the end of September (at the same time as the University's Alumni Festival), which includes a Charter Choir performance, Dinner and an opportunity to stay over in College.
- Your MA Graduation and lunch, six years and one term after your matriculation.

There are two alumni publications each year:

- The *Homertonian* is published annually in July and features College news, interviews with alumni and current students and provides updates on how the College is developing.
- The *Annual Review* is the formal record of College life at Homerton, which also features news and updates from our worldwide community of alumni.

Both publications appear on the College website.

Branch activities

There are a number of branches across the country where former students get together. These include branches in London, Oxford, Newcastle, Wessex and the US and China. The operation of all of the Branches is independent of the College. Details of contacts are given in the *Homertonian* each year, and are available on the Homerton website.

Alumni Benefits

As a lifelong member of Homerton you are entitled to a number of benefits. You are most welcome to visit the College and use the Library (reference only), Dining Hall, Buttery and Bar. You can also book overnight accommodation at reduced alumni rates. Visit the College website for details.

Other Benefits

We share our database with the University; you will automatically be added to the University of Cambridge alumni list, which provides you with a CAMCard and the CAM magazine. You can take advantage of great deals at a growing number of Cambridge venues and retailers with your CAMCard. You will also receive automatic membership to the University Centre and free entrance into most of the Cambridge Colleges.

All Cambridge alumni can join the free cantab.net email service. For further information see www.alumni.cam.ac.uk/benefits/email-for-life.

Further Information

More information on alumni benefits and events are available on the College website: www.homerton.cam.ac.uk/alumni

Further information regarding the Cambridge University Development Office, their activities and contact details, can be found on their website: www.alumni.cam.ac.uk

If you have not connected with us already, you can find a lively and active online community waiting for you on social media. You can follow us on Twitter (@HomertonCollege) and 'like' us on Facebook (facebook.com/HomertonCollegeCambridge). We are also on Instagram (@homertoncollege).

APPROPRIATE ATTIRE

The College understands that this is, essentially, a student's home during the academic year. However, we would ask that you follow a couple of guidelines to help with the smooth running of College life:

- For health and safety reasons, you must ensure that you wear shoes throughout the College site, including inside buildings, and **especially** in catering areas. Please be advised that you will be asked to leave the library, buttry and hall if you enter bare foot.
- It is requested that students are fully dressed when in communal areas of the College, and not in nightwear (i.e. pyjamas etc.).
- During warmer months, if you wish to sunbathe, please do so discretely away from the working areas of the College, out of sight of visitors and the College offices.

BAR

The Bar is a hub of College social life for both staff and students. It is a place where we can all meet on an equal footing. It is covered by a private Licence in relation to members of Homerton College. **All guests must be signed in.** You are wholly responsible for the behaviour of any guests you sign in to the bar and for any damages they cause. The Bar Steward is a College Officer and is responsible for all that goes on in the bar area under the Licencing Laws; please respect his/her authority. The opening times of the Bar are published near the bar entrance.

BARBECUES

For informal barbecues, only small take-away barbecues should be used. Please inform the Porters that you are having a barbecue and if they let you, use the designated area that the Porters tell you to hold your barbecue, this is for health and safety reasons. Please ensure that all litter is removed (use the metal litter bins provided), and minimize noise levels after 11pm. For anything on a larger scale than this, you should seek permission from the Senior Tutor. The College staff will then assess the health and safety needs prior to agreeing that the event may take place.

BICYCLES

The use of a bicycle is normal practice in Cambridge for students and staff alike. A good second-hand bicycle can be purchased for between £60-£100 and will always beat the traffic and more often than not beat the bus as well. Cycling is a good source of exercise and is environmentally friendly.

Students who bring a bicycle to Cambridge for the first time should fill in the police identification form and return the form to Porters' Lodge immediately. It is essential that bicycles are always locked in the cycle racks, and registered with the Head Porter who will put a student identification number on the bicycle. If you follow this procedure your bicycle should be safe. But **BE WARNED:** over 300 bicycles a month are stolen from Cambridge in the first few months of each academic year.

The College does not accept any liability for loss or damage to student cycles left in the racks. Bicycles must be locked in the recognised areas where there are racks. Bicycles chained to Fire Escapes or left anywhere outside the cycle racks will be cut free and impounded by the Porters, and students will have to pay £15 to reclaim their bike. Students may leave their bicycles locked in the designated cycle racks over the vacation periods on condition that they are numbered and registered with the Porters.

Safety

Students should ensure they have basic safety gear such as reflective clothing, a helmet and lights when cycling. It is an offence to cycle on any public road without lights; further information is available from the Highway Code section on cyclists - http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode/DG_069837.

Cycles, skateboards and roller blades are not allowed in the inner precincts of College nor on any of the footpaths. Please refer to the 'cycling areas in College' map available on Nexus.

Abandoned Bicycles

During the summer vacation the Porters will tag any bicycles that are not numbered and they will be registered with a warning that they will be removed by a specified date at the start of Michaelmas Full Term. Any bicycles that have not been removed or registered by the specified date are assumed to be abandoned, lost or stolen and will be removed one week after the start of Full Term. Any abandoned, lost or stolen student bicycles that have been removed by the Porters having been previously tagged for one month will be sold to current students. The College does not accept any liability for cycles that have been abandoned and subsequently resold.

CAMSIS

The University has a centralised dedicated student record system known as CamSIS which is used for validating your personal information, processing your examination entries, and producing University Transcripts at the end of a student's course. CamSIS is used by most Faculties and Departments, as well as the main University Offices. CamSIS can be accessed using your CRS ID and Raven password at the following website:

www.camsis.cam.ac.uk.

COMPLAINTS PROCEDURE

Ordinance 26, Schedule 4.2

The College is committed to a high quality of educational and other provision for students, and encourages students to say where there is cause for concern in individual or general matters. It takes this representation seriously. In raising possible issues of complaint, students will themselves be aware of and have observed their obligations as members of the College.

The College aims to handle complaints in a way which is sympathetic, fair, and efficient, which encourages informal conciliation, facilitates early resolution, maintains individual privacy and confidentiality, and permits useful feedback.

This procedure is for all College members in *statu pupillari*.

A complaint will normally be about a problem encountered by a student in connection with educational or other activities or services provided by the College. It will not necessarily be *against* anybody, whether a person or the College, although some complaints may be against individuals or the College. Complaints principally arising about matters covered by other specific procedures (such as the University complaints procedure, University procedures for the review of graduate or undergraduate examination results, disciplinary procedure or codes of practice about equal opportunities or sexual harassment) should be raised under those procedures.

The purpose of the complaints procedure is, if possible, to resolve problems, a complaint should be made promptly, in an attempt to resolve such problems quickly and informally. The procedure, therefore, has three stages, and the College hopes that most problems will be solved in the first two stages of advice, and through an informal process. The three stages are:

- (i) Discussion and Advice
- (ii) Informal Process
- (iii) Formal Process

Each stage is described in the full Student Complaints Procedure which can be found in the College Statutes and Ordinances (p38) and under the Student Documents section on the front page of Nexus.

CARS, PARKING, MOTORBIKES & PUBLIC TRANSPORT

Because of severe traffic and parking problems in Cambridge it is a Regulation of the University, agreed with the City Council, that students are not allowed to keep a car or motorcycle in Cambridge unless they have written permission in the form of a University Motor Proctor's Licence. **Undergraduate students are not permitted to have a car in Cambridge.** If you wish to have a car, you must request official permission from the College Dean, Professor Richard Hickman, **and only after receiving written permission** can you request the necessary application forms from the Tutorial & Admissions Office.

Students who keep a car without a Proctor's Licence in Cambridge will be subject to a fine and run the risk of being sent down if the car is not removed.

There are excellent transport facilities available to students in Cambridge. Regular bus services run from the bus stop in front of the Porters' Lodge. The Uni 4 bus (Closest stop – Brooklands Avenue) goes to the University Sites on the West Side of Cambridge, and costs around £1 per journey (subject to inflation) for holders of the University ID Card; another bus is the "U" run on a regular basis to the University Sites and leaves every 15 mins. The main line Cambridge railway station is only a few streets away. Timetables for all local public transport services can be found at the Porters' Lodge.

PGCE Parking

Special arrangements apply for those students who are following a PGCE course:

- Parking space at Homerton College is strictly limited and only those who fulfil the following criteria will be granted a parking permit: dependent children, family responsibilities, physical disability, certified medical condition or college resident. Please note, a permit allows you to park onsite but does not guarantee that there will be a parking space. Students' resident elsewhere in Cambridge will not normally be granted a College Parking permit.
- It is a Regulation of the University, agreed with the City Council, that students of the University are not allowed to keep a car in Cambridge unless they have written permission in the form of a University Motor Proctor's Licence. Students that will be Cambridge residents will need to apply for a Motor Proctor's Licence via the PGCE/MEd Administrator in August. Students who keep a car in Cambridge without a Motor Proctor's Licence will be subject to a fine of £50. Wheel clamps and a fine of £50 apply to unauthorised parking on the Homerton site.
- An application form for a Homerton Parking permit and details of how to apply for a Motor Proctor's Licence are made available via the Homerton website in August. To apply for a College Parking Permit you will need to return the Parking Permit Application form complete with a written request addressed to the College Dean, Professor Richard Hickman, stating clearly your reason for wishing to bring a car onto site. In the case of a medical condition or physical disability, you should provide medical evidence or a statement of such need.

