Freshers’ Guide 2019
ecsu.org.uk
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Welcome Note

Congratulations on your exam results and welcome to Emmanuel!
This guide is produced by ECSU (The Emmanuel College Students’ Union) in order to answer some of the questions you may have about Emma before you get here. It’s also something to refer to over the first week whenever you come across something unfamiliar. We’ve tried our best to cover all the important stuff, but if you still have questions (there’s no such thing as a stupid question!) we would love to hear from you. Our email addresses are on the Freshers’ Reps page (7) or ask your College Parents. We’re here to help you feel at home as quickly as possible.

College Parents

By now you will have been assigned College Parents, students from Emma in their 3rd or 4th year who are there to meet you when you arrive and help you unload your things, show you around during the first week and help with any questions or problems you may have throughout the year.

They may have already, or should soon, contact you to introduce themselves and answer any queries you might have about starting at Emma. If you haven’t heard from your College Parents by mid-September, drop Matilda an email (president@ecsu.org.uk) and we’ll give them a nudge.

Your College Parents have 4 or 5 College children, which means that you will have ‘College siblings’ – other first years from different subjects who are in exactly the same position as you. During Freshers’ Week, as a family, you’ll take a tour of Cambridge and Emma, eat dinner on one of the nights during freshers’ week, and also attend your first Cambridge Freshers’ ‘formal’ together. This will mean that you get to meet other students straight away and start to find your feet.
ECSU – Emmanuel College Students’ Union

All students at Emma automatically become a member of ECSU, the representative body for Emma students. ECSU is involved in many aspects of student life, but perhaps most importantly for you at the moment, in organising Freshers’ Week and student welfare.

**Freshers’ Week** consists of a week full of activities to welcome you to College when you arrive in October. You should find a timetable for the week in the same pack as this guide and more information is available on the ECSU website. If there’s anything that doesn’t seem clear, drop the Freshers’ Reps an email (frep@ecsu.org.uk).

**Welfare** is very important to ECSU, and the College is supportive of our work on this front as well. ECSU does nice things like put sweets in your pigeonhole once a term, massage & yoga sessions, free tea & cake in the bar during the exam period. ECSU also distributes information about student safety, health, wellbeing and where you can find help and advice.

**The daily running of ECSU** is managed by the Exec, a committee of 20 officers elected at the end of Michaelmas Term, each with specific areas of responsibility. Some members of the committee may run sub-committees, such as the Charities Committee. The Exec will introduce themselves during Freshers’ Week - look out for them! They will be clearly visible in attractive light pink T-shirts and dark blue jumpers. To avoid confusion, the Freshers’ reps will be wearing light blue T-shirts. In the meantime, get in touch with any questions via the email addresses listed on the next page.

If you’re on Facebook, please join the ECSU and ECSU Committee Posts Facebook groups for committee updates and to publicise your own events or ask questions to the entire student body.
## ECSU Committee Contact Details

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<tr>
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Aside from all of this, ECSU runs a small shop, which sells sweets and essentials every day, and provides a common room known as the JCR. ECSU also represents Emma on a University-wide level at CUSU (the Cambridge University Students’ Union).
All ECSU-related information can be found on our website ([www.ecsu.org.uk](http://www.ecsu.org.uk)). Most of the website is available to everyone but you will be provided with a ‘Raven’ password soon after you arrive to allow you access to a handful of useful Emma-only pages. The ‘Raven’ system also allows you access to private parts of the College website and other Cambridge-based websites too.

We hope you enjoy the rest of the summer and we look forward to meeting you at the start of Freshers’ week!

Matilda Schwefel  
ECSU President  
president@ecsu.org.uk

Colin Kaljee  
ECSU Vice President  
vicepresident@ecsu.org.uk
Freshers’ Week- What to Expect

Emma has a fairly packed Freshers’ Week schedule. Don’t be worried if it appears full-on at first, we find that it works really well as it means that there’s always something going on and there are loads of opportunities to meet new people - so you’re unlikely to sit around missing home. Not all of the activities are compulsory, but we’d strongly encourage you to join in and make the most of Cambridge before your work starts!
You don’t need anything for Freshers’ Week; we’ll provide lots of entertainment, most of which take place in College and costs nothing. You should have received a copy of the Freshers’ Week timetable along with this guide and additional information can also be found on the ‘Freshers’ section of the ECSU website.

