Freshers’ Guide to College Life

- College Administration – who does what
- Financial Support for undergraduates
- Matriculation – important information
- Health Matters
- Directors of Studies
- Subject Parents
- University Card – what it’s for
- The Library
- IT in College
- College Counsellor
- Useful weblinks

August 2019
COLLEGE ADMINISTRATION – WHO DOES WHAT

These notes are intended to give you a preliminary idea of the matters dealt with by various parts of the College system.

1. TUTORS

You will be allocated to a Tutor, a Fellow of the College (always from an academic discipline different from your own), who is responsible for your academic and general welfare.

You should receive an email from your Tutor before you arrive (if not, please contact the College Registrar by emailing college-registrar@emma.cam.ac.uk).

The Tutors for first year undergraduates during Michaelmas Term are as follows (although these may change during subsequent terms):

<table>
<thead>
<tr>
<th>TUTOR</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Carolin Crawford</td>
<td><a href="mailto:cc213@cam.ac.uk">cc213@cam.ac.uk</a></td>
</tr>
<tr>
<td>Dr Alex Jeffrey</td>
<td><a href="mailto:asj38@cam.ac.uk">asj38@cam.ac.uk</a></td>
</tr>
<tr>
<td>Dr Alex Kabla</td>
<td><a href="mailto:ajk61@cam.ac.uk">ajk61@cam.ac.uk</a></td>
</tr>
<tr>
<td>Dr Dominique Lauga</td>
<td><a href="mailto:df126@cam.ac.uk">df126@cam.ac.uk</a></td>
</tr>
<tr>
<td>Dr Corinna Russell</td>
<td><a href="mailto:cr215@cam.ac.uk">cr215@cam.ac.uk</a></td>
</tr>
<tr>
<td>Dr Kate Spence</td>
<td><a href="mailto:kes1004@cam.ac.uk">kes1004@cam.ac.uk</a></td>
</tr>
<tr>
<td>Dr Nigel Spivey</td>
<td><a href="mailto:njs11@cam.ac.uk">njs11@cam.ac.uk</a></td>
</tr>
<tr>
<td>Dr Rosy Thornton</td>
<td><a href="mailto:rt104@cam.ac.uk">rt104@cam.ac.uk</a></td>
</tr>
<tr>
<td>Dr Penny Watson</td>
<td><a href="mailto:pjw36@cam.ac.uk">pjw36@cam.ac.uk</a></td>
</tr>
</tbody>
</table>

Other Tutors are:

The Revd Jeremy Caddick (Graduate Tutor).
Professor Catherine Rae (Acting Assistant Graduate Tutor).

You are required to call and see your Tutor on Sunday 6 October 2019.

Details of the timing and location of this meeting will be displayed on the noticeboard in Front Court by the Porters’ Lodge.

Your Tutor will also be available for consultation at certain regular times each week and a notice about this will be posted at various places in College. Most Tutors’ principal appointment is in the University, rather than the College, so they may not be available in College all the time. However, they can be contacted by email (see above) during normal working hours.

The more social contact you have with your Tutor the more likely he or she is to be able to help you in a crisis, so try to establish a good, friendly relationship with him or her. Financial problems, serious problems connected with your course, and personal problems affecting your work and welfare are among the matters about which you may wish to consult him/her in confidence.
2. DIRECTORS OF STUDIES (DoS)

Your Director of Studies (normally a Fellow of the College) is the person responsible for the organisation of your coursework. Choice of papers, advice on lectures, and the arrangement of supervision teaching are within his/her area of responsibility. You will also need to see your Director of Studies each term; most set aside regular times at which they are available. Examination entries will involve consultation with both your Director of Studies and your Tutor. Both are also involved when any proposal to change course is considered. Those who supervise you report on your work each term. Deficiencies in the quality of work or in industry will also involve discussion with these two College Officers.

3. THE SENIOR TUTOR

The Acting Senior Tutor, Dr Philip Howell, has overall administrative responsibility for matters concerning the education and welfare of students of the College. If you cannot, for good reason, find your own Tutor, then he is usually able to help. He can be contacted through his Secretary, Mrs Marion Dorkings, whose office is on the 1st floor of B Staircase in Front Court (tutorial-office@emma.cam.ac.uk).

In addition to being available for general consultation, he is responsible for matters relating to dates of arrival and departure, the enforcement of College Regulations, permission to hold meetings and parties; and he also administers various College funds relating to education and welfare.

4. FINANCIAL MATTERS

Financial matters are dealt with by either your own individual Tutor or the Financial Tutor through the Bursar’s office. If you have, or are likely to have, financial problems you should contact your Tutor in the first instance. Dr Howell, in his role as Acting Senior Tutor, co-ordinates financial matters and works closely with your Tutor, the Financial Tutor and the Bursary in dealing with student financial problems. For further Financial Support information, please see the relevant section in this booklet.

5. WELFARE MATTERS

It is most likely that your Tutor and Director of Studies, as well as the Senior Tutor, and key members of Tutorial Office staff will be those most involved in welfare issues you may have. In addition, you may wish to consult:

The Dean, the Reverend Jeremy Caddick (jlc24@cam.ac.uk, Room C2, Front Court), offers help and support to all Junior Members, whatever their religious inclination.

Also available to help are the Advisor to Women Students (contact details are available from the Tutorial Office) and the College Counsellor, Mrs Ann Hughes (see page 19). The College Nurse, Ms Diana Lloyd, is available at certain times each day during term (see notice in Porters’ Lodge for details).

College policies (including Data Protection, Social Media Guidelines, Student Complaints Procedure, Harassment, Sexual Misconduct and Student Insurance etc) can be found on the College website. The Junior Members Data Protection Statement
is available from the password-protected page for student documents at www.emma.cam.ac.uk/contact/students/documents/.