Spaces

Parking spaces at Homerton are strictly limited. A Homerton Parking Permit does not guarantee a parking space, and there may be occasions when you will need to park elsewhere. The Proctor's Licence and/or Homerton Parking Permit must be clearly displayed on the windscreen. Owners of cars parked without the relevant permits will be subject to a fine imposed by the Dean. Students with Parking Permits must park in the Visitor's car park at the end of Harrison Drive. Students must follow the instructions of the Head Porter at all times.

CAREERS

Your Tutor and Director of Studies can give limited advice on careers, but the University has an excellent Careers Service and website: www.careers.cam.ac.uk. It is recommended that you register with the Careers Services as soon as possible – it is available to you for the rest of your life.

CATERING & FORMAL HALL

COLLEGE CATERING FACILITIES

During term-time (and varying times outside of Full Term) food can be obtained from the Griffin Bar and Buttery and the Great Hall. Full Term-Times opening times are:

Griffin Bar & Buttery

Monday to Friday	7.30am - 11pm
Saturday	8.00am - 11pm
Sunday	8.00am - 7pm
Breakfast Monday to Friday	8.00—10am

Great Hall

Monday to Friday	
Lunch	12 noon – 1.45pm
Dinner	5.30pm – 7.30pm
Tuesdays and some Fridays	(5.30pm – 6.30pm)
Saturday and Sundays	
Lunch	11.30am – 1.30pm

Please ensure that you check the notice board outside the Great Hall for daily opening times and menus

Resident students will have the MMC (Minimum Meal Contribution) token value added to their account at the start of each term by the Finance Office. You will be able to use this credit in the Griffin (apart from Alcohol) and in the Great Hall. You will receive an email with a login and password for Upay to manage your account and top-up funds

Epos Card Payment System

Homerton operates an EPOS card payment system for food purchased in the dining hall or buttery. The EPOS card system works on your University ID card, which you should carry with you at all times. Resident students will have Minimum Meal Commitment or MMC on their EPOS cards at the start of each term which entitles them to purchase food at discounted prices by using their MMC credit. EPOS cards can also be topped up online with students' own money. There is no Kitchen Fixed Charge (KFC) at Homerton, unlike some other colleges, so students may use all of the credit they purchase on their cards during the course of the academic year. The card can be used in the bar at a lower discount, but not using the MMC token amount only top up from their own money, as well as in the buttery, but it is not a credit card, the card must be topped up with money first in order for purchases to be made.

Your EPOS card can be topped up via UPAY using your debit or credit card. Your unique username on UPAY will be your University of Cambridge email address together with a password. You can check your account at any time by logging on to UPAY, ask for mini statements, or you can make regular monthly top-ups. For example you can set up an arrangement on UPAY to automatically top-up with £20 when your balance reaches £1.50.

Exceptionally, some students are unable to take meals at the College, for example due to special dietary requirements for religious or medical reasons or because their working patterns make it impossible to use the College dining facilities. In such cases, you may apply to opt out of the MMC and pay a non-returnable kitchen

overhead charge. You can pay for any meals in cash, but you will lose out on the discount for EPOS users if you pay in cash; please see the Finance Office to discuss this. The EPOS card will give you discounts in other areas such as the Porters' Lodge and College Buttery and bar. It is essential that resident students consider their options carefully before opting out.

Formal Hall

Formal Halls are special dinners that are held in the Great Hall every Tuesday during Full-Term and some Fridays for Graduate-only Formals. Formal Halls are waiter service of a three-course meal by candlelight; students dress smartly and Fellows wear academic gowns (students are not required to wear academic gowns to the Formal Halls, but may do so if they wish).

Booking Procedure

Tickets can be purchased in advance by using your EPOS account via Upay (www.upay.co.uk) Formal Halls are a good opportunity to entertain friends from other Colleges, as well as to get together with students, staff and Fellows of the College.

Bookings must be made by 11pm on the Sunday before the Formal Hall. The following are guidelines to help make your Formal Hall Dinner experience an enjoyable experience for you and your guests.

Be on Time - Dinner Starts promptly at 7.30pm – usually with Grace and a choir recital.

Mobile Phones – Please don't use them in the hall during dinner or maybe consider leaving them at home. If you really have to bring your phone with you please switch it off during dinner.

Alcohol - Included in your ticket price is two glasses of wine or a soft drink. If you would like to purchase more drinks, this can be done from the Griffin bar. Alcohol that is not purchased from the college is not allowed to be consumed in the public areas of the college.

Dress Appropriately - Smart casual and wearing a gown if you have one will add a sense of grandeur to your evening.

Stay in your seat - During the meal service please stay in your seat as the waiting staff are trying to serve you with hot food and we really don't want to burn you or spill food on you.

Tickets - Please have your ticket ready. We do random checks on entry to ensure only people that have purchased tickets gain entry to formal halls

Most importantly have an enjoyable and memorable evening at your dinner.

All student bookings for Formal Hall at Homerton College are managed on the website www.upay.co.uk. This is the same site you can use to top-up your College EPOS account and view and track transactions that you have made within College on your card.

Your login to UPAY is your university e-mail address (abcd1234@cam.ac.uk) and your password has been e-mailed to you from UPAY (if you have deleted the e-mail or have forgotten your password, then on the login page there is the ability to request your forgotten password). Once in the UPAY site, you are able to book.

Please ensure you have enough money in your account to purchase the Formal Hall tickets, you can pay for your own ticket out of your token monies (part of residential contract), but to pay for a guest ticket, you need enough funds in your top-up account.

- You select the bookings icon on the left hand side of the screen, and then click on 'make a booking'.
- The next screen will give you the balances on your account and the functions available to be booked. Select the function you wish to book, it will then go to a new screen asking how many tickets you require and detailing the function for which you are booking.
- The next screen is to book your meal requirements (i.e. Vegetarian etc).

- Then the next screen details what you are booking and the total cost of the booking, please check this, and if you are happy to appear on the guest list, tick the box to allow this. Finally, click on the pay & confirm button, and the transaction will complete.
- You can then print your confirmation of booking; you will also receive an e-mail confirmation. You can go into your UPAY account at any time to view or print your booking.
- When attending the Formal Hall you have booked for, please ensure you bring your booking e-ticket with you, as this will be your confirmation to attend the Formal Hall.

COMMON ROOMS

There are two common rooms for students, providing a comfortable social centre. The Junior Common Room (JCR) is for all undergraduate students and is situated in the Griffin Bar. The Middle Common Room (MCR) is for Graduate students and PGCE students and is in Morley House.

CONFERENCES

While you are in residence you will become aware that you sometimes share College facilities with conference guests. The College is a charity that raises money to support education and research; the money raised by conferences reduces the charges for student accommodation and meals. It also contributes towards building maintenance and the long-term educational mission of the College and its upkeep. A student bed for a night at Homerton will cost you about £15, but conference guests can pay up to £65 + VAT for the same privilege and pay restaurant prices for their meals. The conference market in Cambridge is very competitive, but Homerton has a reputation as one of the best venues. Apart from the income generated from the University and its reserves, the College has no other source of income.

Conferences also provide the resources that enable the College to maintain student accommodation to high standards; the staff who look after you in term time also look after conferences when you are away. They take great pride in maintaining some of the best accommodation in Cambridge and like to be appreciated. Residential conferences and weddings are run only during student vacation periods, but day conferences run all through the year and some of the conferences will be important international research events. Day conferences are mainly centred on the Homerton Conference Centre at the far end of the Cavendish Building, where they have little impact on College life. Occasionally, particularly at the beginning and ends of term, there is an overlap of conference activity when you may become aware of conference guests. We simply ask that you be understanding, courteous and helpful.

COUNCIL TAX

All full time students are exempt from paying Council Tax. The Tutorial Office will send the Council a list of any undergraduates graduates and PGCE students who are not living in college. This list will contain term time addresses so it is important that you update CamSIS with your latest address. The Council no longer require you to give them a Council Tax Exemption Certificate. MEd students are not eligible for Council Tax Exemption as they do not meet the minimum requirements for hours of study per week.

Please note: if you are living in a house with non-students, only your portion of the council tax will be deducted from the bill.

COLLEGE COUNSELLOR

Catherine Snelson is our college counsellor. She will be happy to see you if you are worried about your mental or emotional wellbeing and you can talk to her in confidence. Even if your worries are work related, you may prefer to talk to someone in college who is not your Tutor or Director of Studies or you may wish to have access to someone who is experienced in mental health issues such as depression, anxiety, stress, issues with eating etc. You do not need to go through your Tutor or DOS as Catherine can be contacted directly by

email: cs780@cam.ac.uk. During term time Catherine runs regular drop-in sessions – these will be advertised around the college and on the welfare pages of the student intranet. Her office is on the ground floor of the Cavendish building, CAVG11.