Freshers’ Reps

The four Freshers’ Reps (Freps) plus two international Freshers’ Reps (iFreps) are hand-picked by ECSU to organise and run your Freshers’ Week. You’ll soon get to meet them, but should you have any questions about Freshers’ Week, or just want someone to talk to, they'll be happy to help.

Freps – Harriet (top left) hch38@cam.ac.uk  Philippa (top right) pk486@cam.ac.uk  
Lucien (bottom left) lmd65@cam.ac.uk; and  
Ravi (bottom right) am2684@cam.ac.uk

iFreps: Joan Pang – mvjp2@cam.ac.uk  
Emil Hansen-  esh41@cam.ac.uk
Getting Here

**Getting to the city centre by car**

First of all, you need to get yourself onto the inner ring road and then follow the signs to the Regent Zone (Cambridge is split up into ‘zones’ which are well signposted from this inner ring road). You will then need to leave the ring road at Regent Street. The University Map website might be helpful at this stage (do a search for Emmanuel College): [www.cam.ac.uk/map](http://www.cam.ac.uk/map). Be wary of the advice offered by route planning software; they often do not appreciate the Cambridge one-way system.

**Parking**

First of all, find out where you need to go — take a look at page 11 to find out where your room is, and choose the appropriate car park. There should be friendly ECSU people in pink T-shirts waving their arms madly to ensure you don’t miss the turnings to the car parks. **The entrances to the car parks are indicated by stars on the map on page 12.**

The Library parking area is accessible via Camden Court. **This is where you should park if your room is in South Court.** ECSU people will point you in the right direction once you actually arrive at Camden Court. To get to the Library parking area, drive north up Regent Street and then take a right turn down Park Terrace, which is a one-way street BEFORE THE RISING BOLLARD and just past the University Arms Hotel. On Park Terrace, turn left into Camden Court (a very small road opposite the Thai restaurant—quite easy to miss).

To gain access to North Court by car you must travel via Park Terrace or Parkside, thence via Parker Street to Emmanuel Street (which is one-way from the direction of the Bus Station to St. Andrews Street). There is an ‘access only’ sign at the end of Parker Street, but since you will be going beyond it to gain access to North Court, you are permitted to drive there. The entrance gate which leads directly into North Court is on the right (before the row of shops). You can park in the courtyard itself.
Be warned that on the Saturday the car parks will be very, very busy. **For this reason, your car must only stay for as long as you need to unpack your things.** If your parents want to stay for longer, there are plenty of public car parks around Cambridge that they can use, such as one beneath the Grand Arcade. Any problems with parking or the gates call the Porters (01223 334200).

**By coach**

National Express ([nationalexpress.com](http://nationalexpress.com)) serves Cambridge from a number of cities across the UK. There’s also a service from Oxford provided by Stagecoach ([www.stagecoachbus.com/bedford](http://www.stagecoachbus.com/bedford)). The coach bays are located on Parkside next to Parker's Piece so it is easily within walking distance of the College.

**By rail**

The railway station is 1 mile (20+ minute walk, especially with bags) away from College, and there are buses that run from the train station every 10 minutes — just take any bus that says ‘City Centre’. If you have a lot of luggage it might be easier to get a taxi, which will cost around £5, not including tip. There’s a taxi rank right outside the station.

**By air**

If you are flying to England then you will want to aim for a London Airport. Stansted Airport is particularly close to Cambridge; from there you can get a train or coach to Cambridge. It is well served by low cost carriers such as EasyJet and Ryanair, so is a good option if you’re coming from the UK or Europe. If you’re flying to Heathrow or Gatwick, be prepared for a long coach journey or a trek across London with your bags on the underground.

The ECSU international rep, Gábor Csontos, is happy to answer any questions you may have about travel from further afield ([internationalofficer@ecsu.org.uk](mailto:internationalofficer@ecsu.org.uk)).
When You Arrive

The map on page 12 will help you find your way to the Porters’ Lodge, which will be the only entrance you can use before you have collected your University card.

