

EMMANUEL COLLEGE

Freshers' Guide to College Life

2023-2024



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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: <https://www.emma.cam.ac.uk/life/welfare/tutors/>.

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):

TUTOR	Email
Dr Bill Broadhurst	rwb1002@cam.ac.uk
Prof Philip Howell	pmh1000@cam.ac.uk
Prof Alex Jeffrey	asj38@cam.ac.uk
Prof Alexandre Kabla	ajk61@cam.ac.uk
Prof Dominique Lauga	df126@cam.ac.uk
Dr Corinna Russell	cr215@cam.ac.uk
Dr Kate Spence	kes1004@cam.ac.uk
Dr Nigel Spivey	njs11@cam.ac.uk
Dr Ross Wilson	rmw24@cam.ac.uk

Other Tutors are:

The Revd Jeremy Caddick (Postgraduate Tutor).
Professor Catherine Rae (Assistant Postgraduate Tutor).
Professor Clare Pettitt (Assistant Postgraduate Tutor).

You are required to meet with your Tutor on Sunday 1st October 2023.

Details of the timing and location of this meeting will be communicated in due course.

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. You can contact any Tutor for help (not just the Tutor you have been assigned).

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 Senior Tutor, Professor Robert Henderson, 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. Professor Robert Henderson 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; 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. Professor Robert Henderson, in his role as 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 and the Advisor to BAME Students (contact details are available on the College website) and the College Counsellor and Mental Health Coordinator, Mr Tim Ellis (see page 22). The College Nurse, Ms Diana Lloyd, is available at certain times each day during term (notices will be available). www.emma.cam.ac.uk/life/welfare/health/.

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 www.emma.cam.ac.uk/about/documents/. The Junior Members Data Protection Statement is available from the password-protected page for student documents at www.emma.cam.ac.uk/life/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), 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) 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, Marion Dorkings (tutorial-office@emma.cam.ac.uk), 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, A staircase)**

Your most important point of contact with the Bursary (bursary@emma.cam.ac.uk) is likely to be the Income Section. Bianca Ovidenie via student-billing@emma.cam.ac.uk deals with main aspects of student billing. The payment of College bills is also dealt with by the Income Section. The charges incurred on your University card (meals, halls) will

be added to your College bill by Miriam Padredi (mdop2@emma.cam.ac.uk). Undergraduate accommodation is the responsibility of the Bursar, Catherine Webb, 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 (porters@emma.cam.ac.uk; 01223 334200). Don't be afraid to ask! The Porters have the contact numbers/availability details of Tutors, the College Nurse and the College Counsellor (www.emma.cam.ac.uk/life/welfare/porters).



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/life/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.

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 £350. 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 is 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

A comprehensive source of funding opportunities for Cambridge University students can be found at: [Cambridge students - Funding](#).

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. There are several online declarations that you need to make before the ceremony 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 3 October 2023**. **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

Before the ceremony

Shortly after your arrival you will be sent two links. Please follow both of them and indicate your agreement **before** the matriculation ceremony.

The first is to the University Matriculation Form, where you will agree to the following declarations:

'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.'

'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 or reputation of either of them.'

continued overleaf

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

The second link concerns the College Regulations and the College Health and Safety procedures. You will find a copy of both of these in your Freshers' Pack. **Please do read them.** When you follow the link you will be asked to indicate that you agree to abide by them.

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, a group photograph will be taken 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 noticeboards in the Old Library and the Chapel Cloisters.

Then you will 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 (i.e. not necessarily the current local government area). 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 outside the British Isles you write the area (state, province, department, land etc. and the country (e.g. Gironde, France; Florida, USA; Shandong Province, China)

Immediately afterwards an individual photograph will be taken.

MATRICULATION DINNER

The Matriculation Dinner will be held on the evening of **Tuesday 10 October 2023**. 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 complete the combined [Gownless Formal & Matriculation Dinner Dietary Requirements Form](#), if you have any dietary requirements or allergies, as soon as possible and **by 12noon on Friday 22 September** OR if 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, anaphylaxes, and sexual health. In the event of an epidemic or pandemic, it may also release information on the advice of the Health Protection Agency.

