



# EMMANUEL COLLEGE

## Freshers' Guide to College Life

### 2024-2025

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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. 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](mailto: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):

<b>Tutor</b>	<b>Email</b>
Dr Bill Broadhurst	<a href="mailto:rwb1002@cam.ac.uk">rwb1002@cam.ac.uk</a>
Prof Philip Howell	<a href="mailto:pmh1000@cam.ac.uk">pmh1000@cam.ac.uk</a>
Prof Alexandre Kabla	<a href="mailto:ajk61@cam.ac.uk">ajk61@cam.ac.uk</a>
Prof Dominique Lauga	<a href="mailto:df126@cam.ac.uk">df126@cam.ac.uk</a>
Dr Emma Mackinnon	<a href="mailto:em724@cam.ac.uk">em724@cam.ac.uk</a>
Dr Ioanna Mela	<a href="mailto:cr215@cam.ac.uk">cr215@cam.ac.uk</a>
Dr Kate Spence	<a href="mailto:kes1004@cam.ac.uk">kes1004@cam.ac.uk</a>
Prof Christopher Whitton	<a href="mailto:clw36@cam.ac.uk">clw36@cam.ac.uk</a>
Prof Ross Wilson	<a href="mailto:rmw24@cam.ac.uk">rmw24@cam.ac.uk</a>

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 Saturday 5<sup>th</sup> October 2024.**

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 appointments are 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, Dr Corinna Russell, 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 she is usually able to help. Dr Russell can be contacted through the Tutorial Office, ground floor, B Staircase, Front Court ([tutorial-office@emma.cam.ac.uk](mailto:tutorial-office@emma.cam.ac.uk)), and the Senior Tutor's Office is situated on the first floor, B Staircase, Front Court.

In addition to being available for general consultation, she is responsible for matters relating to dates of arrival and departure, the enforcement of College Regulations, permission to hold meetings and parties; she also administers various College funds relating to education and welfare. The Senior Tutor is one of the College's Discrimination and Harassment Contacts.

## **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 Corinna Russell, in her 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](mailto: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 Advisors on Racial and Ethnic Minority Affairs (contact details are available on the [College website](#)). The College Counsellor and Mental Health Coordinator, Mr Tim Ellis (see page 22) and the College Nurse, Ms Diana Lloyd, are available at certain times each day during term (notices will be available).  
[www.emma.cam.ac.uk/life/welfare/health/](http://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](#).

The Junior Members Data Protection Statement is available from the password-protected page for student documents at [HR Information](#).

## **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, Front Court 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**

The Senior Tutor's Office is situated on the first floor of B Staircase, Front Court..

### **(c) Bursary (first floor, A Staircase)**

Your most important point of contact with the Bursary ([bursary@emma.cam.ac.uk](mailto:bursary@emma.cam.ac.uk)) is likely to be the Income Section. Bianca Ovidenie via [student-billing@emma.cam.ac.uk](mailto: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 Gosia Lelusz ([gl521@emma.cam.ac.uk](mailto:gl521@emma.cam.ac.uk)). Undergraduate accommodation is the responsibility of the Bursar, Catherine Webb, aided by the Committee & Accommodation Manager, 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](mailto: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.

# 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](#).

### 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 Tutorial Office ([tutorial-office@emma.cam.ac.uk](mailto:tutorial-office@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 the study of any Spanish-speaking or Portuguese-speaking country. 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](mailto: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 the study of any Spanish-speaking or Portuguese-speaking country. 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 [on the University website](#).

**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 8<sup>th</sup> October 2024. 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](mailto: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/](http://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 split over two evenings, the evening of **Tuesday 15<sup>th</sup> and Wednesday 16<sup>th</sup> October 2024**. 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 - Google Form](#), if you have any dietary requirements or allergies, as soon as possible and **by 12noon on Friday 20 September** OR if you do NOT propose to come to the dinner.

## HEALTH MATTERS

Every year the University issues its [Health Guidelines to staff and students](#). 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.

All students are strongly encouraged to get [fully vaccinated](#) as soon as they can. Information on vaccinations and if you have symptoms of COVID-19 – including for international students – are available on our [Student Support webpage](#).