Further information about welfare can be found on page 24.

UNIVERSITY COUNSELLING SERVICE

The University Counselling Service <http://www.counselling.cam.ac.uk/> is located at 2-3 Bene't Place, Lensfield Road, Cambridge, and can be contacted by telephone on 01223 332865. This service is available to all Homerton students. It is free and completely confidential. There is no communication with College or family without the student's permission. There is therefore no need for students to go through College staff before they approach the University Counselling Service.

The University Counselling Service has a wealth of experience in dealing with all aspects of mental health and is totally confidential in its dealings with students. The Student Health Adviser, the Homerton College counsellor, the Counselling Service and your local GP will be able to provide free leaflets on a wide range of issues that may be a cause of distress such as: insomnia, depression, eating disorders, anxiety, bereavement and conflict with others. These leaflets can be found on the Counselling Service website www.counselling.cam.ac.uk. If you have a friend who needs help these leaflets can be useful for offering practical advice. College Tutors will also have experience of advising students in a wide range of issues, but they may not necessarily be trained counsellors and will always refer students who need help to either the University Counselling Service, a College Counsellor or to local doctors. The HUS Welfare Team also supports and liaises with Tutors and University services - <http://www.husjcr.co.uk/support/welfare/>

DATA PROTECTION

Homerton College recognises its responsibilities under the Data Protection Act 1998 in respect of the data it maintains on its computers and in relevant filing systems in respect of applicants for admissions and members of the College. The College holds and processes information about its applicants, students and alumni for various purposes. This will include information held, for example, for references, alumni activities and archive purposes. Some data on students may be held/ processed indefinitely in an anonymous form for statistical records and research.

Under the Data Protection Act 1998 you have the right to a copy of the data held about you, except where releasing that information would breach another person's privacy. The Homerton College Data Protection Officer is Amanda Drummond. You can apply to the Tutorial Office Manager if you wish to have a copy of your data held on file.

DENTIST

There is a University Dental Service, which offers NHS treatment to student members of the University at: 3 Trumpington Street, Cambridge, CB2 1QA, 01223 332860. <http://www.dental.cam.ac.uk/contact.html>. If you are an NHS patient, the emergency out of hours dental service can be reached on 01223 471798.

DIGNITY AT WORK AND STUDY

Policy for Students of Homerton College

<http://www.homerton.cam.ac.uk/PublicDocuments>

Homerton College is committed to protecting the dignity of students as members of its community in their work, their study, and indeed all their interactions with each other. It fosters a culture which values positive, supportive and open interactions, and which promotes good working relationships.

The College recognises that to work and study effectively people need a climate in which they are respected and valued for their contribution to work and study, irrespective of their sex (including gender reassignment), marital, parental or partnership status, race, ethnic or national origin, colour, disability, sexuality, religion or belief, or age.

The College recognises its duty of care to students in this respect. Inappropriate behaviour can result in stress and stress-related illness. All members of the College share this duty, and especially those who have some responsibility for other members. The College expects all members of its community to treat each other with respect, courtesy and consideration at all times. All members of this community have the right to expect such behaviour from others, and a corresponding responsibility to behave in this way towards others.

There is a need nevertheless for procedures to deal with particular inappropriate behaviour, including bullying, harassment, victimisation, or discrimination, in an informal context as well as that of work or study, which may have a damaging effect on the well-being of individuals within the College. Behaviour is defined as inappropriate if it is unwanted by the recipient; perceived by the recipient as violating his or her dignity, and/or creating an intimidating, hostile, degrading, humiliating or offensive environment, and; having regard to all the circumstances, including the recipient's perception, the behaviour could reasonably be considered as having that effect. The procedures for dealing with such behaviour are independent of the College's other Complaints Procedures, which may be used if the circumstances complained about do not fall clearly within the range described here.

If any student feels uncomfortable as a result of the behaviour of a member of the College's staff or another student, the best resolution may well be by means of an open and honest discussion, with support if necessary from any of the following: fellow students, his or her Tutor, the Senior Tutor or a Students' Union officer.

If difficulties cannot be resolved in this way, this Policy provides two further procedures: *informal resolution* with the intervention of an appropriate member of the College's Fellowship (normally the Senior Tutor) and/or mediation through conciliation by the College's Harassment Officer; and a *formal complaint procedure* according to which any complaints made about harassment, bullying or other inappropriate behaviour will be investigated independently, thoroughly and without delay. Beyond this, complaint may be made only to the (national) Office of the Independent Adjudicator. See Appendix 6 for details of these two procedures, and see Appendix 7 for Informal Advice on how to proceed.

If a complaint is judged to be vexatious or malicious, disciplinary action will be taken against the complainant; however disciplinary action will not be taken if a complaint made in good faith is judged to be unfounded.

If a complaint is judged to be well-founded, action will be taken as necessary to solve the problem and prevent a recurrence. Its primary aim will not be to punish the person complained against; however, in cases involving wilful misconduct, appropriate disciplinary action may be taken.

A formal complaint should be in writing, and should append any relevant evidence. The complainant may ask a fellow student, or his or her Tutor to help him or her prepare the complaint and to accompany him or her to any meetings in connection with the investigation. The person complained against may seek similar support in responding to the complaint. Appropriate confidentiality should be maintained by all involved in the investigation.

Policy for Senior Members of Homerton College

Homerton College is committed to protecting the dignity of staff, students, visitors, and all members of the College community in their work and their interactions with each other.

Homerton expects all members of the College community to treat each other with respect, courtesy and consideration at all times. All members of the College community have the right to expect professional behaviour from others, and a corresponding responsibility to behave professionally towards others.

In this respect Homerton, as a College of the University of Cambridge, is committed to the **Dignity at Work** policy, www.admin.cam.ac.uk/offices/hr/policy/dignity, of the University and all its Departments. This policy statement can be found on the main University website and all departmental websites and applies to both staff and students. The statement explains this commitment and what action can be taken if its principles are not observed. Any complaints made about harassment, bullying or other inappropriate behaviour will be investigated thoroughly by the College and without delay, according to the approved procedures published on the University website.

To ensure that this policy is effective, the University has published advice to staff and guidance on promoting Dignity at Work and managing difficult situations and complaints as well as more detailed procedural information. To ensure that the policy is effective, the University expects all members of the University community to avoid all forms of victimisation of anyone involved in the operation of this policy.

DISCIPLINE AND DISCIPLINARY PROCEDURES

College student discipline is regulated by the College Statutes and Ordinances, available to view online <http://www.homerton.cam.ac.uk/PublicDocuments>. The relevant sections are:

Statutes

Statute 5: The powers of the Principal
Statute 24: The powers of the Dean and the Principal

Ordinances

Ordinance 16: The Dean, powers of exclusion etc.
Ordinance 25: Student Appeals

Schedules

Schedule 4.1: Student Disciplinary Appeal Procedure
Schedule 5.5: The Advisory Committee to the Dean

EQUAL OPPORTUNITIES POLICY

Homerton College is committed in its pursuit of academic excellence to equal opportunity and to an inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity.

FINANCIAL SUPPORT

Student Loans and Tuition Fees

All new students entering in September/October must apply to one of the following for confirmation of their Home or EU status in order to receive tuition fee and maintenance loans and/or grants;

- Student Finance England (SFE)
- Student Finance Wales
- Student Finance Northern Ireland
- SAAS (if you are a Scottish student)
- Student Finance Services (EU Students)

Please ensure that you apply to one of the above (that is applicable to you) to prove that you are a Home/EU student. Failure to obtain this confirmation will result in you being assessed as self-funded and/or an overseas student.

All continuing Undergraduate students who wish to take a tuition fee loan must re-apply to one of the services listed above (as applicable) well in advance of the start of their next academic year in order to secure funding on time.

The Cambridge Bursary Scheme (CBS)

The Bursary Schemes are designed to ensure that students in need of financial help get a means tested grant during their time at the University of Cambridge and Homerton College. The scheme offers support to Home and EU undergraduate students. The CBS is a funding collaboration between the Colleges, the University and the Isaac Newton Trust.

The Student Loans Company now assesses students for a Cambridge Bursary. To be assessed, you will need to make sure that you have made an application for a tuition fee loan and/or to be income assessed for a maintenance loan/grant (the latter only applies to Home students). You must also give consent to share your Financial information between the SLC and the University. For any students who have been awarded a bursary, the College will approve the bursary to the SLC which will then trigger payment to the student. The bursary approvals processes will usually occur in the first week of term, with payment follow around two weeks after. The SLC pays bursaries to students over three terms. The Finance Office and Finance Tutor will write to any students who have been awarded a bursary, this will usually happen in the second week of term.

College Hardship Funds

Homerton is committed to offering hardship support to all students, beyond what is offered by the Cambridge Bursary Scheme, to those who have particular needs. The College has modest funds to make grants to those in most need, especially those who did not qualify for the Cambridge Bursary Scheme and/or those whose circumstances and finances changed after they started the course.