6. COLLEGE OFFICES

The main College Offices with which you are likely to have dealings are:

(a) **Tutorial Office (ground floor, B Staircase)**

   The staff in the Tutorial Office led by the College Registrar ([college-registrar@emma.cam.ac.uk](mailto:college-registrar@emma.cam.ac.uk)), deal with a multiplicity of matters, including those relating to examination entries, matriculation, graduation, and student records. As well as being very knowledgeable, they are friendly and sympathetic and can be reached when the Tutors are busy with their University jobs. Please feel free to treat them as a first port of call (ground floor, B staircase or [tutorial-office@emma.cam.ac.uk](mailto:tutorial-office@emma.cam.ac.uk)) if you need advice or have a problem of any sort.

   This office runs a College website for undergraduates in Moodle (the virtual learning environment adopted by the University) and you will be automatically signed up within the first weeks of October. Important announcements will be posted there – and you will automatically receive an e-mail with the news. A lot of your beginning-of-term meetings with your Tutor and Director of Studies will be scheduled through this website (starting from Lent term).

   The ‘Emmanuel Tutorial for Undergraduates’ Moodle website also contains an array of useful resources and reference materials of general nature, including announcements of various external and internal competitions and prizes, internship opportunities and disability information. Please do check the website regularly throughout the terms.

(b) **Senior Tutor’s Office (first floor, B Staircase)**

   When you call at, or are called to, the Senior Tutor’s Office, his Secretary, Mrs Marion Dorkings, will greet you. She is always ready to help or advise. Amongst other things she is the University Card rep for the College; she also handles all exeat details and arranges internal room bookings for students.

(c) **Bursary (first floor, B Staircase)**

   Your most important point of contact with the Bursary is likely to be the Income Section. Mrs Charlotte Humm deals with all aspects of student finance. The payment of College bills is also dealt with by the Income Section. The charges incurred on your University card will be added to your College bill. Undergraduate accommodation is the responsibility of the Bursar, Dr Mike Gross, aided by the Committee & Accommodation Manager, Miss Anna Battison.

(d) **The Porters’ Lodge**

   The Lodge is staffed 24 hours every day and is responsible for the safety and security of the College. If you require help then you are likely to find it here. Don’t be afraid to ask! The Porters have the contact numbers/availability details of Tutors, the College Nurse and the College Counsellor. You can also book a squash court, music practice room or washing machine here.
FINANCIAL SUPPORT FOR UNDERGRADUATE STUDENTS

COLLEGE BASED

1. Hardship

Any student in hardship can apply, through their Tutor throughout the year, for financial assistance. The Tutors decide on any such application in the Master and Tutors’ Committee which meets approximately three times per Term. There is no restriction on subject. Each case will be looked at on its own merits upon submission of an application form available from the password-protected page for student documents at www.emma.cam.ac.uk/contact/students/documents/.

2. Funding of Academic Activities

Funds are available at the discretion of the Master and Tutors’ Committee to support (though not necessarily fully fund) students in activities related to their courses of study. Students should apply through their Tutor. There are special arrangements for:

   a) Dissertation grants: a maximum of £250 is normally available to help with specific costs (library/archive/field trip) related to research for Part II dissertations. Applications are made, after consultation with the Director of Studies, through the Tutor. Grants are normally awarded upon submission of receipts only.

   b) Cambridge University Language Programme (CULP) Courses: Students undertaking a language course may claim a subsidy equal to half of the course fee via their College Bill. Once the College has been informed which students have successfully completed the course, subsidies will be credited to their Easter Term bills. Please e-mail a copy of your CULP certificate to the College Registrar (college-registrar@emma.cam.ac.uk).

3. Subject specific grants

In addition to the more general funds, there are some funds set up for specific subjects, usually as a result of a bequest, from which grants are made on the recommendation of the Director of Studies. There is usually a hardship element to all these grants. Applications are made at the invitation of the Director of Studies, and all grants are approved by the Master and Tutors Committee. Grants are normally awarded upon submission of receipts only.

   Earth Sciences
   Barrie Rickards Fund: applications to the Director of Studies for assistance with the costs of fieldwork.

   History
   Whitaker Fund: applications for grants are normally invited by the Director(s) of Studies in Lent term (grants of approximately £100).
Law
Ogders Fund: to support the study of Law in the form of Public Interest bursaries to
fund internships (maximum grant £350) and other smaller grants. Applications for
grants will be invited by the Director of Studies.

MML
Baker Welford Thompson: for study of Spain, Portugal and their former colonies.
Applications are made to the Director(s) of Studies three times per year; grants vary
between £100-500.

Edward Sands: for study of languages in Europe. Applications are made to the
Director(s) of Studies.

Languages
Small annual sum to support languages; preference to support travel for students who
might not otherwise receive funding (e.g. those reading non-Romance languages, or
linguistics, or those reading Asian or Middle Eastern Studies who need to travel to the
area and for whom there is very limited funding available).

NB There are various grants given to students through the intervention of the Director
of Studies for specific course related expenses: e.g. Geography field trip, English
Shakespeare play in London, Architecture material expenses.

4. Vacation Work Placements during the summer vacation

Students will be invited to apply for financial support in connection with work
placements both inside and outside Cambridge. Details will be available at the end of
the Lent Term and you will be expected to make an application by the end of April.
Enquiries to the College Registrar (college-registrar@emma.cam.ac.uk).

5. General funds

There are some funds from which grants for specific purposes are made and which
are open to all undergraduates, or specific groups of undergraduates. Grants are
usually awarded upon submission of receipts only. These funds include support for
non-academic activities related to the College or University (such as expenses
incurred in participating in sports at a high level, or in orchestra tours). Some additional
funds are available for appropriate activities that are not covered by the funds listed
below.