**If you’re arriving on Saturday**

When you arrive on the Saturday, make your way to Front Court. The Freshers’ Reps Harriet, Ravi, Philippa, and Lucien will welcome you and help you get your room key from the Porters’ Lodge.

Your College Parents will also be there to take you to your room, help unload your bags and make sure you’ve got everything you need.

**If you’re arriving on Friday**

If you’re coming from further away, you’ll probably want to arrive on the Friday (or Wednesday if you’re coming to international Freshers’ week). Please be sure to let your College Parents know and also the Senior Tutor’s Secretary, Marion Dorkings (mjd71@emma.cam.ac.uk) if you will be arriving before Saturday so that we can make sure your room is ready and that there’s someone around to meet you.

On Friday evening, those who have already arrived are invited to come to the Old JCR at 9pm for a movie night. For international students arriving even earlier than this, there is a timetable of events running from Wednesday – Friday in the International Freshers’ Guide to keep you busy!

**If it all goes wrong**

If there’s no-one around when you arrive, go straight to the Porters’ Lodge, where you’ll be sorted out in no time at all! The map on page 12 will help you find your way if you get stuck.
Accommodation

Emmanuel’s first year accommodation is situated in North Court, (Old) South Court and New South Court. The occupants of (Old) South Court and New South Court are entirely first years, whereas in North Court there is a mix of years. These Courts are arranged in staircases, as opposed to corridors, which you might see in halls of residence at other universities.

Where’s my room?

- (Old) South Court staircases: L, M, U, V, M2, L2
- New South Court staircases: M3, M4, M5
- North Court staircases: Q, X and Z and Cloisters.

What’s it going to be like?

First year rooms can vary a bit, but all are pretty good and most are much better than you might expect at other universities. Every room is equipped with bed, desk, carpet, bedding, high-speed internet (wired and wireless), desk light, shelves, wardrobe, mini fridge and chairs. Most have a sink. If you’re missing something, let Harvey Hughes (the ECSU Buildings and Services Officer) know at buildingsandservices@ecsu.org.uk and they’ll put it right.

On average there is a shower per 5-6 students, and there is a gyp room (small kitchen) with sink and microwave on every staircase. Some gyp rooms also have hobs.

You can find more information about your room, along with some photos, on the Emma website: www.emma.cam.ac.uk and on the ECSU Room Database (www.ecsu.org.uk/room_locations).
Map of Emma

Note the one-way system of roads around the College, marked with arrows and also the stars, which indicate the entrances to the North Court and Library Car Parks.
What to bring

*Essential items*

- National Insurance number (if you’ve got one)
- NHS number (if you’ve got one) and Red Book (all your vaccination dates)
- Bank account details
- Chequebook
- Student loan details
- Passport
- Sheets and pillowcases (two sets, so that you can wash one and use the other!)

*Useful items*

- Items to personalise your room — throws, cushions, posters or pot plants
- A multi-socket fused extension lead (the long plank ones: the cube ones are banned and will be confiscated if seen!)
- A diary (you’ll have dates and times coming out of your ears once you arrive)
- Cooking utensils (bearing in mind that some gyp rooms only have pretty limited facilities, i.e. a microwave and sink). It might be worth waiting until after you arrive to see if you need to buy a toaster or kettle or you may end up with 10 of each in your staircase gyp room!
- Cutlery, plates, glasses, mugs, etc.
- Coat hangers
- Towels
- Tea, coffee and biscuits
- An umbrella and waterproofs

**Don’t bring**

- Light bulbs
- Mains powered fairy lights, lava lamps, plug-in air fresheners, paper lampshades
- Candles, or anything else likely to set your room on fire

If anything in your room is broken or goes wrong, such as a lightbulb going out or problems with the heating, please file a maintenance request in the online Maintenance Book (found on the Emma website) and it will soon be sorted out.
Insurance

ECSU and the College have negotiated an insurance package for everyone in College accommodation at Emmanuel. This means that you probably won’t need to take out your own insurance policy for things in your room and your bike. It’s included within the room rent on your College bill and is only charged whilst you’re in residence.