### NHS Prescription Fees

Students can apply to claim reimbursement for prescription charges – both single issue and pre-payment certificates on the website: [prescription reimbursement form](#). You will be asked to complete the form and include a receipt for the charges and your bank details. Please make sure that you only include the receipt and not the prescription or any details of your health condition. The completed form will be sent to the Bursar for approval and once approved will be paid into your account.

### 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 and the GP online submission form can be found on the [College Freshers' Pack website](#). You must inform the college by **Friday 18<sup>th</sup> October** once you have registered with GP, via the above form.

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 with an NHS dentist in Cambridge, can use [the NHS online search](#) to find out which practices in the city are accepting NHS patients. Diana Lloyd, the College Nurse, can give you further information, or you can call NHS 111.

## 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](mailto: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 2024

SUBJECT	NAME	EMAIL	COLLEGE/ DEPT	TEL: 01223 (3) 3 or (7) 6 or (7) 4
Anglo-Saxon	Dr David Pratt	<a href="mailto:drp14@cam.ac.uk">drp14@cam.ac.uk</a>	Downing	34836
Archaeology	Dr Kate Spence	<a href="mailto:kes1004@cam.ac.uk">kes1004@cam.ac.uk</a>	Emmanuel	34271
Architecture/Design	Dr Jane Hall	<a href="mailto:jlh2@cam.ac.uk">jlh2@cam.ac.uk</a>	Department	32950
Asian & Middle Eastern	Prof Laura Moretti	<a href="mailto:lm571@cam.ac.uk">lm571@cam.ac.uk</a>	Emmanuel	34229
Chem Eng & Biotec	Prof Patrick Barrie	<a href="mailto:pib10@cam.ac.uk">pib10@cam.ac.uk</a>	Emmanuel	30196
Classics	Prof Christopher Whitton	<a href="mailto:clw36@cam.ac.uk">clw36@cam.ac.uk</a>	Emmanuel	34252
Computer Science	Prof Thomas Sauerwald	<a href="mailto:tms41@cam.ac.uk">tms41@cam.ac.uk</a>	Computer Lab	63538
Economics	Prof Dominique Lauga	<a href="mailto:dfl26@cam.ac.uk">dfl26@cam.ac.uk</a>	Emmanuel	62329
Education	Dr Haira Gandolfi	<a href="mailto:heg38@cam.ac.uk">heg38@cam.ac.uk</a>	Faculty	67600
Engineering	Prof Alexandre Kabla	<a href="mailto:ajk61@cam.ac.uk">ajk61@cam.ac.uk</a>	Emmanuel	34220
English	Dr Ross Wilson	<a href="mailto:rmw24@cam.ac.uk">rmw24@cam.ac.uk</a>	Emmanuel	35039
Geography	Prof Alex Jeffrey	<a href="mailto:asj38@cam.ac.uk">asj38@cam.ac.uk</a>	Emmanuel	34251
History	Dr Julie Barrau	<a href="mailto:jb534@cam.ac.uk">jb534@cam.ac.uk</a>	Emmanuel	31979
History & Politics	Dr Emma Mackinnon	<a href="mailto:em724@cam.ac.uk">em724@cam.ac.uk</a>	Emmanuel	42996
History & MML	Dr Geoffrey Maguire Dr Emma Mackinnon	<a href="mailto:gwm23@cam.ac.uk">gwm23@cam.ac.uk</a> <a href="mailto:em724@cam.ac.uk">em724@cam.ac.uk</a>	Emmanuel	32575 42996
Human, Social & Political Sciences	Dr Emma Mackinnon	<a href="mailto:em724@cam.ac.uk">em724@cam.ac.uk</a>	Emmanuel	34269
Law	Dr Fleur Stolker	<a href="mailto:fs599@cam.ac.uk">fs599@cam.ac.uk</a>	Emmanuel	30033
Linguistics	Dr James Baker	<a href="mailto:jb750@cam.ac.uk">jb750@cam.ac.uk</a>	Department	35010
Mathematics	Dr Stephen Cowley Dr Monika Kudlinska	<a href="mailto:sjc1@cam.ac.uk">sjc1@cam.ac.uk</a> <a href="mailto:mak74@cam.ac.uk">mak74@cam.ac.uk</a>	DAMTP	37865
Medicine	Dr David Inwald (main) Dr Ioanna Mela	<a href="mailto:di260@cam.ac.uk">di260@cam.ac.uk</a> <a href="mailto:im337@cam.ac.uk">im337@cam.ac.uk</a>	Emmanuel	34287 34287
Modern Languages	Dr Geoffrey Maguire	<a href="mailto:gwm23@cam.ac.uk">gwm23@cam.ac.uk</a>	Emmanuel	32575
Music	Dr Delphine Mordey	<a href="mailto:dmm36@cam.ac.uk">dmm36@cam.ac.uk</a>	Emmanuel	48993
Natural Sciences: Biological Physical	Dr Bill Broadhurst Prof John MacLennan	<a href="mailto:rwb1002@cam.ac.uk">rwb1002@cam.ac.uk</a> <a href="mailto:jcm1004@cam.ac.uk">jcm1004@cam.ac.uk</a>	Emmanuel Emmanuel	62853 61602
Philosophy	Dr Spencer Johnston	<a href="mailto:scj43@cam.ac.uk">scj43@cam.ac.uk</a>	Faculty	35090
Psychological & Behavioural Sciences	Prof Jon Simons	<a href="mailto:jss30@cam.ac.uk">jss30@cam.ac.uk</a>	Emmanuel	34224
Theology	Prof Catherine Pickstock	<a href="mailto:cjp15@cam.ac.uk">cjp15@cam.ac.uk</a>	Emmanuel	34294
Veterinary Medicine	Dr Cassia Hare	<a href="mailto:chzh2@cam.ac.uk">chzh2@cam.ac.uk</a>	Emmanuel	37625