Please note: Emmanuel College does not award grants specifically for travel,
unless related to activities described above.

Named general funds are:

Burnaby and Jameson
Grants from these two funds, varying between around £50 and £250, are available to
help with financing music lessons for all junior members. Applicants are usually
expected to make a significant contribution to the musical life of the College.
Applications will be invited by the Director of Music in the Michaelmas Term.
Gerard Evans
For short trips to the USA ‘for purposes connected to their [undergraduate] academic studies’. Grants are normally up to £250. Applications are invited from students in the early Lent term.

Performing Arts
Performing Arts Fund: this modest fund makes available grants of up to £150 to enable undergraduates to take part in serious performing arts, including drama, music and dance. Students will be invited to submit applications for grants in the early Lent term.

Baker Welford Thompson
This fund if for study of Spain, Portugal and their former colonies. Application is made, after consultation with the Tutors, to the Director(s) of Studies in MML (grants vary between £100-500).

Frank Needham Windsor
This fund provides financial support for specific (‘sweaty’) sporting endeavours at College or University level. Grants are made of up to 50% of costs (up to a maximum of £250 per year). Applications are made through Tutors, throughout the academic year, by filling in an application form, which is available from Bursar’s Office and the College website. Grants are decided by the Windsor Committee.

NB: For ‘non sweaty’ sports College may provide funding on occasion. For advice, ask your Tutor.

University and outside funding

The best collated source of funding opportunities for Cambridge University students can be found at www.student-funding.cam.ac.uk.

You may also wish to regularly check the ‘Emmanuel Tutorial for Undergraduates’ Moodle website for announcements of various external and internal competitions and prizes, as well as internship opportunities.
From The Praelector, The Reverend Jeremy Caddick, MA

COLLEGE MATRICULATION FOR UNDERGRADUATES

Matriculation is the formal process of enrolling in the University of Cambridge and specifically in Emmanuel College. You matriculate by signing the Matriculation Book. Before this ceremony there will be a group photograph, and afterwards an individual photograph and you will be asked to complete several forms as well. A week later there is the formal Matriculation Dinner to celebrate.

The College Matriculation Ceremony will take place during the afternoon of Tuesday 8 October 2019. This is your top priority on that day and it is not expected that you will be absent. If you genuinely have a serious reason why you cannot be present then please tell the College Registrar (college-registrar@emma.cam.ac.uk) in the Tutorial Office straight away.

WHAT TO WEAR

Either: Gown and a plain dark suit with a white shirt, tie and black shoes
Or: Gown and a plain dark dress or suit with skirt or trousers with a white blouse and black shoes

If you do not already have a gown then you will need to get one as soon as you arrive. The College Students' Union (ECSU) and the Porters may be able to help with this. Gowns can also be bought from several outfitters in the centre of town.

WHAT HAPPENS

On the day of the ceremony please come to the Old Library correctly dressed and with a gown at 1:15pm promptly.

After the procedure has been explained to you, we will take a group photograph in Front Court. After that you are asked to come to the Matriculation Ceremony in groups through the afternoon wearing your gown and dark clothes. There will be a list showing your individual time on the noticeboard outside the Porters' Lodge.

You will be required to sign the University Matriculation sheets, which bear the following declaration:

"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 you will also be giving consent to the processing by the College and the University of your personal data for proper purposes (see the statement about Data Protection on the College website www.emma.cam.ac.uk/about/documents/) and promising to observe the provisions of the Data Protection legislation yourself.

Also in your Freshers’ Pack you will find a copy of the College Regulations. Please do read these, because after signing the Matriculation sheets you will also be asked to sign a declaration to the effect that you have read them and agree to abide by them.
Then you will then write your full name in the College Matriculation Book (in your normal handwriting i.e. not your signature) and the place of your birth. If you were born in the British Isles, you write the historic county of your birth. By tradition, the form of county name for such counties as Yorkshire, Cheshire, Lancashire and so on is York (as in ‘the County of York’), Chester, Lancaster, etc. If you were born in the USA, Canada or Australia you write the State or Province (e.g. Ontario, Massachusetts, New South Wales). If you were born elsewhere you write the name of the country (e.g. France).

Immediately afterwards an individual photograph will be taken.

MATRICULATION DINNER

The Matriculation Dinner will be held on the evening of **Tuesday 15 October 2019.** At 7:00pm there will be drinks in the Old Library followed at 7:30pm by Dinner in Hall. Dress is the same as for the matriculation ceremony. Everyone wears a gown.

Please let the Tutorial Office ([tutorial-office@emma.cam.ac.uk](mailto:tutorial-office@emma.cam.ac.uk) Ground Floor, B Staircase) know by 12 noon on Friday 11 October if you have any special dietary requirements OR you do NOT propose to come to the dinner.
HEALTH MATTERS

Every year the University issues Health Guidelines to staff and students at www.studentwellbeing.admin.cam.ac.uk/nhs-and-healthcare. These include information on meningitis, vaccinations, anaphylaxies, and sexual health. In the event of an epidemic or pandemic it may also release information on the advice of the Health Protection Agency.

Doctors

The University of Cambridge does not have its own medical practice; so you will be required to register with a local GP (general practitioner) when you arrive in Cambridge. A list of local practices can be found on the College website: www.emma.cam.ac.uk/admissions/undergraduates/freshers/ together with instructions on how to notify the College online of your Cambridge GP Registration. **You must inform the College by Friday 18 October.**

Those students already registered with a doctor in the UK should bring their NHS medical card or NHS number with them (this is **not** your National Insurance number) to help the surgery to trace your correct medical records quickly. If you do not have a medical card and do not know your NHS number, please contact your current doctor or local Health Authority before you arrive.

