

Emmanuel College - Information for New Graduate Students

13 July 2016

From Mr Jeremy Caddick
Graduate Tutor

Dear New Graduate Student,

Welcome to Cambridge, and to Emmanuel College in particular. The aim of this New Graduates' Pack is to convey the information that you will need to know about arriving and to give some information about the College and the community here. Some of you will have studied here for your undergraduate degree and will be familiar with Emmanuel and the way things happen here. If so please still read the information here so that you are not tripped up by things that are different for graduates.

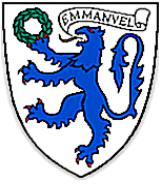
There are two Graduate Tutors, myself and John MacLennan. Between us we have responsibility for the arrangements for graduate students, and for promoting your general well being. We can liaise with your department or point you in the direction of more specialized sources of help such as counseling services. If you are not already a member of Emmanuel then we look forward to welcoming you here very soon. I am also the Dean and Chaplain and you will find a letter from me in that capacity among the documents listed on the website.

You will have received by now a letter from the Board of Graduate Studies (or for a few students, some other relevant body) saying that you have been admitted as a postgraduate student from a given date; this may have been accompanied by a statement of conditions that remain to be fulfilled, and in this case the same conditions apply, of course, to admission to the College. **It is important that you tell us as soon as possible if you are not intending to take up your place in Cambridge.**

This letter refers to a number of documents on the section of the College web-site for new graduate students at <http://www.emma.cam.ac.uk/teaching/freshers/grads/>

PLANNING YOUR DATE OF ARRIVAL

The academic year starts every year on the 1 October, but the more significant date from a student's point of view is the beginning of what is called Full Term, the teaching period. This year Full Term begins on the Tuesday 4 October. The weekend before that is filled with events to welcome you to Cambridge and to show you around. **We suggest therefore that all Graduates should arrive between 29 September and the 1 October**, unless there are reasons to arrive earlier (see below). The main session to welcome new graduate students to the College will take place on **Saturday 1 October from 4.00 to 6.30** in the Old Library. All new graduates are very much encouraged to come. If you are already a member of the College your input will be especially welcome, to help explain to the new arrivals what sort of a place we are. The University also runs an Orientation Event for International Students on this Friday. Further



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information about this, and about many other things that relate to international students can be found via the University's international student portal, <http://www.cam.ac.uk/international-students> .

You should in any case be resident in Cambridge **not later than 4 October**, the beginning of Full Term. The University Faculty or Department that you are joining will be in touch to explain what induction arrangements they are making. Should you be unable to arrive on time for whatever reason please contact both me and your supervisor/course director in your faculty.

For most new Graduates the College will be providing accommodation. We will be in touch separately about your room allocation. Your room will be available from 29 September. If, for any reason, you wish to come earlier than this (for example if your course requires you to be here earlier), then please let me know in good time and we will do our best to make appropriate arrangements.

PREPAYMENT

The College requires a pre-payment before arrival, which is intended to be equivalent to a typical termly bill for food and accommodation. You are charged in arrears for these things and so the pre-payment is a way of spreading the cost of the payments and ensuring that your last bill, which has the prepayment set against it, is very small. The amount required depends on whether you will be accommodated by College or not and is included in the accompanying document on Rents and CFC. The arrangements are described in more detail in the Bursar's Financial Letter.

FINANCIAL GUARANTEE

On the web-site you will find a Financial Guarantee form. It is very important that **everyone** completes this form and returns it, so that the College knows where to send the bills for your fees. If you don't return the form then the Bursary staff will assume that you are **personally liable** for your fees.

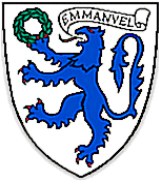
ARRIVAL

When you arrive you should check in at the Porters' Lodge. There you should sign in and collect your keys and University Card. It is important that we have a signature to confirm your arrival date. This applies to all students whether you have College accommodation or not. You must have made your pre-payment before the Porters can give you your key or University Card.