## SUBJECT PARENTS 2024

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	Lorna Beal	<a href="mailto:lb2041@cam.ac.uk">lb2041@cam.ac.uk</a>
Archaeology	Saffi Graham	<a href="mailto:smg89@cam.ac.uk">smg89@cam.ac.uk</a>
Architecture	Charlie Walton	<a href="mailto:cw877@cam.ac.uk">cw877@cam.ac.uk</a>
Asian & Middle Eastern Studies	Zazie Chen	<a href="mailto:yxmc2@cam.ac.uk">yxmc2@cam.ac.uk</a>
Chemical Engineering and Biotechnology	Tom Speke Suzie Goveas	<a href="mailto:ts936@cam.ac.uk">ts936@cam.ac.uk</a> <a href="mailto:sg2121@cam.ac.uk">sg2121@cam.ac.uk</a>
Classics	Madeline Taylor	<a href="mailto:mt873@cam.ac.uk">mt873@cam.ac.uk</a>
Computer Science	Zebedee Dodson	<a href="mailto:zd307@cam.ac.uk">zd307@cam.ac.uk</a>
Design	Charlie Walton	<a href="mailto:cw877@cam.ac.uk">cw877@cam.ac.uk</a>
Economics	Frances Archibald	<a href="mailto:fa464@cam.ac.uk">fa464@cam.ac.uk</a>
Education	Mia Eldor-Levy	<a href="mailto:me487@cam.ac.uk">me487@cam.ac.uk</a>
Engineering	Amélie Gadsby	<a href="mailto:ag2366@cam.ac.uk">ag2366@cam.ac.uk</a>
	Nish Mistry	<a href="mailto:nm831@cam.ac.uk">nm831@cam.ac.uk</a>
	Luka Pivovarsky	<a href="mailto:lp662@cam.ac.uk">lp662@cam.ac.uk</a>
English	Maddy Wood	<a href="mailto:mw930@cam.ac.uk">mw930@cam.ac.uk</a>
	Julia Long	<a href="mailto:jl2412@cam.ac.uk">jl2412@cam.ac.uk</a>
Geography	Miles Peacock	<a href="mailto:mp2127@cam.ac.uk">mp2127@cam.ac.uk</a>
	Iben Sollewijn Gelpke	<a href="mailto:is580@cam.ac.uk">is580@cam.ac.uk</a>
History	Addy Fasham	<a href="mailto:af846@cam.ac.uk">af846@cam.ac.uk</a>
	Olga Devine	<a href="mailto:od291@cam.ac.uk">od291@cam.ac.uk</a>
History & Modern Languages	Sophie Hildreth	<a href="mailto:sh2284@cam.ac.uk">sh2284@cam.ac.uk</a>
History & Politics	Ella Fleming	<a href="mailto:ef486@cam.ac.uk">ef486@cam.ac.uk</a>
Human, Social & Political Sciences	Astrid Westlake	<a href="mailto:cw876@cam.ac.uk">cw876@cam.ac.uk</a>
	George Allwood	<a href="mailto:ga476@cam.ac.uk">ga476@cam.ac.uk</a>
Law	Kalina Stoyanova	<a href="mailto:ks2128@cam.ac.uk">ks2128@cam.ac.uk</a>
	Weiyen Tan	<a href="mailto:wt293@cam.ac.uk">wt293@cam.ac.uk</a>
Linguistics	Elizabeth Higgins	<a href="mailto:eh771@cam.ac.uk">eh771@cam.ac.uk</a>