**Urgent Care Cambridgeshire** provides an out-of-hours emergency GP service between the hours of 6pm and 8.30am during weekdays, and a 24 hour service at weekends and bank holidays. If you need to use this service you can contact them on the patient telephone number: **111**.

Dentists

Students wishing to register as an NHS dental patient locally can find out which practices in the city are accepting NHS patients using the NHS search facility (www.nhs.uk/Service-Search/Dentist/LocationSearch/3).

College Nurse

The College has a nurse who undertakes minor treatment or medical advice, and maintains a small emergency Sick Bay. The times of regular surgeries during the Normal Period of Residence are posted in the Porters’ Lodge. You are encouraged to consult your own doctor when the need arises and, in cases of serious illness or incapacity, GPs will visit students in their rooms. Requests for visits should be made as early in the day as possible. Requests for night calls should only be made if absolutely necessary and the Porters should be notified if a doctor is called to the College at night. Undergraduates who become seriously ill are referred to the local general hospital.

If you are confined to your room by illness of any kind you must inform the Porters – ask a friend or neighbour to take a message to them and they will ensure that the College Nurse is informed. If you remain overnight in hospital while you are in residence at College, please ensure that your Tutor is informed as soon as possible.
<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>NAME</th>
<th>EMAIL</th>
<th>COLLEGE/DEPT</th>
<th>TEL: 01223 (3) 3 or (7) 6 or (7) 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANGLO-SAXON NORSE &amp; CELTIC</td>
<td>Dr David Pratt</td>
<td><a href="mailto:drp14@cam.ac.uk">drp14@cam.ac.uk</a></td>
<td>Downing</td>
<td>34836</td>
</tr>
<tr>
<td>ARCHAEOLOGY</td>
<td>Dr Kate Spence</td>
<td><a href="mailto:kes1004@cam.ac.uk">kes1004@cam.ac.uk</a></td>
<td>Emmanuel</td>
<td>34271</td>
</tr>
<tr>
<td>ARCHITECTURE</td>
<td>Dr Max Sternberg</td>
<td><a href="mailto:mjg75@cam.ac.uk">mjg75@cam.ac.uk</a></td>
<td>Architecture</td>
<td>32971</td>
</tr>
<tr>
<td>ASIAN &amp; MIDDLE EASTERN</td>
<td>Dr Laura Moretti</td>
<td><a href="mailto:lm571@cam.ac.uk">lm571@cam.ac.uk</a></td>
<td>Emmanuel</td>
<td>34229</td>
</tr>
<tr>
<td>CHEMICAL ENGINEERING</td>
<td>Dr Patrick Barrie</td>
<td><a href="mailto:pjb10@cam.ac.uk">pjb10@cam.ac.uk</a></td>
<td>Emmanuel</td>
<td>30196</td>
</tr>
<tr>
<td>CLASSICS</td>
<td>Dr Christopher Whitton</td>
<td><a href="mailto:clw36@cam.ac.uk">clw36@cam.ac.uk</a></td>
<td>Emmanuel</td>
<td>34252</td>
</tr>
<tr>
<td>COMPUTER SCIENCE</td>
<td>Dr Thomas Sauerwald</td>
<td><a href="mailto:tms41@cam.ac.uk">tms41@cam.ac.uk</a></td>
<td>Computer Lab</td>
<td>63538</td>
</tr>
<tr>
<td>EDUCATION</td>
<td>Dr Karen Forbes</td>
<td><a href="mailto:kf289@cam.ac.uk">kf289@cam.ac.uk</a></td>
<td>Faculty of Educ</td>
<td>67603</td>
</tr>
<tr>
<td>ECONOMICS</td>
<td>Dr Jonathan Aldred</td>
<td><a href="mailto:jsa1001@cam.ac.uk">jsa1001@cam.ac.uk</a></td>
<td>Emmanuel</td>
<td>62329</td>
</tr>
<tr>
<td>ENGINEERING</td>
<td>Dr Alexandre Kabla</td>
<td><a href="mailto:ajk61@cam.ac.uk">ajk61@cam.ac.uk</a></td>
<td>Emmanuel</td>