INDUCTION

This is described in the Graduate Induction Programme which will be on the web-site. The main events are:

On **Saturday 1 October** from **4.00 to 6.30 pm** in the Old Library there will be the welcome mentioned above.



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New graduates are expected to dine in Hall with other members of the MCR at 7.30 pm on **Tuesday 4 October**. You are invited to join the Graduate Tutors and members of the MCR for drinks before dinner from 6.45 pm in the Old Library. Please see the MCR Graduate Freshers Guide about how to sign in or out of this dinner, which also allows you to notify us if you have any special meal requirements. If you wish to bring your partner please also tell us.

Other events for Freshers' Week are being organised by the MCR Committee. Please see the **MCR Freshers' Guide** for details.

Once the activity of the beginning of term has died down, in the week of **12–16 October** you should **sign up for a meeting with your tutor** (there is more about tutors below).

COLLEGE MATRICULATION

There is a separate letter explaining the format for the College Matriculation, which will take place on **Wednesday 19 October**. Please put this date in your diary and make sure you are free from 5.00 pm onwards.

ACCOMMODATION

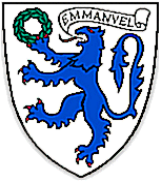
If you are being accommodated by the College then we will let you know which room you have been assigned in a separate e mail. The rents for College rooms of different grades and the Contribution to Fixed Costs (CFC) are given in the rents document on the web-site. The number of weeks payable for your rent depends on the category of your course.

If you have been assigned a College room but no longer want it, please let us know immediately.

In allocating accommodation we do our best to follow the preferences that people expressed on the accommodation form, but we do realise that not everybody will have obtained the accommodation that they would most like. We review accommodation regularly and do our best to maintain high standards of decoration and furnishing. There is further information in the **Domestic Matters** booklet and the **College Regulations**, both of which you can find on the website in the section for new graduate students, at <http://www.emma.cam.ac.uk/teaching/freshers/grads/>. In particular there are two points that are worth emphasising

- **Please do not use sellotape (scotch-tape), blu-tac or other adhesive materials likely to damage the rooms.**
- **Please note that you should not bring additional furniture of your own into the rooms or remove the furniture that is provided. This applies particularly to beds. If you have a medical need for a different sort of bed then you should contact the Housekeeper.**

The College provides pillows, duvets and duvet covers but not sheets or pillowcases, which you need to provide yourself. Alternatively, you may purchase a set of 2 sheets and 2 pillowcases from the Housekeeper for £10. You must also provide any cutlery and crockery for use in your own room. All graduate houses have communal kitchen



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areas but these are not intended for large-scale or elaborate cooking and cooking implements are not provided. Please note that in order to facilitate good relations between occupants it is essential that communal kitchen areas are kept clean. Please also bear in mind what it is fair and reasonable to expect from cleaning staff.

ABSENCE FROM COLLEGE

If ever you are away from Cambridge for more than a day or two, please leave an address at which you can be contacted with either the Porters or the Tutorial Assistant in the Tutorial Office. If you don't do this, we can't be responsible for unsuccessful attempts to communicate with you. It is also courteous to let the Porters know when you will be absent so that they can deal with enquiries from visitors and friends more easily and know how to proceed in an emergency.

GRADUATE TUTORS

The College is responsible for the general welfare of graduate students, including problems with accommodation, etc. One function of the Graduate Tutors is to look after these matters, and it is important that you should feel free to approach us at any time on any matter that is of concern to you.

Mr Caddick will be Tutor to all graduates with surnames beginning A-K, and Dr MacLennan will be Tutor to those with surnames beginning L-Z. Both of us would like to see all the new graduate students for whom we will be responsible soon after the beginning of term, as mentioned above. In addition we each have regular Tutorial Times when we are available in our rooms. You can contact us by e mail at any time.

The Tutorial Office can deal with many straightforward enquiries, e.g. provision of application forms or letters confirming status.