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<b>Mathematics</b>	Michael Lucas	<a href="mailto:ml2130@cam.ac.uk">ml2130@cam.ac.uk</a>
	Moses Mok	<a href="mailto:chm38@cam.ac.uk">chm38@cam.ac.uk</a>
	Harriet Knights	<a href="mailto:hk551@cam.ac.uk">hk551@cam.ac.uk</a>
	Tianlang Liu	<a href="mailto:tll46@cam.ac.uk">tll46@cam.ac.uk</a>
<b>Medicine</b>	Zoë Clark	<a href="mailto:zjc22@cam.ac.uk">zjc22@cam.ac.uk</a>
	Sergio Grannum	<a href="mailto:sg2117@cam.ac.uk">sg2117@cam.ac.uk</a>
	Hannah Xing	<a href="mailto:hx291@cam.ac.uk">hx291@cam.ac.uk</a>
	Aria Patel	<a href="mailto:ap2399@cam.ac.uk">ap2399@cam.ac.uk</a>
<b>Modern &amp; Medieval Languages</b>	Ethan King	<a href="mailto:ek609@cam.ac.uk">ek609@cam.ac.uk</a>
	Lexie Graham	<a href="mailto:ag2294@cam.ac.uk">ag2294@cam.ac.uk</a>
<b>Music</b>	Harry Appleby-Taylor	<a href="mailto:hfga2@cam.ac.uk">hfga2@cam.ac.uk</a>
<b>Natural Sciences Biological</b>	Amelie Martin	<a href="mailto:am3216@cam.ac.uk">am3216@cam.ac.uk</a>
	Clara Loughran	<a href="mailto:cl983@cam.ac.uk">cl983@cam.ac.uk</a>
	Aahana Jain	<a href="mailto:aj704@cam.ac.uk">aj704@cam.ac.uk</a>
<b>Natural Sciences Physical</b>	Maddy Tolley	<a href="mailto:mt951@cam.ac.uk">mt951@cam.ac.uk</a>
	Yulia Hu	<a href="mailto:jh2479@cam.ac.uk">jh2479@cam.ac.uk</a>
	Dani Lucini	<a href="mailto:dl722@cam.ac.uk">dl722@cam.ac.uk</a>
<b>Philosophy</b>	Evie Gilmartin	<a href="mailto:eg655@cam.ac.uk">eg655@cam.ac.uk</a>
<b>Psychological &amp; Behavioural Sciences</b>	Lila Timpson	<a href="mailto:lt574@cam.ac.uk">lt574@cam.ac.uk</a>
<b>Theology, Religion, &amp; Philosophy of Religion</b>	Rose Turner	<a href="mailto:rt618@cam.ac.uk">rt618@cam.ac.uk</a>
<b>Veterinary Medicine</b>	Marcus Barfield	<a href="mailto:mb2610@cam.ac.uk">mb2610@cam.ac.uk</a>
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## 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. Requests related to University Cards can be addressed to [unicard@emma.cam.ac.uk](mailto:unicard@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](mailto:data.protection@admin.cam.ac.uk).

## **The University Card Office**

Online information can be found [on the University website](#).

Please remember however, that it is quicker to contact your Card Representative via email at: [unicard@emma.cam.ac.uk](mailto:unicard@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:  
Tutorial Office (Ground Floor, B Staircase, Front Court)  
Email: [unicard@emma.cam.ac.uk](mailto:unicard@emma.cam.ac.uk)

## **LIBRARY RULES**

The Library is for use by members of Emmanuel College only.

### **Food and Drink**

Food and drinks apart from water are not permitted in the Library. There is a water machine available in the Wates Room. Refreshments are available from the café, Fiona's, next door in South Court.

### **Borrowing**

A maximum of ten books may be borrowed at one time, and must be returned or renewed after 14 days (undergraduates), and after 28 days (graduates). 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.