The Details

The policy documents can be found on the Emmanuel College website:

http://www.emma.cam.ac.uk/about/documents/

The policy covers most things a student might bring to University. That said, the policy does not cover any musical instruments, expensive bikes or camping equipment (or livestock, but we don’t think that’ll be an issue). However, when you get here you can pay for ‘add-ons’ to the policy to cover things like that. Information on how to make a claim, along with the small print of the policy, can also be found on the College website. It’s worth noting that the insurance isn’t optional, so even if you do take out your own policy, you’ll still have to pay for this one.
Special Clothes

Matriculation

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

Gowns

For Matriculation and Formal Halls you’ll need an Emmanuel undergraduate gown. New and second-hand gowns will be available for purchase in the Porters’ Lodge in the first few days of Freshers’ Week. You can also visit Ede and Ravenscroft who’ll sell you a new one for about £55. Ryder & Amies stock slightly cheaper gowns at £30. Your College Parents will help you find these places when you go on a tour of the city in your first week. Make sure you ask for an Emmanuel gown - every college has its own unique design!

Black tie

May Balls in Easter term usually have a black-tie dress code, as do some dinners, so it might be useful to acquire a dinner suit or a nice dress at some point - buying usually works out cheaper than hiring if you’re planning to wear one on more than a couple of occasions. Having said that, this is not an immediate priority and it’s entirely up to you whether you go to these events, so bear that in mind!
Academic Life

There are three principal College Officers who will introduce themselves to you on the Saturday afternoon after you arrive: The Master, the Bursar and the Senior Tutor. These individuals share responsibility for the overall ‘operation’ of the College, responsibility for which is ultimately held by the Governing Body, composed of Fellows, with student representatives as well.

**The Master:** The official head of the College, the Master, chairs all the big meetings, represents the College within the University and the outside world, and lives in the Master’s Lodge in the College grounds. Dame Fiona Reynolds DBE became Master of Emmanuel in 2012. Before that, she had been Director of the Women’s Unit in the Cabinet Office before becoming Director-General of the National Trust in 2001. You’ll meet her at the Freshers’ welcome session on Saturday 5th October and she will also be hosting welcome parties after you arrive.

*The Master,* Dame Fiona Reynolds
The Bursar: The Bursar, Dr Mike Gross, is the financial officer of the College, which means that he is in charge of looking after the College’s endowment funds, ensuring that they yield enough income to support the College’s educational activities that need funds that go beyond the income received through fees. Besides that, he is also the person in charge of planning and resources in the College. This includes, for example, the commissioning, design and execution of new building projects. In short, he is responsible for all the buildings and services provided at Emma (such as rooms, catering, the Bar and so on). His staff in the Bursary also administer all bills and payments.

![Bursar: Mike Gross](image)

The Acting Senior Tutor: Dr Philip Howell is responsible for the academic and pastoral aspects of running of the College on a day-to-day and long-term basis, including admission of students, access and outreach initiatives and recruitment of teaching Fellows.

![Acting Senior Tutor: Dr Philip Howell](image)
**Tutors:** Another academic and Fellow of the College, your Tutor (who is always from an academic discipline different from your own) is there for your general welfare and pastoral care and very importantly is the person who is your representative in the University. If you have any problems that are likely to affect your academic progress (such as being ill for an extended period), you **must** keep your Tutor informed as they will know how best to approach the problem with the University to produce the most appropriate response. Applications for things like sports grants and financial support must also go through your Tutor. You **must** see your Tutor at the beginning of each term for a brief meeting. Tutors may also be contacted by email, as well as at various drop-in times, so if necessary can arrange meetings at short notice. In an emergency, the Porters will be able to contact either your own Tutor, the Duty Tutor who is on-call, or the Acting Senior Tutor, (depending on who is available).

**Undergraduate Tutors:**

Dr Carolin Crawford  
Dr Alex Jeffrey  
Dr Alex Kabla  
Dr Dominique Lauga  
Dr Corinna Russell  
Dr Kate Spence  
Dr Nigel Spivey  
Dr Rosy Thornton  
Dr Penny Watson
The Senior Tutor and Tutors are supported by the staff of the **Tutorial Office**, headed by the College Registrar, Dr Anna Osipova.