If you wish to be considered for a College Hardship Grant, you should contact your College Tutor in the first instance. PGCE students should contact their Tutor or the Graduate Tutor. Your Tutor may then give you guidance and if necessary a 'Hardship Application Form' to fill in and send to the Finance Tutor, Mr Dhiru Karia (with supporting statement from your Tutor). Mr Karia will meet with you to discuss your finances and will ask to see documentary evidence, such as bank statements, bills and your budget/cash flow in support of your case.

Vacation Study Grant (VSG) Undergraduate students only

Homerton Undergraduates who have strong academically approved reasons to remain in Cambridge during the vacations can apply for a grant to help towards living costs whilst remaining in college. The Fund is means tested and only those eligible will be considered by the VSG Committee. All applications must have the support of your Tutor or Director of Studies. The grant will only apply for the days outside the period covered by your termly rent. Final year students will be given priority but first and second year students may apply if they have strong support from their Director of Studies or Tutor and are eligible. You may apply to stay on after the end of term or apply to arrive early before the start of the following term. Application forms and deadlines are published termly by the Tutorial Office. If you are not eligible for a VSG you may book and pay for extra nights in the vacation in the usual way.

Homerton Victoria Brahm Schild Bursaries

Homerton College offers an Internship Bursary scheme, made possible by a generous donation from Victoria Brahm, an alumna of the College (BEd 1980-84). The Bed Bursaries are intended to support undergraduates and graduates (incl. PGCE) students who are seeking to undertake an internship, work experience or a research project that would have a potential benefit to their future careers.

The Bursaries will provide funding to cover the costs of accommodation in College of up to 10 weeks during the Easter or Summer Vacations, or it will provide funding towards accommodation and

associated cost of an internship, if you need to be located closer to the place of employment. Further information can be found on the student intranet, [Nexus](#).

Research Grants: Graduate students only

The Research Grant scheme is intended to help Homerton College Graduate students with expenses associated with their research each year. Students may apply for funds each year (2016 - 2017: £175 per year for one year courses or £400.00 per year for PhD courses), or chose to apply for a larger amount in all year of study as long as total funds given during the course do not exceed £1200 Funds may be sought for expenses such as: travel to conferences, research sites, libraries; registration fees for conferences; accommodation costs while working away from College or at a residential conference; exceptional expenses associated with your research, such as unusual amounts of photocopying, purchase of specialist analysis software etc, if not available elsewhere. Students will be contacted by the Graduate Administrator each term with eligibility criteria and application forms.

Small Grants for Undergraduate Academic Projects

An academic Grant of up to £100 may be applied for by Homerton Undergraduates who are unable to afford expenses associated with academic related work. Please contact your Tutor/ DoS in the first instance.

Language Centre Reimbursement

Homerton students wishing to do a language course at the University Language Centre (in any language other than English) are entitled to 50% reimbursement of the cost of one course, in any one academic year. Receipts must be submitted to the Tutorial Office for approval, after the course has been successfully completed. Contact the Finance Tutor for details and an application form.

Childcare Bursary and Student Parents

It is important to notify the Tutorial & Admissions Office if you are a student parent with dependent children so that we can keep you informed via the University Childcare Advisor (www.admin.cam.ac.uk/univ/childcare/). See also the 'Cambridge Guide for Student Parents' (www.admin.cam.ac.uk/univ/childcare/student/). PGCE students should also inform the Faculty of Education.

University Awards and Charities

Students may apply for a wide range of University funds, including those for hardship, travel, research and exploration. The Finance Tutor will also have directories and information about sport, education, travel and charitable sponsorship, but students are expected to undertake their own research and to complete their own applications.

Choral Scholarships

Up to 18 choral scholarships are available, each to the value of £100 per annum, open to any member of the College student community. Duties require participation in the College Charter Choir and in ensemble singing within the College and specifically at College services. Auditions are held early in the Michaelmas Term. For full details contact the Director of Music dt267@cam.ac.uk.

Training Bursary for PGCE Students only

A training bursary will be available to eligible Home and EU students and the amount you receive will depend on the grade you received for your undergraduate degree, and the subject you are training in. For further details please visit the Teaching Agency website <http://www.education.gov.uk/get-into-teaching>. You will receive information regarding your bursary from the **Faculty of Education**.

Hardship Funding (for Graduate students)

The University's Graduate Hardship Award scheme aims to support students who have shown a high aptitude for research or study but are experiencing financial hardship as a result of unexpected changes in their financial circumstances. The awards are intended to support those students who would otherwise be unable to complete their research or study. The Scheme is funded by the University and Trust Fund donations (the [Lundgren Fund](#) and [Harry Desai Fund](#)) and administered by the Student Registry.

Please note that:

- the deadlines for receipt of applications are 9th November, 31st March and 21st May each year
- awards are not normally made for more than £2000
- PhD Students **must** have completed 4 terms of research
- applicants **must** be able to demonstrate financial hardship as a result of unexpected changes in their financial circumstances, rather than as a result of insufficient funding being available from the outset of the course

Homerton students wishing to apply to this scheme should contact the Graduate Tutor or Finance Tutor in the first instance. Graduate students are also eligible to apply for the College's Hardship Awards.

Travel Awards

There are some travel awards/funds available to current students of the University/College. The University has a CamFunds website, which lists most awards offered by the University, Colleges and Departments please see <http://webservices.admin.cam.ac.uk/camfunds>. Details of Travel Awards are also found on Nexus.

The **Pilkington Travel Award** is the main travel award for Homerton College. This is intended for students who are planning to undertake an ambitious or out of the ordinary journey during the summer vacation. Competition for these awards is such that they are only made where travel will "confer a benefit on others", and students are expected to bear part of the cost themselves. There is no application form for this; instead applicants should submit a written application to Professor Richard Hickman in the Lent term and details will be published towards the end of the Michaelmas Term by the PGCE/MEd Administrator. Your Tutor can help you complete the application and advise you on your plans.

FIRE SAFETY

Fire Drills, Testing & Alarms

The Head Porter will arrange for a fire drill to be carried out early in the Michaelmas and Lent terms, however retesting will be required if responses have been slow or incorrect (i.e. going to the wrong assembly point). Once a week, the Porter's will test the fire alarms in all College buildings to ensure everything is in working order (there is no need to evacuate during these tests the alarm will only sound for a few seconds during each test, if it was to continue longer than that please treat this activation as a real incident). Any other time the fire alarm sounds, students are expected to evacuate the buildings and treat the situation as a real fire.

During fire drills and fire alarms the Porters, with the help of the fire wardens (see below), will check how residents respond and leave the building and, where applicable, advise the fire service of anyone who hasn't been accounted for.

Fire wardens

Certain College rooms are designated as fire warden and deputy fire warden rooms and therefore occupants of these rooms will be the designated fire wardens. There is a small financial reward for this role per term. This is not an onerous task, but it should be noted that fire warden responsibilities cannot be passed to other residents and they must remain with the room. You should therefore be aware that you might be required to take on the role of fire warden whilst you are a resident at Homerton College. **Please note: the Fire Warden training sessions organised by the Head Porter at the start of the academic year are compulsory. Failure to attend the training will result in the Dean being advised.**

FREEDOM OF SPEECH

The College is required [under the Education Act (No. 2) 1986] to 'take such steps as are reasonably practical to ensure that freedom of speech within the law is secured for its members, students and employers and for visiting speakers'. Anyone organising a meeting should consult the Code of Practice and accompanying Guidelines drawn up by the College. Permission for meetings covered by the code should be obtained from the Dean.

GARDENS & GROUNDS

Please play your part in taking care of the College Gardens and Grounds by keeping to the designated footpaths and avoid cutting corners or damaging plants. Please also avoid any paths that may have been cordoned off. This is for your safety. Please clear away your glasses, plates and any rubbish after you have finished eating in the College grounds. The College has an interesting range of plants, trees and shrubs and if any students would like to know more, then please contact Richard Thompson, the Head Gardener on extension 47179.

HEALTH CARE AND SUPPORT

Every student resident in Cambridge must register with a medical practice at the start of their course. This can be done during the first week of Full Term when our local GP surgery visits, or registration packs can be collected from the Student Health Adviser, Sandy Chambers. Most local doctors are familiar with the problems affecting students at Cambridge. This does not usually prevent students visiting the family doctor at home in the vacations.

Health care is available in Cambridge from the National Health Service [NHS]. All students (domestic, EU and International) who register with a local general practitioner (GP Surgery) will be entitled to free primary care (GP care). If secondary care is required, a student will be referred to a local NHS hospital; there may be a charge for non-domestic students.

Leaflets explaining your rights to NHS health care are available from Social Security Offices, hospitals, doctors, dentists and opticians and from the Department of Health website: www.dh.gov.uk. Fees for overseas students are also explained on the Department of Health website.

The costs of repatriation after a serious accident are not covered by NHS funding; as such students are advised to take out insurance against unexpected travel and medical expenses.

Students coming to Cambridge from other parts of the United Kingdom should bear in mind that not all Area Health Authorities provide the same range of treatments. Those in need of continuing treatment for a pre-existing condition should ask their home GP to liaise with the Cambridgeshire Health Authority.

Please note that this advice is intended for guidance only. It remains the responsibility of any student who has concerns about health care provision to contact their local health care provider for advice.