<td>34220/66208</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>Dr Corinna Russell</td>
<td><a href="mailto:cr215@cam.ac.uk">cr215@cam.ac.uk</a></td>
<td>Emmanuel</td>
<td>35760</td>
</tr>
<tr>
<td>GEOGRAPHY</td>
<td>Dr Alex Jeffrey</td>
<td><a href="mailto:asj38@cam.ac.uk">asj38@cam.ac.uk</a></td>
<td>Emmanuel</td>
<td>39874</td>
</tr>
<tr>
<td>HISTORY</td>
<td>Prof Liesbeth van Houts</td>
<td><a href="mailto:emcv2@cam.ac.uk">emcv2@cam.ac.uk</a></td>
<td>Emmanuel</td>
<td>42999</td>
</tr>
<tr>
<td>HISTORY OF ART</td>
<td>Dr James Fox</td>
<td><a href="mailto:jf283@cam.ac.uk">jf283@cam.ac.uk</a></td>
<td>Gonville &amp; Caius</td>
<td>32400</td>
</tr>
<tr>
<td>HISTORY &amp; POLITICS</td>
<td>Prof Liesbeth van Houts</td>
<td><a href="mailto:emcv2@cam.ac.uk">emcv2@cam.ac.uk</a></td>
<td>Emmanuel</td>
<td>42999</td>
</tr>
<tr>
<td>HISTORY &amp; MML</td>
<td>Dr Lucia Ruprecht</td>
<td><a href="mailto:lr222@cam.ac.uk">lr222@cam.ac.uk</a></td>
<td>Emmanuel</td>
<td>30197</td>
</tr>
<tr>
<td>HUMAN, SOCIAL &amp; POLITICAL SCIENCES</td>
<td>Dr Devon Curtis</td>
<td><a href="mailto:dc403@cam.ac.uk">dc403@cam.ac.uk</a></td>
<td>Emmanuel</td>
<td>34205</td>
</tr>
<tr>
<td>LAW</td>
<td>Dr Okeoghene Odudu</td>
<td><a href="mailto:oo201@cam.ac.uk">oo201@cam.ac.uk</a></td>
<td>Emmanuel</td>
<td>34295</td>
</tr>
<tr>
<td>LINGUISTICS</td>
<td>Prof Margaret Deuchar</td>
<td><a href="mailto:md118@cam.ac.uk">md118@cam.ac.uk</a></td>
<td>Linguistics</td>
<td>67394</td>
</tr>
<tr>
<td>MATHEMATICS: Applied</td>
<td>Dr Stephen Cowley</td>
<td><a href="mailto:sj.jcowley@emmas.cam.ac.uk">sj.jcowley@emmas.cam.ac.uk</a></td>
<td>DAMTP</td>
<td>37865</td>
</tr>
<tr>
<td>Pure</td>
<td>Dr Stacey Law</td>
<td><a href="mailto:swcl2@cam.ac.uk">swcl2@cam.ac.uk</a></td>
<td>Emmanuel</td>
<td>37975</td>
</tr>
<tr>
<td>MEDICINE</td>
<td>Dr Richard Barnes</td>
<td><a href="mailto:rjb4@cam.ac.uk">rjb4@cam.ac.uk</a></td>
<td>Emmanuel</td>
<td>34287</td>
</tr>
<tr>
<td>MODERN LANGUAGES</td>
<td>Dr Lucia Ruprecht</td>
<td><a href="mailto:lr222@cam.ac.uk">lr222@cam.ac.uk</a></td>
<td>Emmanuel</td>
<td>30197</td>
</tr>
<tr>
<td>MUSIC</td>
<td>Dr Bettina Varwig</td>
<td><a href="mailto:bv239@cam.ac.uk">bv239@cam.ac.uk</a></td>
<td>Emmanuel</td>
<td>38943</td>
</tr>
<tr>
<td>NATURAL SCIENCES: Biologocal</td>
<td>Dr Bill Broadhurst</td>
<td><a href="mailto:r.w.broadhurst@bioc.cam.ac.uk">r.w.broadhurst@bioc.cam.ac.uk</a></td>
<td>Emmanuel</td>
<td>62853</td>
</tr>
<tr>
<td>Physical</td>
<td>Dr John MacLennan</td>
<td><a href="mailto:jcm1004@cam.ac.uk">jcm1004@cam.ac.uk</a></td>
<td>Emmanuel</td>
<td>31147</td>
</tr>
<tr>
<td>PHILOSOPHY</td>
<td>Dr Milena Ivanova</td>
<td><a href="mailto:mi342@cam.ac.uk">mi342@cam.ac.uk</a></td>
<td>HPS</td>
<td>34500</td>
</tr>
<tr>
<td>PSYCHOLOGICAL &amp; BEHAVIOURAL SCIENCES</td>
<td>Prof Jon Simons</td>
<td><a href="mailto:jss30@cam.ac.uk">jss30@cam.ac.uk</a></td>
<td>Psychology</td>
<td>34224</td>
</tr>
<tr>
<td>THEOLOGY</td>
<td>Prof Catherine Pickstock</td>
<td><a href="mailto:cjp15@cam.ac.uk">cjp15@cam.ac.uk</a></td>
<td>Emmanuel</td>
<td>34294</td>
</tr>
<tr>
<td>VETERINARY MEDICINE</td>
<td>Dr Penny Watson</td>
<td><a href="mailto:pjw36@cam.ac.uk">pjw36@cam.ac.uk</a></td>
<td>Emmanuel</td>
<td>37621</td>
</tr>
</tbody>
</table>
SUBJECT PARENTS 2019