**Tutorial Office Staff**

[Images of Anna Osipova, Marion Dorkings, Helen Waterson, and Sonia Fresco]

Anna Osipova  
(College Registrar)

Marion Dorkings  
(Senior Tutor’s Secretary)

Helen Waterson  
(Tutorial and Admissions Administrator)

Sonia Fresco  
(Tutorial and Admissions Administrator)

**Admissions Office**

[Images of Lesley Shaw and Elle McCluskey]

Lesley Shaw  
(Admissions Officer)

Elle McCluskey  
(Schools Liaison Officer)

**Director of Studies**: Your Director of Studies is in charge of all your academic affairs. You usually meet your ‘DoS’ (say: *doss*) twice a term to discuss your supervision reports and your general academic progress. They are also on-hand to answer any general academic queries, and will set you up with Supervisors (see below) for different topics.

**The Dean**: The Dean, Rev. Jeremy Caddick, runs services twice a week and lives here in Emma. He takes a big interest in undergraduate welfare and runs tea and cake drop-in sessions at particularly busy times of year.

Right, The Dean: Jeremy Caddick
**Supervisor:** Supervisors teach you in small group ‘supervisions’. They are normally academics, but sometimes PhD students. You will have a different Supervisor for each topic, either on your own or with a few other students. They will set you work for the next supervision and go through any problems. Most like it if you come with questions too.

Supervisions will be on a weekly or fortnightly basis although Medics and Natscis often have them more frequently (first year Natscis have 4 per week). Check that you know where these are before you're supposed to be there — they're not always in main College buildings or even in College.

Supervisions are one of the most special things about Cambridge - they provide flexibility of teaching and can be adapted to your own needs and interests. This is a unique opportunity to set the agenda for your own studies so make sure you make the most of them.

CUSU, the University students’ union, has laid down some guidelines detailing what you should expect from your Supervisor, and what they can expect of you. Please remember that supervisions are not intended to be formal tests of your abilities, or terrifying ordeals - if they are this intimidating, there is something wrong and you should get help to rectify the situation.

Supervisors are normally quite happy to be contacted with questions. If you haven't done the work for a supervision, there's not much point in giving your Supervisor poor excuses. Bear in mind that supervisions can be embarrassing and useless if you haven't done anything. You cannot expect your Supervisor to rearrange a supervision you have missed, unless due to illness or other exceptional circumstances. In practice, however, Supervisors are usually flexible.
If, in the first few weeks of term, you have problems contacting your Supervisors, inform your DoS - they should sort things out for you. And if you aren't happy or comfortable with your Supervisors or your supervision partners (the other students you're taught with), don't suffer in silence! Speak to the other students - they might be having similar problems, and it's often easier to approach Supervisors or DoS when there's more than one of you. It's important that you benefit from the teaching you receive. If you're not benefiting there are things that can be done. Either speak to your Supervisor directly, your DoS, your Tutor or to the ECSU Education Officer, Bella Padt (education@ecsu.org.uk).

At the end of each term your Supervisors will write reports about your supervisions. Your DoS can see these and might refer to them when talking about your performance. You can access the reports using your ‘Raven’ login at www.camcors.cam.ac.uk. When reading the reports, it's always worth bearing in mind how much time you've spent with that particular Supervisor, as that will have influenced their report.

**Lecturer:** A lecturer is an academic and member of the University who is an expert in a specialist field. They will usually speak on a topic in one or a series of lectures. This is generally in a lecture hall in a University building, not in College. Depending on the subject and paper there can be as few as 20 or over 400 students in the one lecture. Lectures are for everyone taking the same paper as you University-wide and provide some of the primary teaching material (and a great opportunity to meet people from other colleges). Depending on your subject you will have anything between 3 and 12 lectures a week; science students tend to have a much fuller timetable than humanities students. Also bear in mind that Exam questions are set by the Faculty based on your lectures and not on your college based supervisions so attendance at Lectures is strongly encouraged.