EMERGENCIES

In the case of an obvious emergency, dial '47111' on an internal phone and tell the Porter on duty what has happened. The Porters must be informed that the emergency services have been called to the site or they may be turned away.

In the event of illness that may require a Doctor's visit, please advise the Duty Doctor to report to the Porter's Lodge before entering student accommodation or any other part of Homerton College. If an emergency requests attendance at hospital or other premises the Duty Porter will authorise the use of a College funded taxi at his/ her discretion. The nearest Accident & Emergencies Department is at Addenbrookes Hospital on Hills Road.

Student Health Adviser

Sandy Chambers is a fully qualified nurse, and is here to provide health and welfare advice and support to students. You can see Sandy if you are feeling unwell or have other health worries. She can give advice and treat minor illnesses and minor injuries and help with psychological issues. You can also discuss contraception, sexual health matters, immunisation and travel vaccination. Her telephone extension number is 47248 and you can email her on sc606@cam.ac.uk.

Local Medical Practices:

Woodlands Surgery	48-49 Bateman Street	01223 697600
Lensfield Medical Practice	48 Lensfield Rd	01223 651020
Queen Edith Medical Practice	59 Queen Edith's Way	01223 247288
Trumpington Street Medical Practice	56 Trumpington Street	01223 361611

NHS Direct

You should call the NHS 111 service if you need medical help and advice fast, but it is not a 999 emergency. You will be assessed, given advice and directed straight away to the local service that can help you best. Calls to NHS 111 are free from landlines and mobile phones. If you are calling 111 with mental health concerns choose option 2 and you will be put through to a specialist service.

Additional Support

It is important to remember that there is a wide range of support and pastoral care available to you, within the College and the University, including through the Tutorial system, the Student Health Adviser and the University Counselling Service, HUS but also in the wider world of the National Health Service and local health care provision. This is particularly important where long-term treatment is needed that may extend beyond the time you are studying at Cambridge. If you become concerned about the mental health and safety of others it is important to share your concern with your Tutor, the Counsellor or the Student Health Adviser.

INSURANCE

Students are advised to arrange their own insurance to cover personal belongings and valuables which are the responsibility of the individual.

INTERNATIONAL STUDENTS

Students needing to apply for a new visa, or an extension to an existing visa, are required to make an application under the UK Border Agency's Points Based Immigration System Tier 4 Student (General) legislation. **The Points Based System applies to all students who are registered at the University of Cambridge (undergraduate and graduate), and who need a visa to come to the UK.**

Visas

Guidance notes on how to apply for visas and extensions, both from inside and outside the UK, as well as the application forms required, can be found on the University of Cambridge International Office website – <http://www.ist.admin.cam.ac.uk/>

It should be noted that the Home Office policy on dealing with applications for those who have come to the end of their immigration permission to be in the UK is to AUTOMATICALLY REFUSE anyone who overstays for 28 calendar days or more before making their application. It is essential therefore, that students must renew their immigration visa in good time and should not allow their permission to be in the UK to expire.

Requirements Once in the UK

It is a requirement that the University must take a scan of a student's passport, visa and, where applicable, biometric identity card, within 7 days of their arrival in the UK. To fulfill this requirement, you must either bring your passport to the Tutorial & Admissions Office when you arrive, or hand it in at Registration, whichever is sooner. Your passport/visa/ID card will be scanned, and returned to you.

If any changes are made to your passport and/or visa during your course, you are required to bring these to the Tutorial & Admissions Office as soon as possible for them to be re-scanned (this is only likely to happen when you travel outside of the UK and reenter). For this reason, students are asked to check their passport carefully to see if any amendments or restrictions have been added.

It is also a requirement of the UK Border Agency that the University confirms if the student continues to be present on the course. To do this, students who have entered the UK on a Tier 4 visa using a Confirmation of Acceptance of Studies (CAS) are required to complete contact points throughout the duration of their course. Students will be issued with details of their sponsorship duties at College Registration, and this will include details on when they are expected to go to the Tutorial & Admissions Office, or their Faculty/Department, to complete these contact points.

Students can contact the International Student Team for advice and/or further information on any of these topics at <http://www.admin.cam.ac.uk/offices/internationalstudents/>

IT FACILITIES AND HELPDESK

At the beginning of their course, each student is issued with the following:

- Username or CRSID
- Raven password to log onto the secure University websites and Hermes Website

These passwords should be changed to become more memorable to individuals. You are advised to change your password on a regular basis.

The Lower Study room (next to the Finance Office) has a laser printer producing hard copies in both mono and colour. Payment for laser printing from the networked PCs - 5p per sheet for mono, 25p per sheet for colour - is via electronically calculated print credits, payable in advance (minimum payment of £5).

The IT department also has further computing equipment such as scanners, digital cameras and concept keyboards. Most PCs have DVD+RW/CD-RW drives, which can read/write both DVDs and CDs.

Equipment in the Lower Study room is protected with anti-theft alarms and video cameras relay pictures to the Porters' Lodge. Security of software is of prime importance. No software may be copied for personal use unless clearly stated on the disc as being free to copy. Software held on Hard Discs is NOT for copying. A catalogue of software installed on the network may be viewed electronically. **Our software Licence does not permit taking any software from College into schools (PGCE students), unless it is clearly stated on the disc label.**

The Lower Study room can become severely congested if students leave it to the last minute to word process essays for a deadline. **Be warned** - the excuse of not being able to get onto a computer will not be accepted when pleading for any extension.

Internet Access using the Managed Cluster Service Workstations in College

The Managed Cluster Service Workstations are for the use of all Homerton students. These are University managed PCs, running a wide range of software, together with printers and scanners and a central file store. There is a charge for all printing; students are able to purchase print credit online. All PCs are also able to run under the Linux operating system as an alternative to the standard Windows.

They also allow access to a number of different specialist software packages, licenced by the University. The Computer Room in the IT Department, and the Library, have PCs available 24/7 for student use.

Internet Access in Study Bedrooms - Eduroam

If you live in College and have a PC or laptop, you may benefit from the Internet enabled network that the College offers resident students. The Eduroam WiFi service allows access to email, WWW, and other Internet services from your study bedroom. It is a serviced network that is operated by Homerton College.

Additional information and advice can be obtained from the I.T. Department helpdesk:

Telephone: +44 (0) 1223 747109
Email: it-support@homerton.cam.ac.uk

Excessive Use

Students are reminded that they are responsible for all network traffic generated by their computers. Students who generate excessive network traffic will be required to demonstrate that they are abiding by the rules, otherwise they may be subject to disciplinary action and any associated charges as deemed appropriate.

Lower Study Room

The computing facilities can be heavily used by all students at certain times of the year. Anyone wishing to use a Homerton College owned computer for writing essays, compiling assignments etc. has priority over anyone wishing to use the terminal for e-mail or web browsing. Any student must vacate the computer if using e-mail or browsing the internet for recreation, if all other computers are in use and someone wishes to use a computer for academic work.

Audio Visual Equipment

The IT Department has a range of AVA equipment such as Data Projectors, PA Systems, Digital Cameras, OHPs and Screens. Senior HUS Representatives and Staff are the only authorised people able to book this equipment. They usually book equipment on behalf of students who are members of College societies.

Photocopying Facilities

Students have access to a photocopier in the HUS Office. Please read the instructions carefully, particularly in relation to copyright.

The University Computing Service

This is situated in the Rodger Needham Building, West Cambridge. After matriculation, anyone is entitled to use the many facilities and services that the University Computing Service offers. All new students will receive a registration number and e-mail address at the beginning of their course.

Facilities and services include:

- Being able to use Macs and PCs in the University Open Areas
- Being able to take IT Courses (run each term)
- Purchasing software at the University's negotiated price
- Receiving advice on hardware and software maintenance
- Contacting the Help desk over problems with University Services.

Problems with any computer personally owned by a student must be taken to the IT Helpdesk at Homerton.

LAUNDRY

There are coin-operated laundries available in West House [key available from the Porters' Lodge] and off Paupers Walk. These are communal facilities, which all residents rely on; please treat them with care and respect. If you have any problems get in touch with the Housekeeper or one of her assistants. Ironing facilities are also located in or near the Laundries.

LIBRARY

Homerton College Library is available 24 hours, 7 days a week to Homerton students for quiet study, recreational reading, borrowing of resources and using the computers. If you need any help, our friendly Library team is on hand to provide support and guidance in the use of book and electronic resources and answer any queries. Just pop in and speak to us (9.00 am - 5.00pm, Monday-Friday), email library@homerton.cam.ac.uk or call 01223 747260. There are also Student Helpers available between 1pm and 5pm on Saturday and Sunday during Full Term.

Our main aims are to provide material supporting undergraduates taking Part I of the Cambridge Tripos and to create a stress free environment for studying, with the perfect desk and plenty of support when you need it.