### **Taking a break?**

You can reserve up to five books on your desk for 24 hours by filling in a pink reservation slip. Please do not leave unattended belongings for long periods.

### **Lost property**

Lost property is kept at the staff reception desk, and is then handed to the Porters.

### **Library Fines**

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. The fine for the late return of a short-term loan item is £1 per day (or part of a day). Fines will be debited from your College account.

### **Vacation Loans**

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.

### **Remember...**

Please be considerate of others when using the Library. Please put phones on silent, keep noise to a minimum, do not mark the books, and leave your workspace clean and tidy.

# 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 to print.

- **Robert Sansom Computer Room** provides 5 PCs and a Multi-function device that scans, prints (both B&W and colour) and photocopies.
- **Emmanuel House Computer Room** has 4 PCs and B&W laser printer.
- **Library Computer Room** has 6 PCs 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 will cause interference with the College's wireless network and an intermittent connection for you and your neighbours.

## Connecting your Computer to the wireless network

You should be able to connect any computer running an up-to-date operating system to the wireless network. This includes Windows 10/11 and Apple MacOS. If you are unsure, then please get in touch using the contact details below.

Further details can be found [on the website](#). 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](mailto:is@emma.cam.ac.uk).

See you in October!

Emmanuel IT Office

## **WELCOME TO FRESHERS FROM**

### **Tim Ellis, College Counsellor and Mental Health Coordinator**

Welcome to Emmanuel. Congratulations, you made it! I hope you find Emma to be a terrific home while you're at Cambridge.

You may be living away from home for the first time and probably be new to the sometimes-intense nature of Cambridge University life. Remember not everyone settles in at the same pace, so take the time you need to feel settled and start making connections.

While the focus of your time at Cambridge is understandably on academic achievement and the many extracurricular opportunities, 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.

At any point during your time at Emmanuel, if you would like some additional support, here are some of your options:

- Your Tutor
- Any Tutor
- Your Director of Studies
- The Dean
- The College Nurse
- The ECSU Welfare representatives
- Your College Parents
- University Student Support, a wide range of services including the University Counselling Service and the Accessibility and Disability Resource Centre [Get support | Student Support \(cam.ac.uk\)](https://www.cam.ac.uk/get-support)
- Nightline (Student telephone helpline) [www.cambridge.nightline.ac.uk](https://www.cambridge.nightline.ac.uk)
- Your Doctor (Get registered with a local Doctors' surgery)

I have a more general welfare role in college, as well as counselling, and you're welcome to contact me if you want information about other sources of support or if you have a welfare query that does not quite fit the brief of a counselling appointment. I'm available both in and out of term time and provide flexible appointment times in College.

To contact me, you can email [counsellor@emma.cam.ac.uk](mailto:counsellor@emma.cam.ac.uk) or use the [College Counselling Request Form](#).