The latest on Covid-19 can be found at www.cam.ac.uk/coronavirus. All students are strongly encouraged to get fully vaccinated as soon as they can. Information on vaccinations – including for international students – is available on our [vaccination webpage](#).

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 www.emma.cam.ac.uk/life/welfare/health/doctors/. A list of local practices can be found on the College Freshers' Pack website, together with instructions on how to notify the College 'online' of your Cambridge GP Registration. **You must inform the College by Friday 13th 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/. Students can also ask the College Nurse (Diana Lloyd) or call NHS111 for information about dentists in Cambridge.

College Nurse

The Emanuel College Nurse - Diana Lloyd - is available daily throughout term time to advise, treat minor illness and injury and refer on where necessary. Her hours are posted up in the Porters' Lodge. There is a drop-in surgery and you can also contact her by email for an appointment at dwl25@cam.ac.uk. You are encouraged to consult your own doctor when the need arises. 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 pass a message to them and they will ensure that the College Nurse is informed. The College Nurse is available to visit sick students in their rooms. If you remain overnight in hospital while you are in residence at College, please ensure that your Tutor is informed as soon as possible.

DIRECTORS OF STUDIES – MICHAELMAS 2023

SUBJECT	NAME	EMAIL	COLLEGE/ DEPT	TEL: 01223 (3) 3 or (7) 6 or (7) 4
Anglo-Saxon	Dr David Pratt	drp14@cam.ac.uk	Downing	34836
Archaeology	Dr Kate Spence	kes1004@cam.ac.uk	Emmanuel	34271
Architecture	Dr Jane Hall	jlih2@cam.ac.uk	Dept Architecture	32950
Asian & Middle Eastern	Dr Laura Moretti	lm571@cam.ac.uk	Emmanuel	34229
Chem Eng & Biotechnology	Dr Patrick Barrie	pib10@cam.ac.uk	Emmanuel	30196
Classics	Dr Nigel Spivey	njs11@cam.ac.uk	Emmanuel	43014
Computer Science	Prof Thomas Sauerwald	tms41@cam.ac.uk	Dept of CS & T	63538
Economics	Dr Jonathan Aldred	jsa1001@cam.ac.uk	Emmanuel	62329
Education	Dr Haira Gandolfi	heg38@cam.ac.uk	Faculty of Educ	67600
Engineering	Prof Anurag Agarwal	aa406@cam.ac.uk	Emmanuel	35659
English	Dr Corinna Russell	cr215@cam.ac.uk	Emmanuel	35760
Geography	Prof Philip Howell	pmh1000@cam.ac.uk	Emmanuel	33351
History-Prelims to Part I	Dr Julie Barrau	jb534@cam.ac.uk	Emmanuel	31979
History of Art	Dr James Fox	jf283@cam.ac.uk	Gonville & Caius	32400
History & Politics	Prof Alexandra Walsham	amw23@cam.ac.uk	Emmanuel	42996
History & MML	Dr Syamala Roberts (ML) Prof Alexandra Walsham (H)	sar75@cam.ac.uk amw23@cam.ac.uk	Emmanuel Emmanuel	33773 42996
Human, Social & Political Sciences	Dr Devon Curtis	dc403@cam.ac.uk	Emmanuel	34205
Law	Prof Oke Odudu	oo201@cam.ac.uk	Emmanuel	34295
Linguistics	Dr James Baker	jb750@cam.ac.uk	Dept Theoretical & Applied Linguistics	35010
Mathematics	Dr Stephen Cowley	sjc1@cam.ac.uk	DAMTP	37865
Medicine	Dr David Inwald (main) Dr Richard Barnes	di260@cam.ac.uk rjb4@cam.ac.uk	Emmanuel Emmanuel	TBC 34287
Modern Languages	Dr Syamala Roberts	sar75@cam.ac.uk	Emmanuel	33773
Music	De Bettina Varwig	bv239@cam.ac.uk	Emmanuel	48993
Natural Sciences: Biological Physical	Dr Bill Broadhurst Prof John MacLennan	rwb1002@cam.ac.uk jcm1004@cam.ac.uk	Emmanuel Emmanuel	62853 31147
Philosophy	Dr Spencer Johnston	scj43@cam.ac.uk	Faculty	35090
Psychological & Behavioural Sciences	Prof Jon Simons	jss30@cam.ac.uk	Emmanuel	34224
Theology	Prof Catherine Pickstock	cjp15@cam.ac.uk	Emmanuel	34294
Veterinary Medicine	Dr Cassia Hare	chzh2@cam.ac.uk	Emmanuel	37625