The Library has a collection of c47,000 items supporting learning and pleasure. Apart from books, it includes magazines, daily newspapers, journals and DVDs. All students can use the self-issue machine to borrow resources once their University card has been registered with Library staff. You can also use your library card to access your Library Account and renew your books online through our catalogue, [Heritage](#)

Students are very welcome to suggest resources for our collection using our [Book Suggestion Form](#) and new additions to the collection are added on a weekly basis to our Pinterest page. For regular updates about new resources and Library news at Homerton and throughout Cambridge, you can also follow the Library on

[Twitter](#) or access our Library guides on topics such as plagiarism, referencing and electronic resources on the Library [blog](#).

Students at Homerton also have access to other libraries in Cambridge:

Faculty and Departmental Libraries of the University of Cambridge: ask your Director of Studies or Homerton Library staff about these facilities or contact the relevant Faculty Library directly.

University Library, West Road, Cambridge: This is a legal deposit library so by law, one copy of any book and journal published in the UK must be sent to the Library. All students may work there and borrow books- just remember to take your University card with you to gain access to the Library.

Cambridgeshire County Public Libraries: The nearest branch is at Rock Road, with the Central Library located in Lion Yard in Cambridge. You will need a proof of address and identity to register with the public libraries, and will then be able to borrow from them.

You can find the contact details and opening hours of all libraries in the University on the [Libraries Directory](#) or find alternative spaces to work using [Spacefinder](#).

MAIL

In-coming mail and messages are delivered to individual pigeonholes in Queen's Wing. Notes for members of Homerton can be left for collection at the Porters' Lodge. Incoming parcels and recorded delivery items must be signed for and collected at the Porters' Lodge; students will need to produce their University ID Card to confirm their identity before items are handed over. There will be a GREEN SLIP placed in pigeonholes advising students that they have a parcel to collect from Porters' Lodge.

MATRICULATION

When you register with the College you will be asked to sign a Matriculation form. This involves signing a declaration in which you promise to be bound by the Disciplinary Regulations and Procedures of both Homerton College and the University of Cambridge for as long as you are a member of these institutions.

The **Declaration** is:

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

I consent to the processing by the College and the University of Personal Data, including sensitive personal data as defined in the Data Protection Act 1998, about me for the proper purposes of these institutions. A description of the data and its uses is contained in the Student Handbook.

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

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

By signing in the row below, I confirm that my particulars are correct.'

MOBILE PHONES

Students are encouraged to bring a mobile phone to College. Please keep your Director of Studies and your Tutor informed of any change of mobile phone number, and please update your record on CamSIS if your number changes. **Mobile phones must be switched off during lectures and supervisions.** It is a serious offence to interrupt a University lecture with a call received on a mobile phone.

PERSONAL DEVELOPMENT PLANNING

During your time in the University you will be given various opportunities both in your academic work and other activities to develop skills that will be transferable to situations outside academic work and study. You are encouraged to use these opportunities to develop skills such as critical reflection; the ability to gather, organise and deploy evidence, data retrieval; the ability to identify and solve problems; the ability to present material orally in a clear and effective way; the ability to present written material clearly and appropriately; self-direction; self-discipline ... and so on. Your Tutor will encourage you to keep a 'Bucket CV' – a physical or online record of achievements and experience in both academic and non-academic spheres.

The process of identifying skills that you might need for your course, your career or other areas of your life, and then looking for opportunities to develop those skills is called *personal development planning*.

You will be able to draw on this report when applying for jobs or future courses. These could be very diverse: being a member of a Committee, participating in sport, voluntary work, and University or College societies.

Your Tutor/Director of Studies will be able to give you more information and guidance. One of the points of *Personal Development Planning* is that you take responsibility for your own development. You can start to tackle this in three ways:

1. The Careers Service
Make contact with the University Careers Service early on – don't wait until exams are upon you!
The website is www.careers.cam.ac.uk
2. Your Faculty or Department
Look on your Faculty/Departmental website or Handbook for its transferable skills policy – this will give you an idea of the opportunities that exist for personal development planning.
3. The TS website
Use the University Transferable Skills website for PDP templates, ideas of the kinds of skills you might want to develop, and how to find the opportunities to do it:
www.skills.cam.ac.uk/undergrads/subjects/. There is an equivalent site for graduates.

PETS

Homerton College does not allow students to bring pets or any animals onto the premises.

PLAGIARISM

<http://www.plagiarism.admin.cam.ac.uk/what-plagiarism/universitys-definition-plagiarism>

The following is the University policy, and will be displayed in all Colleges, Faculties, Departments and Libraries in the run up to the examination period.

Each Faculty and Department has its own distinct rules and regulations regarding plagiarism, in addition to the University's own policy; links to these pages can be found at www.admin.cam.ac.uk/univ/plagiarism/students/depts.html.

Plagiarism is defined as submitting as one's own work that which derives in part or in its entirety from the work of others without due acknowledgement. It is both poor scholarship and a breach of academic integrity.

Examples of plagiarism

Copying (using another person's language and/or ideas as if they are your own), by:

- **quoting verbatim** of another person's work without due acknowledgement of the source;
- **paraphrasing** another person's work by changing some of the words, or the order of the words, without due acknowledgement of the source;
- **using ideas taken** from someone else without reference to the originator;
- **cutting and pasting** from the Internet to make a 'pastiche' of online sources;
- **Submitting someone else's work** as part of your own without identifying clearly who did the work. For example, buying or commissioning work via professional agencies such as 'essay banks' or 'paper mills', or not attributing research contributed by others to a joint project.

Colluding with another person, including another candidate, other than as permitted for joint project work (i.e. where collaboration is concealed or has been forbidden). A student who has received help from his or her supervisor, or from some other person, with the language and style of a piece of written work should include a general acknowledgement of that fact.

Duplication, by:

- submitting work which you have submitted for examination before, either at Cambridge or at another institution, without declaring it and clearly indicating the extent of overlap;
- deliberately reproducing someone else's work in an examination;

Plagiarism can occur in respect to all types of sources and media:

- text, illustrations, musical quotations, mathematical derivations, computer code, etc;
- material downloaded from websites or drawn from manuscripts or other media;
- Published and unpublished material, including lecture handouts and other students' work.

The investigative and disciplinary process

In the context of an examination, Examiners will only mark original work, so failure to conform to the expected standards of scholarship (e.g. by not referencing sources) may affect the mark given to your work. In addition, suspected cases of plagiarism will be investigated by the University and may be brought to the University's Court of Discipline. The Court has the wider power to discipline those found guilty of using unfair means, including depriving such persons of membership of the University.

How to avoid plagiarism

Acceptable means of acknowledging the work of others (by referencing, in footnotes, or otherwise) vary according to the subject-matter and mode of assessment. Faculties or Departments should issue written guidance on the relevant scholarly conventions for submitted work, and also make it clear what level of acknowledgement might be expected in written examinations. You are expected to familiarise yourself with this guidance at the earliest opportunity, and to follow it in all work submitted for assessment. If you have any outstanding queries you must seek clarification from your Director of Studies or Course Director.

The golden rule

The Examiners must be in no doubt as to which parts of your submitted work are your own original work and which parts are the rightful property of someone else.

THE PORTERS' LODGE

The Porters' Lodge is based on the ground floor in the Mary Allan Building; it is staffed 24 hours a day, and can be contacted by dialling '47111' from any College phone. There are ten Porters, plus the Head Porter and two receptionists working on a rota basis; all the Porters are trained in first aid. Students should see a member of staff at the Porters' Lodge, if they wish to:

- purchase cards for the College telephone system
- collect a parcel or sign for a letter
- book a taxi
- Purchase College academic diaries or other merchandise.
- Any assistance required.

Students can also find bus timetables, takeaway menus and other useful information at the Porters' Reception. The Head Porter is responsible for ensuring resident students comply with fire safety procedures. At the start of the academic year the Head Porter holds training sessions for students resident in Fire Warden Rooms, and also arranges fire drills each term.

POSSESSION AND MISUSE OF DRUGS

The Purpose of this notice is to discourage students from misusing drugs and to advise them of the College's position. It is based on the draft guidelines for Colleges prepared by the Committee of Management of the University of Cambridge Health Services.

Homerton College is concerned to protect students against the risks arising from and associated with the use and possession of drugs. The College will maintain a vigilant attitude towards this problem and students should be aware of its position in this regard.

The use of illegal drugs is destructive physically, psychologically and academically. The loss of emotional stability, academic focus and concentration associated with drug abuse can seriously harm or even terminate a promising career.

1. The use or possession of proscribed drugs and the trafficking of drugs are criminal offences.
2. In the interest of other students, if a student is charged by the police for a drugs offence, the College will take any appropriate action to avoid proliferation of the offence in College.
3. In the case of drug trafficking particularly, the College will not tolerate such an offence and has the right to suspend any student involved in such a case and to expel any student in the event of a conviction.
4. While drug taking and possession must remain disciplinary offences, the College will nevertheless give assistance to any student concerned by encouraging them to seek relevant medical care and assisting in arranging this when required.
5. In their own interests, and in the interest of the wider student community, any student suspected of, or known to be taking drugs, will be encouraged to discuss the problem with their Tutor or with one of the University or College support services who will treat any such discussion as confidential.
6. If cases of drug abuse come to the notice of teaching and/or non-teaching staff, they should normally refer such cases to the Tutorial Office or to the Student Health Adviser.
7. Although the College cannot delegate its responsibility or duties in this matter, the College recognises that the Homerton Union of Students has similar concerns to its own and would encourage HUS to

refer any student suspected of misusing drugs to one of the University or College support services, the Student Health Adviser, or to the Bridge Project, Drug Advice Centre, 154 Mill Road, Cambridge, Telephone 01223 214614.