Best wishes,  
Tim

## USEFUL WEBLINKS

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

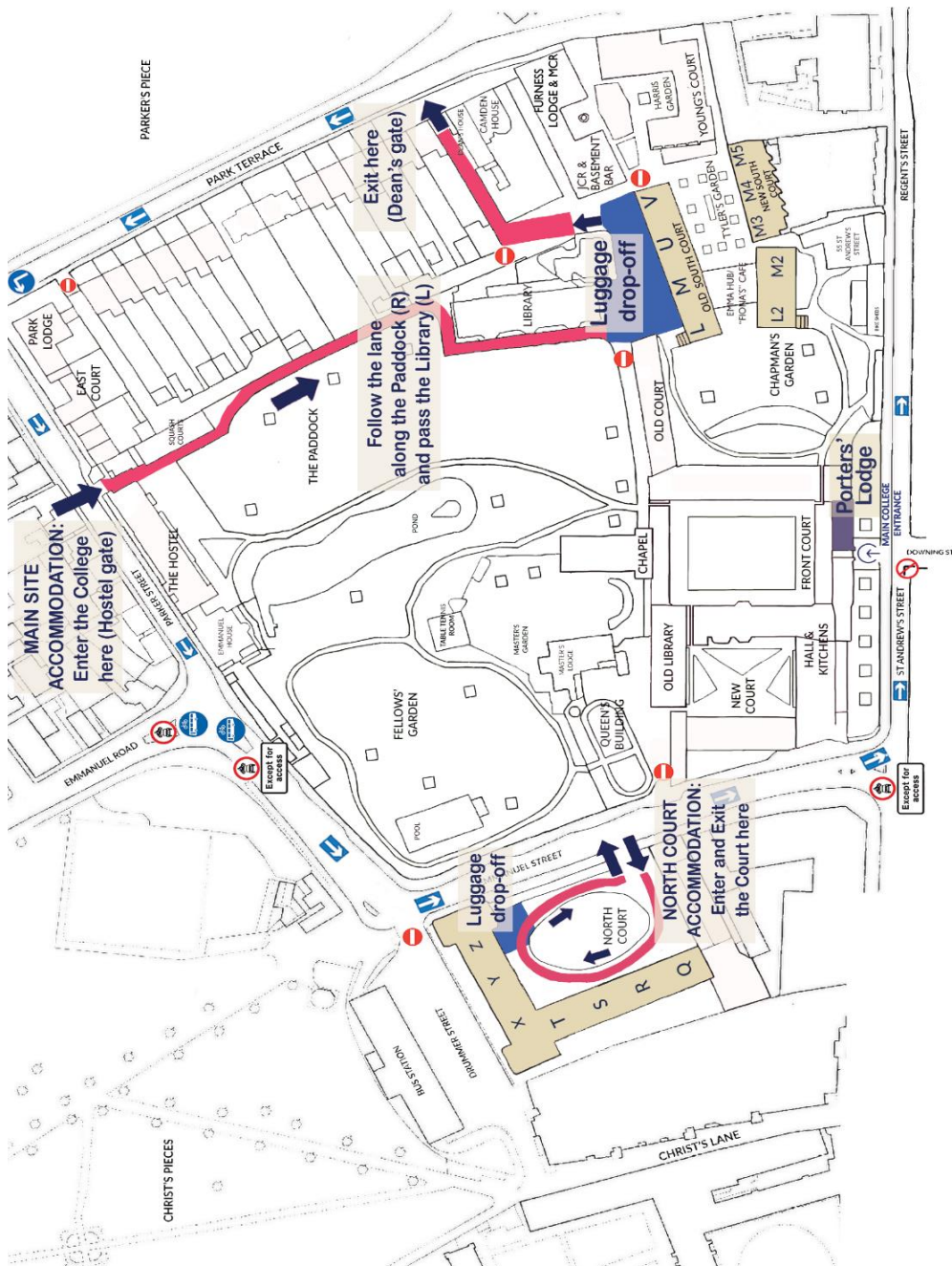
- Emmanuel College intranet: <https://apps.emma.cam.ac.uk/students/>
- Emmanuel College website: [www.emma.cam.ac.uk](http://www.emma.cam.ac.uk)
- College Instagram: @emmanuelcambridge
- Emmanuel College Societies: <https://ecsu.org.uk/societies/>
- Emmanuel College Student Union website: [www.ecsu.org.uk](http://www.ecsu.org.uk)
- Emmanuel College Green Duck Scheme:  
[https://escu.org.uk/societies/green\\_ducks/](https://escu.org.uk/societies/green_ducks/)  
<https://www.instagram.com/emmagreenducks/>
- Emmanuel College Official Documents:  
[www.emma.cam.ac.uk/about/documents/](http://www.emma.cam.ac.uk/about/documents/)
- Emmanuel College Teaching and Learning information:  
[www.emma.cam.ac.uk/life/teaching](http://www.emma.cam.ac.uk/life/teaching)
- Cambridge Students (provides important information and guidance):  
[www.cambridgestudents.cam.ac.uk](http://www.cambridgestudents.cam.ac.uk)
- Cambridge University Health Guidelines:  
[www.studentwellbeing.admin.cam.ac.uk/nhs-and-healthcare](http://www.studentwellbeing.admin.cam.ac.uk/nhs-and-healthcare)
- Cambridge University International Student Office: [www.iso.admin.cam.ac.uk](http://www.iso.admin.cam.ac.uk)
- International Students Portal: [www.cam.ac.uk/international-students](http://www.cam.ac.uk/international-students)
- Cambridge University Accessibility and Disability Resource Centre:  
[www.disability.admin.cam.ac.uk](http://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](http://www.camsis.cam.ac.uk)

# MAP OF EMMANUEL – MOVE IN DAY



## **NOTES**