SUBJECT PARENTS 2023

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.

Subject	Subject Parent	Cam Email
Anglo-Saxon, Norse and Celtic	Anna Barrett	acb221@cam.ac.uk
Archaeology	Sonata Mieliauskaite	sm2700@cam.ac.uk
Architecture	Jyotsni Bhattacharyya	jb2474@cam.ac.uk
Asian & Middle Eastern Studies	Millie Fuller	mf779@cam.ac.uk
	Sam Harvey	sh2213@cam.ac.uk
Chemical Engineering and Biotechnology	Tejal Paliya	tp538@cam.ac.uk
Classics	Madeline Taylor	mt873@cam.ac.uk
Computer Science	George Pool	gp528@cam.ac.uk
Economics	Sumedh Brahmadevara	sb2613@cam.ac.uk
	Anna Hawkins	ah2253@cam.ac.uk
Education	Mia Eldor-Levy	me487@cam.ac.uk
Engineering	Christopher Davis	cd793@cam.ac.uk
	Adam Harris	aah48@cam.ac.uk
	Anastasia Marine	am3084@cam.ac.uk
	Michael Miskin	mjam3@cam.ac.uk
English	Madelaine Clark	mc2380@cam.ac.uk
	Katya Perry	kmp62@cam.ac.uk
Geography	Tom Moran	tm778@cam.ac.uk
	Anna Partridge	ap2331@cam.ac.uk
History	Ella McCartney	em901@cam.ac.uk
	Ava Soar	as3341@cam.ac.uk
History & Modern Languages	Kathryn Geddes	kmg50@cam.ac.uk
History & Politics	Ebun Bello	eb913@cam.ac.uk
History of Art	Matilde Francesconi	mf782@cam.ac.uk
Human, Social & Political Sciences	Millie Headley	ah2265@cam.ac.uk
Law	Molly Macleod	mtm65@cam.ac.uk
Linguistics	Meg Bennett	mb2521@cam.ac.uk

Subject	Subject Parent	Cam Email
Mathematics	Edward Lancaster	el574@cam.ac.uk
	Amos Lastmann	al2129@cam.ac.uk
	Dominik Orzel-Walker	do371@cam.ac.uk
	Stephanie Tong	stct3@cam.ac.uk
Medicine	Zoe Gunasekera	zg300@cam.ac.uk
	Thomas Neale	tn362@cam.ac.uk
	Hana Oya-Knight	ho307@cam.ac.uk
	Lily Sneddon	ls993@cam.ac.uk
Modern & Medieval Languages	Ella Hartley	efmh2@cam.ac.uk
	Orla Sprosen	os440@cam.ac.uk
Music	Polly Almond	pa478@cam.ac.uk
	Grace Kenyon	gk471@cam.ac.uk
Natural Sciences Biological	Rebekah Bourne	rb2031@cam.ac.uk
	Matthew Ferguson	mf774@cam.ac.uk
	Nene Obiajuru	no314@cam.ac.uk
	Midori Sissons	mes83@cam.ac.uk
Natural Sciences Physical	Alba Burgos Mondejar	ab2910@cam.ac.uk
	Susanna Kirsten	sk2212@cam.ac.uk
	Rose Luo	jl2319@cam.ac.uk
Philosophy	Eve Gilmartin	eg655@cam.ac.uk
Psychological & Behavioural Sciences	Hannah Coulstock	hc608@cam.ac.uk
Theology, Religion, & Philosophy of Religion	Susie de Vial	sd937@cam.ac.uk
Veterinary Medicine	Olivia Du	oyd20@cam.ac.uk
	Jack Pyman	jp995@cam.ac.uk

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 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.