Feel free to email any of the students listed in your subject and they will be happy to help you with any questions you may have.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Subject Parent</th>
<th>Cam Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anglo-Saxon, Norse and Celtic</td>
<td>James Combe</td>
<td><a href="mailto:jacc2@cam.ac.uk">jacc2@cam.ac.uk</a></td>
</tr>
<tr>
<td>Archaeology</td>
<td>Tatiana Nishizono-Miller</td>
<td><a href="mailto:tn332@cam.ac.uk">tn332@cam.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Joan Pang</td>
<td><a href="mailto:myjp2@cam.ac.uk">myjp2@cam.ac.uk</a></td>
</tr>
<tr>
<td>Architecture</td>
<td>Jasper Stiby</td>
<td><a href="mailto:js2441@cam.ac.uk">js2441@cam.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Lydia Roe</td>
<td><a href="mailto:lr483@cam.ac.uk">lr483@cam.ac.uk</a></td>
</tr>
<tr>
<td>Asian and Middle Eastern Studies</td>
<td>Chiara Ferrari Braun</td>
<td><a href="mailto:csf32@cam.ac.uk">csf32@cam.ac.uk</a></td>
</tr>
<tr>
<td>Classics</td>
<td>Cecilia Yearsley</td>
<td><a href="mailto:cy312@cam.ac.uk">cy312@cam.ac.uk</a></td>
</tr>
<tr>
<td>Computer Science</td>
<td>Toby Clarke</td>
<td><a href="mailto:tdc42@cam.ac.uk">tdc42@cam.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Alan Marko</td>
<td><a href="mailto:am2677@cam.ac.uk">am2677@cam.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Ben Shute</td>
<td><a href="mailto:bfts2@cam.ac.uk">bfts2@cam.ac.uk</a></td>
</tr>
<tr>
<td>Economics</td>
<td>Rufus King</td>
<td><a href="mailto:rk611@cam.ac.uk">rk611@cam.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Natasha May</td>
<td><a href="mailto:nlm36@cam.ac.uk">nlm36@cam.ac.uk</a></td>
</tr>
<tr>
<td>Education</td>
<td>Leoni Boyle</td>
<td><a href="mailto:lb778@cam.ac.uk">lb778@cam.ac.uk</a></td>
</tr>
<tr>
<td>Engineering</td>
<td>Srivatsa Garg</td>
<td><a href="mailto:sg875@cam.ac.uk">sg875@cam.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Anna Mills</td>
<td><a href="mailto:asm87@cam.ac.uk">asm87@cam.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Robert Ogilvy</td>
<td><a href="mailto:ro310@cam.ac.uk">ro310@cam.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Cara Malcolm</td>
<td><a href="mailto:cm968@cam.ac.uk">cm968@cam.ac.uk</a></td>
</tr>
<tr>
<td>English</td>
<td>Katie Devey</td>
<td><a href="mailto:kiam2@cam.ac.uk">kiam2@cam.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Joe Wills</td>
<td><a href="mailto:jw2062@cam.ac.uk">jw2062@cam.ac.uk</a></td>
</tr>
<tr>
<td>Geography</td>
<td>Francesca Smith</td>
<td><a href="mailto:fhas2@cam.ac.uk">fhas2@cam.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Sam Dutnall</td>
<td><a href="mailto:sjd98@cam.ac.uk">sjd98@cam.ac.uk</a></td>
</tr>
<tr>
<td>History</td>
<td>Eliane Thoma-Stemmet</td>
<td><a href="mailto:et441@cam.ac.uk">et441@cam.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Brod Haldane-Unwin</td>
<td><a href="mailto:brhh2@cam.ac.uk">brhh2@cam.ac.uk</a></td>
</tr>
<tr>
<td>History of Art</td>
<td>Email Admissions Office</td>
<td><a href="mailto:admissions@emma.cam.ac.uk">admissions@emma.cam.ac.uk</a></td>
</tr>
<tr>
<td>History &amp; Modern Languages</td>
<td>See History and/or MML</td>
<td></td>
</tr>
<tr>
<td>History and Politics</td>
<td>Alice Edmonston</td>
<td><a href="mailto:ae432@cam.ac.uk">ae432@cam.ac.uk</a></td>
</tr>
<tr>
<td>History, Social and Political Sciences</td>
<td>Solal Bauer</td>
<td><a href="mailto:spb64@cam.ac.uk">spb64@cam.ac.uk</a></td>
</tr>
<tr>
<td>Law</td>
<td>Eleanor Hydleman</td>
<td><a href="mailto:ekh43@cam.ac.uk">ekh43@cam.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Lydia Mugge</td>
<td><a href="mailto:llam2@cam.ac.uk">llam2@cam.ac.uk</a></td>
</tr>
<tr>
<td>Linguistics</td>
<td>Chloe Crossley</td>
<td><a href="mailto:ccc66@cam.ac.uk">ccc66@cam.ac.uk</a></td>
</tr>
<tr>
<td>Subject</td>
<td>Subject Parent</td>
<td>Cam Email</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>---------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Rohan Shiatis</td>
<td><a href="mailto:raas3@cam.ac.uk">raas3@cam.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Jim Broadbent</td>
<td><a href="mailto:jb2221@cam.ac.uk">jb2221@cam.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Mervyn Tong</td>
<td><a href="mailto:hwmt3@cam.ac.uk">hwmt3@cam.ac.uk</a></td>
</tr>
<tr>
<td>Medicine</td>
<td>Tuhin Varshneya</td>
<td><a href="mailto:tv281@cam.ac.uk">tv281@cam.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Fiona Burn</td>
<td><a href="mailto:fpb25@cam.ac.uk">fpb25@cam.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Eason Chan</td>
<td><a href="mailto:ysc37@cam.ac.uk">ysc37@cam.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Eleanor Reffin</td>
<td><a href="mailto:er528@cam.ac.uk">er528@cam.ac.uk</a></td>
</tr>
<tr>
<td>Modern and Medieval Languages</td>
<td>Alex Bispham</td>
<td><a href="mailto:ab2536@cam.ac.uk">ab2536@cam.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>James Hoyle</td>
<td><a href="mailto:jah259@cam.ac.uk">jah259@cam.ac.uk</a></td>
</tr>
<tr>
<td>Music</td>
<td>Henrietta Macfarlane</td>
<td><a href="mailto:hibm2@cam.ac.uk">hibm2@cam.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Bethany Thomas</td>
<td><a href="mailto:bjt45@cam.ac.uk">bjt45@cam.ac.uk</a></td>
</tr>
<tr>
<td>Natural Sciences Biological</td>
<td>Rachel Jones</td>
<td><a href="mailto:rlj38@cam.ac.uk">rlj38@cam.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Annabel Cardno</td>
<td><a href="mailto:akc43@cam.ac.uk">akc43@cam.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Finn Macgregor</td>
<td><a href="mailto:fgm25@cam.ac.uk">fgm25@cam.ac.uk</a></td>
</tr>
<tr>
<td>Natural Sciences Physical</td>
<td>Jonathan Shaw</td>
<td><a href="mailto:js2436@cam.ac.uk">js2436@cam.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Melissa Haynes Agoro</td>
<td><a href="mailto:mh958@cam.ac.uk">mh958@cam.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Juliet Biard</td>
<td><a href="mailto:jkb48@cam.ac.uk">jkb48@cam.ac.uk</a></td>
</tr>
<tr>
<td>Philosophy</td>
<td>Jessye Clarke</td>
<td><a href="mailto:jc2131@cam.ac.uk">jc2131@cam.ac.uk</a></td>
</tr>
<tr>
<td>Psychological and Behavioural Sciences</td>
<td>Louis Dexter</td>
<td><a href="mailto:ld557@cam.ac.uk">ld557@cam.ac.uk</a></td>
</tr>
<tr>
<td>Theology, Religion, and Philosophy of Religion</td>
<td>Cordelia Sigurdsson</td>
<td><a href="mailto:cas232@cam.ac.uk">cas232@cam.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Ian Yorke</td>
<td><a href="mailto:iy228@cam.ac.uk">iy228@cam.ac.uk</a></td>
</tr>
<tr>
<td>Veterinary Medicine</td>
<td>Abi Cox</td>
<td><a href="mailto:aJC335@cam.ac.uk">aJC335@cam.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Alex Vayro</td>
<td><a href="mailto:arv28@cam.ac.uk">arv28@cam.ac.uk</a></td>
</tr>
</tbody>
</table>
UNIVERSITY CARD