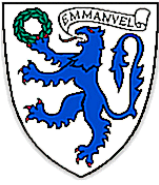
YOUR FACULTY OR DEPARTMENT

For most postgraduate students it is the University, rather than the College, that provides teaching and facilities for research in the way of laboratories and libraries. The pattern of your relationship with your supervisor (if you have one) and those who teach you will vary between courses, but it is important to establish a good working relationship with people in your department at an early stage and, if you are unhappy with the way your studies are going, that you raise it earlier rather than later.

The College can often intervene to help this relationship work smoothly. Tutors are aware of the difficulties experienced by graduates, and are most willing to talk to you if you are experiencing problems in getting started, or indeed at any other time.

MCR

The MCR (short for Middle Combination Room) is both a physical room (in the Queen's Building) and the community of graduate students at Emmanuel. The room has newspapers, computers, a television, tea and coffee-making facilities, a pool table and some games available for use. The MCR Committee is an elected graduate student



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body, which, as well as running the MCR, also organises graduate activities within the College and represents the views of graduates to the major College Committees. Graduates and their families are an important part of the College community and we hope that you will yourself play a full part in the general well-being of the community and make full use of all the facilities that the College offers.

DINING

Inevitably, eating and drinking provide many of the opportunities for social interaction. The College kitchens are open for breakfast, lunch and dinner throughout the year except for a two-week period over Christmas/New Year, and over Easter and a three week period in August. We hope that Graduates will wish to dine regularly in Hall. At Formal Hall (7.30 pm) members of the College are required to wear gowns. A cafeteria system is also operated (5.45-7.00 pm). Paying guests may be brought to any meal. There are also several MCR Graduate dinners each term which are most enjoyable and where you can get to know your fellow students and also a number of dinners throughout the year when you will have an opportunity to meet Fellows of the College.

INTERNET AND COMMUNICATIONS

All graduate rooms have internet connections and a charge for this is included in room rents. In most cases this is via a wireless network within the house. If you have difficulty in connecting, or if you require specialised facilities, then the staff of the College Computer Office can offer help and advice.

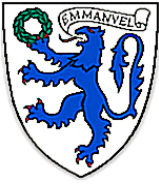
In mid August you will be contacted with your University e mail address (ending @cam.ac.uk) and instructions for setting up your Raven password, which will give you access to the password protected parts of the College and University websites. The @cam.ac.uk address will be used in College and University communications with you and so it is important that you check it regularly, or make appropriate forwarding arrangements.

The more traditional sort of mail can be addressed to you at 'Emmanuel College, St Andrew's Street, Cambridge, CB2 3AP' and any letter will be put in your pigeon-hole (in the post room). Parcels and luggage will be kept for you in the Porters' Lodge. Internal post within the College is also delivered to the pigeon-holes, and it is important that you clear your pigeon-hole regularly.

BICYCLES AND MOTOR CARS

Cambridge is a very crowded city. There are lots of bicycles, so these have to be numbered to keep track of them. You also need to have a special reason to keep a car in Cambridge.

Bicycles may be kept in the College bicycle sheds, and must be numbered to comply with University Regulations. Your bicycle number and a marking kit are available from the Porters' Lodge.



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No student in the University may keep, hire or use any motor vehicle, other than a moped, without obtaining permission from both the College and the University. The College will normally only grant permission to keep a car in Cambridge if you have a good reason for doing so. All cars must have an allocated parking space off the street. To apply to rent one of the College's parking spaces, write to the Senior Tutor by early September saying why you need to keep a car. The number of available parking places is limited.

INSURANCE

The College has taken out a college-wide insurance policy that covers students' personal belongings. For more details see the **Domestic Matters** document.

COLLEGE REGULATIONS

Graduates are expected to conform to the normal rules of the College. A copy of College regulations is included on the web-site. The term 'Junior Members' refers to all students of the College both graduate and undergraduate. Some of the regulations apply to undergraduates only and I hope these will be obvious. In particular any regulation that refers to the Normal Period of Residence (NPR) does not apply to the majority of graduate students who are not restricted to NPR.

We very much look forward to welcoming you to Emmanuel.

Jeremy Caddick