**Subject Parents:** All Freshers at Emma are assigned ‘Subject Parents’ who are in the second year and studying the same course as them. They are there to give you advice and to tell you what to expect with regards to academic work. You will meet them during Freshers’ Week and hopefully they will answer any questions or queries and dispel any
false myths and rumours. Since every subject is unique and has its own faculty and lecture timetable, it is very difficult to generalise about what a typical day or week is like. Subject parents are the best people to ask about this and within a couple of weeks you will know for yourself anyway!

**And one more thing…**: When you get here, it can be tricky to build your timetable, with supervisions, labs, classes, lectures, etc. **DON’T PANIC!** It’s daunting but you’ll be able to log into [https://www.timetable.cam.ac.uk/](https://www.timetable.cam.ac.uk/) which will help, and which will link automatically to lots of phones and computers. Your DoS may be able to help you if you struggle with clashes, or if any supervisors are being difficult.

Front Court and Chapel
College Facilities

Laundry

Emma is unique (and is the source of much envy) in that it has a free laundry service that will wash and dry one 5.5kg bag of clothes a week for free. It all gets washed at 40°C so you may want to do some washing of delicates separately, in which case you will need to bring washing powder to use in the self-service washing machines. It all gets washed in East Court, and is open from 7am to 3pm Monday to Friday (closes for lunch).

DIY laundry

Two proper industrial washing machines and two tumble dryers are available in North Court cloisters and can be booked using the sign-up sheets in the Porters’ Lodge. These machines are free to use, but you need to supply your own washing powder.

These machines are fairly popular, and so booking in advance is a good idea. There are ironing boards on various staircases and one in the North Court laundry, with an iron - not a steam iron, though. There is also a steam Iron located in the Hostel basement next to the music rooms.

Gyp Rooms

College expect that you will eat most of your meals in Hall so the self-catering facilities are fairly basic; gyp room facilities usually comprise a sink, hob (except in Old South) and microwave but no oven. Gyp rooms are really intended for the preparation of snacks, and so cooking a proper meal can be a challenge, but it’s certainly possible if you get creative! Your room will have a small fridge, sometimes with small freezer compartment.
Bedders

Bedders are something of a Cambridge tradition, and despite their name (short for ‘bedmakers’) they no longer change your sheets for you. They do however empty your bin, hoover and even dust and polish, and make sure the bathrooms, toilets and kitchen all stay tidy. They are also very friendly, which is remarkably rare so early in the morning, and it is definitely worth getting to know them personally as you will be spending a lot of time around each other.

Attila Guba is the Housekeeper for the entire College, and is in charge of the bedders. If you have any problems with your room or Bedder, his office is at the bottom of K staircase in the Hostel. Occasionally he may visit you if your Bedder has made complaints about the disgusting state of your room, so it’s in your interest to keep at least some of the carpet visible beneath your dirty clothes!

Bar

The Bar is run by the two student Bar Managers on behalf of ECSU and the College. It sells a wide range of draught and bottled beers, a selection of wines and spirits along with soft drinks, crisps and sweets.

The bar itself is open every evening from 7.30pm - 11.15pm, and the prices are almost certainly some of the lowest in Cambridge! You can pay by card or cash, not your CamCard though. Anyone can work behind the bar - once they have been trained - by signing up for shifts online. Although these jobs are moderately paid, they are a lot of fun (as evidenced by how quickly the shifts are usually filled) and any extra cash is always welcome when you’re a student. Email the Bar Managers through Max Marshall (mem77@cam.ac.uk) and Amy Clayton (ac2153@cam.ac.uk) for more information.
**ECSU Shop**

The shop is open during mealtimes, and is staffed by the ECSU Exec. It sells sweets, stationery, toiletries and a variety of other bits and pieces you might need - all of which can be paid for on your College Bill. It also sells personal attack alarms for the low price of £1. You can also borrow an air-bed in case you have friends staying. If you have any suggestions as to what should be stocked, email Sabrina Singh at shop@ecsu.org.uk.