Postgraduates: show your Postgraduate 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:
<https://help.uis.cam.ac.uk/service/security/university-card>.

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:
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 24 hours 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 desks 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 for 24 hours. They may be borrowed for the weekend if borrowed after 9:30 a.m. on a Friday.

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.

INFORMATION TECHNOLOGY AT EMMANUEL COLLEGE

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 5 PCs, an iMac and a Multi-function device that scans, prints (both B&W and colour) and photocopies.
- **Emmanuel House Computer Room** has 4 PCs, an iMac and B&W laser printer.
- **Library Computer Room** has 5 PCs, an iMac 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 10/11, Apple MacOS 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/is/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.

See you in October!

Emmanuel IT Office

WELCOME TO FRESHERS FROM

Tim Ellis, the College Counsellor and Mental Health Coordinator

Welcome to Cambridge and to Emmanuel. You made it! You've very likely put in a huge effort over a long period of time to get here. Congratulations! Congratulations too on coming to Emmanuel, which I hope you will find to be a supportive and thoughtful community.

Now you're here, you may well find it isn't quite as you expect. Where you have come from will also have a huge bearing on how you feel now. Being in a new and often intense environment, perhaps living away from home for the first time, may initially be unsettling and upsetting. Whatever your feeling, give yourself time to adjust and settle in, and to find some like-minded souls.

While the focus of your time at Cambridge is understandably on academic achievement and extracurricular activities, you may find that gaining a better understanding of yourself is another of the life-long benefits you derive from being here. That personal development may start from a period of uncertainty or difficulty.

If you're settling in well, and feeling fine, great. However, if now or at some point in your time at Emmanuel you want to reach out for support, here are some of your options:

- Your tutor
- Any tutor
- Your college parents
- The ECSU welfare representatives
- The Dean
- The College Nurse
- College Counsellor and Mental Health Coordinator (me)
the24@cam.ac.uk or counsellor@emma.cam.ac.uk
- Your Doctor (Get registered with a local Doctors' surgery)
- University Counselling Service (UCS) www.counselling.cam.ac.uk
- Sexual Assault and Harassment Advisor (SAHA)
www.counselling.cam.ac.uk/sexual-assault-and-harassment-advisor
- Accessibility and Disability Resource Centre (ADRC)
www.disability.admin.cam.ac.uk
- Student Advice Service (SAS) www.cambridgesu.co.uk/support/advice/
- Nightline (Student telephone helpline) www.cambridge.nightline.ac.uk

As well as providing counselling, I have a more general welfare role in college, and you can contact me if you want information about other sources of support or if you have another welfare matter that do not quite fit the brief of a counselling appointment.

You're welcome to contact me at any point in the year. I am in College three days a week in term time, and 1-2 days a week out of term time. I provide in-person appointments in college.

I hope you settle in well and thrive during your time at Emmanuel. It is a great community.

Tim Ellis



USEFUL WEBLINKS

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

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

Emmanuel College Societies: <https://ecsu.org.uk/societies/>

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

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

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

Emmanuel College Green Duck Scheme:
https://escu.org.uk/societies/green_ducks/
<https://www.instagram.com/emmagreenducks/>

Cambridge Students (provides important information and guidance):
www.cambridgestudents.cam.ac.uk

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

Cambridge University International Student Office:
www.iso.admin.cam.ac.uk

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

Cambridge University Accessibility and Disability Resource Centre:
www.disability.admin.cam.ac.uk

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

NOTES