What is the University Card?

The University Card looks like a credit card with a photo. It contains a barcode, smart chip and encoded strip that are unique for each card. Please note that the photograph you supplied with your application will be used for the card.

Your University card will be available for collection when you arrive and will enable you to purchase meals in College immediately.

What does the University Card do?

It aims to be the single card to identify University students and staff, provide access (e.g. to libraries) and allow use of services (e.g. charging for meals or photocopying). These services will vary according to the Department or College.

Who determines what my University Card can be used for?

The services available through the University Card are implemented on a site-by-site basis. The Card Representative for Emmanuel is the Senior Tutor’s Secretary, Mrs Marion Dorkings. She can be contacted via email at the following address: univcard@emma.cam.ac.uk.

What do I do if I want to use my card in an additional Department or College?

Contact the local Card Representative at the Department or College concerned.

What do I do if my card expires?

If you are still eligible for a card and your Student/Personnel records are up-to-date, contact your College Card Representative to request a replacement card.

What do I do if my card is lost, stolen or damaged?

If your card is lost, stolen or damaged, ALWAYS contact your College Card Representative to arrange for a replacement. Replacement cards will NOT be issued at the University Card office. A replacement card will be sent to your Representative within a few days and you will be notified when it can be collected in College. There is a £10 charge for lost cards and for stolen cards (if you do not have a crime reference number). This charge will be added to your College bill.

The University Library - How to activate your card

Undergraduates: show your card to a member of the Library staff.

Graduates: show your Board of Graduate Studies confirmation letter and your card to Library staff.
Data Protection

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 of Cambridge, to provide identification in the case of visitors such as short-term academic visitors, or for the confirmation of entitlement to use facilities. 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 Officer by email at data.protection@admin.cam.ac.uk.

The University Card Office

Online information can be found at: http://www.admin.cam.ac.uk/offices/misd/univcard/. Please remember however, that it is quicker to contact your Card Representative via email at: univcard@emma.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 Card Representative before you leave the University.

University Card enquiries to:

Acting Senior Tutor’s Secretary (B Staircase, First Floor),
Email: univcard@emma.cam.ac.uk
LIBRARY RULES

The Library is for use by members of Emmanuel College ONLY, who may NOT bring visitors into the Library unless permission has been given by a member of the Library staff.

To gain access to the Library, College members must use the University card issued to them in their name, and similarly to borrow books College members must use the Library card issued to them in their name. Junior Members must produce their Library card if requested to do so by a member of the Library staff.

Food is not permitted in the library. Drink is not permitted. There are only two exceptions; water in transparent bottles with sports caps, and the water fountain in the Readers’ Common Room (The Wates Room). Conical cups are supplied for use in the Wates Room only, and must not be taken out of that room. Only conical cups can be used with the water fountain. Mugs, other types of bottles, cups and containers must not be brought into the Library. Food and drink (with the exception of water in transparent bottles with sports caps) must not be brought into the library. Permitted bottled water should be kept in bags and not left on desks, shelves or any other library furniture. Any bottled water left in the library will be disposed of.

Smoking (including the use of e-cigarettes) is prohibited in the Library. Cigarettes (including e-cigarettes), cigars, pipes, lighters and matches may not be brought into the Library.

Bottles of ink are not permitted in the Library.

On the spot fines of £10 will be levied on anyone found contravening these regulations. Fines will be debited from a Junior Member’s college account.

Noise in the Library must be kept to a minimum at all times.

Mobile phones must not be used in the Library apart from in the Readers’ Common Room and must be switched off if brought into the Library.

5 books may be reserved for use in the Library for 3 days by use of a reservation slip.

Books and periodicals used in the Library should be returned to the correct place on the shelves.

The hoarding of books on Library tables is not permitted, nor is the reservation of seats.
All belongings left for more than one day at a desk, and belongings left on the floor at any time, will be removed by Library staff.

Library Lockers are intended for use when readers are using the library to store for example a coat, bag or files. Keys are loaned for 24 hours only and cannot be renewed.

Lockers are not to be used for the hoarding of College Library Books. Any books stored in lockers for more than 24 hours will be removed and returned to the shelves.

Belongings may not be left in the lockers overnight.

Books must not be marked in any way.

Reference books, journals, and books marked ‘Not to be taken out’ or ‘Reference Only’ are for use in the Library only.

All books must be scanned out on the self-issue/return terminal near the Library entrance before they may be removed from the Library, and when returned must be scanned in using the same terminal.

A maximum of ten books may be borrowed at one time.

Library books must be returned or renewed after 14 days (undergraduates), and after 28 days (graduates). No reminder letters are sent. Junior Members are responsible for returning their books on time and if they exceed the time limit are fined.

The fine for the late return of a book is £1 per book per week (or part of a week) for the first 28 days, rising to £5 per week thereafter. Fines will be debited from a Junior Member’s account.