**Library**

Since the Library’s extension and refurbishment, completed in 2010, it has become an extremely popular place to work. We are very lucky to have such a fantastic facility. Your library tour in the first week will show you how to find and borrow books with your college library card and also explain the rules. The Library should have most of the books you need; if not, you can ask your Director of Studies, who’ll normally be able to persuade the librarians to order the books you want or hunt for them in one of the other of Cambridge’s many libraries.

The Library houses a colour photocopier and scanner. You can pay for it on your College bill by using your University Card. The cost is 4p per black and white sheet or 20p for colour. The library also has some board-games.
The JCR

The JCR is a room in the Queen’s Building with comfy sofas, a Wii and a DVD player. It’s an ideal place to relax, especially if you’d rather not go to the bar. However, no hot food or alcoholic drinks can be consumed there, so if that’s what you want to do, head to the bar instead!

Reflection Room

The Reflection Room is a multi-faith prayer and reflection room situated in Emmanuel House next to the Hostel, making Emma one of the few colleges with both a chapel and a multi-faith room.

Post room (Pidges)

Every student has a pigeonhole (pidge) for all your post. Larger parcels are collected from the Porters’ Lodge (you will receive an email if there’s anything you need to pick up). Amazon parcels can also be collected from the cupboard opposite the pidge room.
Post does not require your room number or staircase, simply:

*Your Name*
Emmanuel College
Cambridge
CB2 3AP

You’ll also get bombarded with fliers advertising events coming up in Cambridge. The pigeonhole room has notices for College events and posters advertising just about everything from plays to jobs to bikes. You can get a green dot sticker from the Emma Green Ducks society if you don’t want too many trees cut down to spam your pigeon.

**Room hire**

Many of the larger rooms in College can be hired for events, functions, meetings and rehearsals - and usually for free. To book the rooms, use the online booking system on the College website, [www.emma.cam.ac.uk](http://www.emma.cam.ac.uk). Rooms available include two meeting rooms in Camden House, the swish Robert Gardner Room, the large and beautiful Old Library, Upper Hall and rooms in the Queen’s Building.

There are three practice rooms available to everyone, each with an upright piano: the Greenwood Room (ground floor of QB) and two in H staircase. There’s no booking system at present - just sign out a key from the plodge. There are also two grand pianos, a harpsichord and the organ in Chapel: for permission to play any of these contact the Director of Music. Incidentally, no amplified practice is allowed in your room. More information may be found on the ECMS website: [www.emmamusic.co.uk](http://www.emmamusic.co.uk).

**Student Trolley**

Should you have the need to carry lots of heavy equipment around College, there is a trolley available for students to use. Sign out the key from the Porters’ Lodge – the trolley is kept in the South Court bike sheds.
Food

College food at Emma is eaten in Hall, where you can have breakfast, lunch and dinner. It serves hot food, salads and sandwiches. The food you buy in Hall and from the vending machine is charged to your College Bill using your University CamCard, which you have to bring with you to be served. Meals are often less than £4, although if you go for vegetarian options it can be cheaper.

Hall is often described as one of the best things about College life - it's really sociable and unique to Cambridge. There's something special about eating brunch and reading a newspaper on the long tables with your friends after a Sunday lie-in. If you have any feedback about Hall, please email the Buildings and Services Officers, Harvey Hughes, at buildingsandservices@ecsu.org.uk.

Mealtimes

Breakfast: Monday – Saturday, 8.15 - 9.15am
Lunch: Monday - Friday, 12.15 - 1.30pm, Saturday 12.15 - 1.15pm
Brunch: Sunday, 10.45am - 1pm
Dinner: All week, 5.45 - 7pm
Formal Hall: Every day except Wednesday, 7.30pm

(Lunchtime in Hall)
Formal Hall

Formal Hall, which has to be booked in advance online at www.emma.cam.ac.uk (log in using Raven - see below - then click the ‘Current Students’ tab), is held every evening except Wednesday and starts promptly at 7.30pm (though aim to arrive for 7.15pm). Formal Hall is a gown-and-waiter-service affair (with candles when the Fellows are dining) which is really good fun - most people go perhaps a few times a term and clubs often attend en masse too. Sundays are especially nice as grace is usually sung by the choir at the end of the meal.
Getting Connected

Chances are that you'll have at least one device that you will want to connect to the internet when you get here. All student rooms (apart from some in Old Court, which are only available in later years) have wired sockets, and all are covered by the wireless network. The cost of being connected, including all usage, is included in your rent. During your first week there will be a talk by Tom Corder and Mahsa Naraghi from Information Services in which they will explain everything. Crucially:

- Computers connected to the College Network must be running a supported operating system. These include any versions of Windows, Apple MacOS X and Linux that are still receiving security upgrades.