QUIET PERIOD

During the Easter term, when most students will be sitting examinations, the College instigates 'Quiet Period' where rules regarding noise after 11pm are strictly enforced, and any student breaking them will be referred to the Dean. Quiet Period tends to be in force for the majority of the Easter term, as some Tripos examinations are held at the start of the term, and some are held on the last day of term. However, the College endeavours to leave one weekend free to allow HUS to organise an event so that students can take a break from revision. Notices regarding the dates and times of Quiet Period will be displayed around College and Nexus.

RELIGIOUS OBSERVANCE

Homerton is a non-denominational College and respects and encourages all normal and established religious observance of whatever faith or background. Although it has its origins in the Congregational church and still has constitutional links with the United Reformed Church, Homerton has no chapel or permanent place of worship. Traditionally, students who wish to participate in a religious community do so at one of the various centres of worship in the city.

All religious activity is therefore organised on an informal basis, often in association with student groups and societies. Within the University there are flourishing Student Union Societies for almost every World Religion and all of the Christian denominations.

Where religious observance for a holy day in one of the world religious calendars clashes with the University or College timetable, students will be excused attendance at lectures, but must notify their Tutor of their absence in advance. The same applies for days or nights at the beginning or end of term when travel is prohibited on religious grounds. Special tuition will not be provided.

RESIDENCY

It is College policy to offer residential accommodation to students for the duration of all of their undergraduate years.

ROOM CHANGES

If you wish to move rooms, you must make an application to the Accommodation Officer. Where a room change is possible, there will be an administrative charge of £20, which is payable in the finance office. This may be waived in exceptional circumstances.

ROOM KEYS

Students are required to vacate rooms and hand in keys to the Porters' Lodge by 4pm (travel day) or 10am (non-travel day) on the day of departure. Failure to return room keys on time will result in students being charged an administrative fee in addition to the cost of an additional night's accommodation. If keys have not been returned by the following day, students will continue to be charged for any additional nights **plus a surcharge per day**.

In instances where pre-arranged extensions 'extra nights' have been made, students will be required to hand over keys by 10am at the latest on the agreed day of departure. Failure to do so will result in the same sanctions being applied as above. If you lose your room key, there will be a replacement charge.

Please note that the mechanism for recording whether rooms have been vacated or not is the handing over of keys.

ROOM SECURITY

Please remember that you are responsible for the security of your room. Please lock it both when you are out, and at night when you are in. Do not leave the key in the outside of the door. Please ensure that all windows are closed when the room is unoccupied. Any damage to the windows as a result of high winds will be charged for.

SMOKING POLICY

In line with the Government ban, Homerton is a non-smoking College. It is the policy of Homerton College that all our buildings and communal areas are smoke-free, including external areas except in the designated smoking areas. Anyone found smoking within the College Buildings (including residential rooms), or who tamper with smoke detectors, will be subject to a fine from the Dean. Any repeated offences of smoking in College residences will result in further disciplinary action, including accommodation contracts being terminated.

SOCIETIES

College societies currently include, but are not limited to, the Jazz Band, College Choir, Environmental Society, Law Society, Music Society, Christian Union, Steel Pans, HATS (Homerton Amateur Theatrical Society), and the Allotment Society. If you would like to start a society, get in touch with the HUS President or drop into the office.

Homerton also has a wide range of sports clubs, including football, rowing, hockey, cricket, netball, rugby, tennis, badminton, squash, ultimate Frisbee and more. The HUS also offers occasional sessions of subsidized Zumba classes and subsidized massages.

All students are also automatically members of the Homerton Union of Students (HUS) and the Cambridge University Students Union (CUSU), which is affiliated to the National Union of Students (NUS).

SPORTS FACILITIES

A range of sports surfaces are provided, these include a football pitch, grass tennis courts in summer, croquet pitch and a rugby pitch. Games Club Captains should keep in contact with the Head Gardener so that he can help with their requirements. Excellent indoor tennis court facilities are also available to Homerton students at low cost at the Lawn Tennis Association site in Purbeck Road, adjoining the College; ask HUS for details.

Homerton College has a Gym, inductions and memberships is organised by the HUS office.

SUPPLY OF ALCOHOL IN COLLEGE

A. Public Areas (Non Residential)

- I. No supply of alcohol may be made under the premises licence -
 - a. at a time when there is no designated Premises Supervisor in respect of premises, or
 - b. at a time when the designated Premises Supervisor does not hold a personal licence or his personal licence is suspended.

2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
3. The Bursar is the Personal Licence Holder and they are required to ensure that the conditions of the College Licence are being observed. The Bursar exercises this responsibility by having two qualified Bar Managers (ACMs), holding relevant [BIIAB] Certificates who oversee and are accountable for instructing employees and regulating alcohol supply and consumption under the Licence. Normally this takes place in the Catering/Bar Areas (which have the necessary security and accountability arrangements) but the Licence control applies to all public areas of the College.
4. Exceptions to the day-to-day licencing hours are the subject of formal scrutiny and authorisation by the Personal Licence Holder and the Principal.
5. Alcohol for consumption in College licenced premises may only be purchased through the Licensee.

B. Residential Areas of the College

1. The student residence contract with the College requires the University Regulations and the College Regulations to be observed.
2. Licensed activity cannot be conducted in the residential areas of the college.
3. Quantities of alcohol may be purchased by an individual student for personal consumption in their residence. Students should note that:
 - a. Their room should not be used or is allowed to be used in any way which may be a nuisance, cause damage or annoyance to the College, or to the other occupiers or neighbours in the vicinity;
 - b. Drunken or disorderly behaviour will be subject to disciplinary action.

C. Conduct within the College

1. In the event that the Duty Porter encounters a student, or students who are drunk or disorderly:
 - a. The Duty Porter shall prepare a report recording the name(s) of the student(s) involved, together with the area of College and the date and time of the incident.
 - b. The report shall be submitted to the Dean and the Licensee, copied to the Head Porter, within 24 hours of the incident.
 - c. The Dean shall investigate the incident and may impose a fine, plus any additional costs that arise as a consequence of damage or necessary cleaning as a result of alcohol misuse.

TELEPHONES

The College provides an in-house telephone service to all residential students - FlexiFone. A telephone handset and voicemail service is provided in each bedroom for your use during term. Calls between bedrooms and the College can be made free of charge. In order to make an external call you will need to purchase a prepay phone card from the Porters' Lodge, or the Finance Office. The card has a life of 180 days after you make your first call.

The phone card system that we offer is very flexible and works in a similar way to "Pay as you go" used by many mobile phone networks. The cards can also be used from, payphones, mobiles and regular phone lines off site. Calls can be made without the need to use cash, the value of each call being deducted from the card

balance. Once your balance has been reduced to zero you can no longer make calls and will need to purchase another card.

Instructions on how to use the phone cards off site are printed on the reverse of the card; the current call rates and tariffs are available from the Porters' Lodge. Incoming calls can be received in study bedrooms through a central access number.

Please note that some external services may charge calls to this number at a premium rate. Please check before your family and friends run up a large bill.

TV LICENCE

If you wish to bring a television for your room (or in private accommodation), you are responsible for obtaining your own licence. Students who do not have a television in their room will not be required to obtain a TV licence.

UNIVERSITY CARDS

The following information is correct at the time of going to press. This information can be updated and changed at any time, based on the requirements of the University Council. [See their website for the latest information, www.admin.cam.ac.uk/offices/misd/services/univcard/]

What is the University card?

The University card is issued to all students and staff of the University of Cambridge. It incorporates three different types of technology; a printed barcode, a TDSi infrared strip and a smart chip. Also printed on the card are the holder's name and photograph, card expiry date and a unique identifier. The aim is to have one card with multiple uses – these currently include identification, access control to libraries and buildings, and diverse applications such as catering payment. At Homerton College, the University Card is used for the following:

- Student identification
- Library borrowing rights
- Site access using the Salto security system (all residences, IT department and Library)
- Purchase of food and drink in the College Buttery/Bar and Dining Hall. (EPOS)

How is the card managed?

The University card is issued and administered by the University Card Service, which is part of the Management Information Services Division of the University offices. All Departments and Colleges have a University Card Representative. The Representative in your Department or College is responsible for telling the University Card Services about you and your card requirements, as well as administering local use of the card. If you have any general enquiries please contact the Tutorial & Admissions Office, tel: 01223 747189 or email: tutorial@homerton.cam.ac.uk.

What happens if?

- **My University Card's been stolen, what do I do?**

Firstly, you will need to report the theft to the local police, and collect a crime number. Then report the loss to the Tutorial & Admissions Office who will cancel the card and instruct the University Card Service to produce a new one. In these circumstances a replacement fee will not be charged. While waiting for the replacement card, you will be issued with a temporary card by the Tutorial & Admissions Office. You will need to transfer your EPOS details onto your temporary card at the Finance Office. You will need to return the temporary card to the Tutorial & Admissions Office when the replacement arrives.