Short-loan books with red labels may be borrowed until 14.30 the following day. They may be borrowed for the weekend if borrowed after 12.00 on a Friday. Short-loan books with yellow labels may be borrowed for 72 hours.

The fine for the late return of a short-term loan item is £1 per day (or part of a day).

A Junior Member who either loses or does not return a book will be charged the replacement cost of the book, including any binding or administration costs.

Library books must not be sub-lent. The original borrower of a book is responsible for its return.

Vacation borrowing starts on the Monday of the final week of Full Term. Books borrowed during the vacation must be returned before Friday of the first week of the next Full Term.
Student Facilities

Emmanuel has an excellent computer network that connects more than a thousand devices, used by Fellows, students and staff, to the University Network and Internet. All student rooms have wired access to the College computer network and most of the site is covered by wireless.

Students have access to three managed computer rooms in College; particularly useful for those without their own computer and for those needing access to specific teaching applications.

- **Robert Sansom Computer Room** provides 15 PCs, an iMacs, 2 scanners, 2 B&W laser printers and a colour laser printer.

- **Emmanuel House Computer Room** has 4 PCs, an iMac, a scanner and a B&W laser printer.

- **Library Computer Room** has 5 PCs, an iMac, a scanner and a B&W laser printer.

During term all of the rooms are available 24 hours a day, 7 days a week and require a registered University card to gain access (which is given to you when you arrive).

*Please note that if you decide to bring your own printer, you will have to turn off its wireless capability and use a USB cable instead to print from your machine. Enabling the wireless on your printer can cause interference with the College’s wireless network and an intermittent connection for you and your neighbours.*

Connecting your Computer

You should be able to connect any computer running an up-to-date operating system to the network. This includes Windows 7/10, Apple MacOS X and Linux. If you are unsure then please get in touch using the contact details below. Further details can be found at [www.emma.cam.ac.uk/contact/students/computing/connect](http://www.emma.cam.ac.uk/contact/students/computing/connect). If you are unable to access this page then contact us at the start of term; we will be holding an introductory talk during your first week.

If you have any questions then please e-mail is@emma.cam.ac.uk or telephone (01223) 334942 during normal office hours (weekdays, 9-5pm).

See you in October!

Emmanuel IT Office
WELCOME TO UNDERGRADUATE FRESHERS  
from the COLLEGE COUNSELLOR

I would like to welcome you to Emmanuel and to wish you well during your time here.

Once you have arrived in College there will be so much to acquaint yourself with and so many interesting and diverse demands upon your time that you may well feel literally in a whirl. I wanted to offer you some thoughts from my experience as College Counsellor to bear in mind whilst first joining and later settling into Emmanuel.

This is an important transition point in your life and it will call upon your personal as much as your intellectual resources. It is an opportunity to discover more about yourself as well as make new friends and relationships, pursue particular interests and explore new challenges. At the same time you will not have your usual sources of support so readily available and the lack of familiarity in the first few days, even weeks, can become quite demanding.

Joining Emmanuel may have involved a move in country as well as home, and at moments the sense of loss may feel greater than the excitement of new opportunities. It will take time to adjust and to establish new links with people whom you feel you can depend upon here. There are of course many opportunities in the close-knit community of the College and in the University to both facilitate this change in your life and encourage your active participation. You will have the benefit of the support of your peers as much as perhaps the pressure of their and your expectations.

If you find that you are not settling in as well as you hoped, or feel there is something you would like to talk over, then do come and see me. As College Counsellor my role is to support and enable you to pursue your life and studies as effectively and successfully as possible. I am professionally trained and have much experience of working with people in the University setting. The details of anything you choose to bring to a consultation will not be revealed to anyone else within the College.

You can contact me via your Tutor, via email, or directly from Emmanuel website. I am available on Mondays and Fridays for appointments and Drop-in sessions. The times will be posted in the Porters Lodge, on Tutors’ noticeboards and the Counselling room door.

The Counselling rooms are in: 55 St. Andrew’s Street (access from Chapman’s Garden), room nos. 10 & 11 on the first floor.

Telephone: (3) 30491
Email: ah300@cam.ac.uk

I will be available throughout the year and would encourage you to get in contact sooner rather than later with regard to any concerns you may have. It is not just at the beginning of your time here that you may feel uncertain, worried or confused. The University also has a central Counselling Service that can offer a range of resources as described in the accompanying leaflet.

During the year, the Dean, Jeremy Caddick and myself will be holding some joint sessions that you will be invited to, as well being alongside ECSU in the initial Welfare welcoming sessions early in Michaelmas term.

I look forward to meeting you.

Ann Hughes,  
College Counsellor
USEFUL WEBSITES

Given below is a list of useful websites you might like to visit:

Emmanuel College: www.emma.cam.ac.uk

Emmanuel College Societies: www.emma.cam.ac.uk/life/societies

Emmanuel College Official Documents: www.emma.cam.ac.uk/about/documents

Emmanuel College Teaching and Research information: www.emma.cam.ac.uk/life/teaching

Emmanuel College Student Union website: www.ecsu.org.uk

Emmanuel College Green Duck Scheme: www.emma.cam.ac.uk/life/greenduck

Cambridge University Student Gateway (provides important information and guidance): www.admin.cam.ac.uk/students/gateway

Cambridge University Health Guidelines: www.studentwellbeing.admin.cam.ac.uk/nhs-and-healthcare

Cambridge University International Student Team: https://www.iso.admin.cam.ac.uk/

International Students Portal: www.cam.ac.uk/international-students

Cambridge University Disability Resource Centre: www.admin.cam.ac.uk/univ/disability/students

Not available until you are in Cambridge

CamSIS is Cambridge’s system for handling student information, records and transactions, from initial contact and application all the way through to graduation. It is a single shared system, with one record per student:

www.camsis.cam.ac.uk