- **I've lost my University Card, what do I do?**

You will need to report the loss to the Tutorial & Admissions Office as soon as possible, who will then cancel the card so it can't be used by others. You will have the choice of waiting to see if the card is returned to the Porters' Lodge within a couple of days, or requesting a replacement card straightaway. **Please Note: There is a replacement charge of £15 for all lost University Cards.** Once this has been paid to the Finance Office, the Tutorial & Admissions Office will request a replacement card, and in the meantime you will be issued with a temporary card. You will need to transfer your EPOS details onto your temporary card at the Finance Office. You will need to return the temporary card to the Tutorial Office when the replacement arrives.

- **My card is damaged/chip in my card has stopped working, what should I do?**

Hold your card up to the reader for the IT Department, as this is the main reset point. If your card still isn't working, see the Tutorial & Admissions Office during opening hours, or the Porters' Lodge outside of this time. If it's possible, the card will be reactivated. Where necessary, a replacement card will be requested, and a temporary card issued to get you around the College site until the new one arrives. Keep your current University Card for identification purposes and for continued library borrowing rights. You will need to return both the temporary card and your old University Card to the Tutorial & Admissions Office when the replacement arrives.

- **My card is about to expire?**

If you are still eligible for a card, i.e. you are still a member of the University; a replacement card will be sent to your representative before your present card has expired. You can collect your new card from the Tutorial Office.

- **I want to use my card in an additional department/faculty/college?**

Please contact the card representative at the department, faculty or college concerned. The representative will then register your affiliation and enable local uses as appropriate.

Library Uses

The University card includes a printed barcode that is used in most libraries across the University. You may need to show your card to library staff to activate your account in some libraries, including the College Library.

Data Protection Act

The information held for the University Card will only be used by the University of Cambridge and colleges to confirm the holder as a member or employee of the University or one of the colleges, (for example, to provide identification in the case of visitors such as short-term academic visitors, for the confirmation of entitlement to use facilities or for the online supervision reporting system, CamCORS). Your information will not be used for any other purpose unless you are notified beforehand. Your information will not be passed to any organisation outside the University or colleges. If you have any queries, please contact the University Data Protection Office, email: data.protection@admin.cam.ac.uk.

General Terms and Conditions

The University card is issued to you from the University of Cambridge and remains the property of the University. The University Card Service reserves the right to terminate, cancel or request the return of the card at any time. The card must be returned to your University Card Representative (in the Tutorial & Admissions Office) before you depart from the University.

VACATION GUIDANCE NOTES

Permission must be sought from the Senior Tutor if you wish to remain in, or return to, College Residence outside of University Term time.

Permission will normally be granted for purposes of:

- academic study
- work placement related to Tripos and/or career
- other good pastoral reasons supported by your College Tutor

Students may be asked to move rooms to allow for general maintenance, redecoration and conference activity.

Students will be charged at the normal student term-time nightly rate for the room allocated.

There is no Minimum Meal Charge (MMC) out of term time. students should book a room via the Extra Nights section as instructed on Nexus and pay in advance online. There will not be any rebate for changes or cancellations.

Please be aware that out of University Term not all normal services are available, particularly cleaning and catering. Students may therefore need to prepare their own meals in the gyp-rooms provided.

Students must be absolutely clear about the **start and end dates** of when they wish to remain in residence in order to satisfy Fire Regulations and to assist the Accommodation Office with room planning.

Normal Fire Regulations and Disciplinary Procedures apply the same as in term time.

VISITORS

All overnight guests are to be signed in at the Lodge and in the relevant section of the Signing Out book. This is for fire regulations. Under no circumstances should guests be lent or given College keys, University cards or fobs. Visitors and children should not go into the residential areas of College unless they are accompanied. Visitors should also be signed into the College Bar, and accompanied by their host, if they wish to drink there. Visitors should be accompanied throughout the College. Unaccompanied visitors are likely to be escorted from the College grounds, without reference to their host.

The length of stay of occasional guests must not exceed **three** successive nights. Lengths of stay beyond this time will be considered exceptional, and must be paid for. Students are wholly responsible for the behaviour of their guests at all times.

APPENDIX I – FREQUENTLY ASKED QUESTIONS

Some of the most frequently asked questions are listed below.

I need a letter to confirm I am a student, where can I get one?

If you require a letter confirming your student status for bank or other purposes please complete a student status request form which is available online via Nexus or from the Tutorial Office. We will endeavour to process your request within two working days. Letters will be available for collection from your pigeonhole.

I need a copy of my Academic Record/ Transcript, where can I get one?

The University offers an online service that issues transcripts called Digitary. You can find further information about how to obtain a transcript here:

<http://www.admin.cam.ac.uk/students/studentregistry/current/newstud/graduation/certificates.html>

My Tier 4 Visa is about to expire, what do I do?

Please contact the International Student Team, details can be found here: <http://www.ist.admin.cam.ac.uk/>

I have lost my University Card, what do I do?

You will need to report the loss to the Tutorial Office as soon as possible, who will then cancel the card so it cannot be used by others. You will be advised to wait to see if the card is returned to the Porters' Lodge, or requesting a replacement card straightaway. **Please Note: There is a replacement charge of £15.00 for all lost University Cards.** Once payment has been received by the Finance Office, the Tutorial Office will request a replacement card, and issue you with a temporary card. You will need to transfer your EPOS details onto your temporary card at the Finance Office and remember to transfer this account once you have collected your new card.

My University Card has been stolen, what do I do?

Firstly, you will need to report the theft to the local police, and collect a crime number. Then report the loss to the Tutorial Office who will cancel the card and will request a new one for you. In these circumstances a replacement fee will not be charged. While waiting for the replacement card, you will be issued with a temporary card by the Tutorial Office. You will need to transfer your EPOS details onto your temporary card at the Finance Office. You will need to return the temporary card to the Tutorial Office when the replacement arrives.

My University Card has stopped working, what should I do?

Hold your card up to the reader for the IT Department, as this is the main reset point. If your card still does not work, inform the Tutorial Office (during opening hours), or the Porters' Lodge outside of this time. Where necessary, a replacement card will be requested by the Tutorial Office, and a temporary card will be issued to get you around the College site. We advise you to keep your current University Card for identification purposes and library borrowing rights. You will need to return both the temporary card and your old University Card to the Tutorial Office when the replacement card arrives.

I don't know who my College Tutor/ Director of Studies (DoS) is how do I find out?

Students are advised of who their Tutor and DoS is at the start of each academic year by the Tutorial Office Manager Please call into the Tutorial Office if you have lost this information. Alternatively, this information is also available on the student self-service page of CamSIS

APPENDIX 2 - USEFUL CONTACTS

Principal	Prof. Geoff Ward	CAV G01	gw355@cam.ac.uk
Vice-Principal	Dr William Foster	CAV 306	whf21@cam.ac.uk
Assistant to the Principal	Elizabeth Madder	CAV G07	enm25@cam.ac.uk
Senior Tutor	Dr Penny Barton	CAV 102	seniortutor@homerton.cam.ac.uk
Assistant to the Senior Tutor	Natasha Thomas	CAV 101	njc46@homerton.cam.ac.uk
Admissions Tutor (Arts & Humanities)	Mr Steve Watts	CAV G07	sw235@cam.ac.uk
Admissions Tutor (Sciences)	Dr Paul Elliott	Hilary Shuard 5	pe206@cam.ac.uk
Dean	Professor Richard Hickman	PI01	rdh27@cam.ac.uk
Graduate Tutor	Dr Melanie Keene	Leah Manning 8	mjk32@cam.ac.uk
Bursar	Deborah Griffin	ABC 100A	bursar@homerton.cam.ac.uk
Bursar's Secretary	Sue Conrad	ABC 100B	sec62@cam.ac.uk
Estates Manager	Keith Waters	ABC 200B	kjw32@cam.ac.uk
Estates Secretary	Sarah Culhane	ABC 100B	smc209@cam.ac.uk
Student Health Adviser	Sandy Chambers	West House	sc606@cam.ac.uk
Catering Manager	Paul Coleman	Hilary Shuard 2	pc540@cam.ac.uk

Computer Officer	Stuart Marcelle	IT Department (CAV)	it-support@homerton.cam.ac.uk
Head Porter	Gordan Murray	Porters Lodge (MAB)	porters@homerton.cam.ac.uk
Housekeeper	Donna Clarke	West House	dec29@cam.ac.uk
Librarian	Liz Osman	Library (MAB)	library@homerton.cam.ac.uk
Personnel & Data Protection Officer	Amanda Drummond	ABC 200A	ard51@cam.ac.uk
Personnel Administrator	Katrina Wilson	Bursary	Kjw63@homerton.cam.ac.uk

KEY:

ABC / CAV / K	Cavendish Building
MAB	Mary Allan Building
P	Paupers Walk

**APPENDIX 3 – DIGNITY AT WORK AND STUDY POLICY:
PROCEDURES**

<http://www.homerton.cam.ac.uk/PublicDocuments>