- **If you are planning to bring your own printer, please note that you will have to turn its WiFi off** as this can cause significant interference with the wireless system in the College. Please bring a USB cable and connect it directly to your computer.

- If you are likely to have difficulty in meeting the cost of an upgrade, you should contact the ECSU Webmaster in confidence, who will be able to help. Nathan Hawkes can be reached at webmaster@ecsu.org.uk.

Raven and Email

You will receive a ‘Raven’ username and password, which can be used to gain access to various ‘Cambridge only’ and ‘Emma only’ websites and resources. All students at Cambridge are also provided with an @cam.ac.uk email address. Most of the communication between you, the College, your Supervisors, societies, and other people in the University is done by email so it’s worth regularly checking your email to keep on
top of it. It is possible to get email to your @cam address redirected to another address if that suits you better.

**Microsoft Office**

Emma is part of a University-organised scheme that allows all of its students to use the latest version of Microsoft Office (Word, Excel, Outlook, PowerPoint etc) on their own machines for free whilst they are taking courses at Cambridge. Please do not worry about buying licenses for these programs before you arrive!

**Student Computer Rooms**

If you are unable to use your own equipment, prefer to work in company, or need to use software that you don’t have, then you'll be able to take advantage of the computer rooms in College, which are open 24 hours a day, equipped with both PCs and Macs, and laser printers and scanners.

Tom Corder  
(Head of Information Services)
Bikes

The stereotypical Cambridge student gets from A to B on an old rusty bike with a basket on the front filled with books. Although not everyone fulfils this stereotype, a bike can be extremely useful in Cambridge, particularly if you have lectures in faculties far away from College and if you’re intending to play in sports teams.

There are various bike racks and sheds within College and you will need to bring your own lock. Local police recommend that you bring a good lock and if you intend to cycle at night then it is a legal requirement that you have lights.

ECSU also has a bike-fixing toolbox (which is kept in the Porters’ Lodge). Please make sure to register your bike at the Porters’ Lodge with a unique number that can be traced by the police in case of theft.

There are a number of bike shops and stalls in Cambridge if you want to buy a bike when you get here, including cheap and reliable second-hand sellers; the police also hold auctions every so often, which are a good place to pick up a bargain.

Useful things to bring:

- Helmet and bell
- Oil for chain
- Lights - make sure they comply with the appropriate British Standard; this should be indicated on the packaging
- A lock
Cambridge Calendar

Cambridge University was founded before things like public holidays, normal seasons and not-working-on-Saturdays were invented. Hence the University calendar may seem a bit peculiar to you at first, but you’ll soon get used to it.

The Cambridge week begins on **Thursday** and ends on **Wednesday**. Full Term, which is the minimum amount of time you have to spend in Cambridge in order to graduate, starts on the Tuesday before the Thursday of Week 1 and ends the Friday after lectures finish in Week 8. The three Full Terms are called Michaelmas (October-December), Lent (January-March) and Easter (April-June).

Emmanuel’s Normal Period of Residence (NPR), consists of the 10 weeks each term for which you pay for your room. Staying in College outside of NPR requires special permission from the Senior Tutor and you have to pay a set rent for each extra day you remain in residence.

Finally there is University Term, which is the time that the University staff must be present, but thankfully students don’t have to worry about this.

In Easter Term, lectures are only scheduled for four weeks (arts students may only have a couple of lectures in total) before the exam period commences. After exams, term finishes with May Week, which is sensibly held in June. This is a week where you can enjoy Cambridge without having to think about work, and is jam-packed with garden parties, May Balls, June Events and other festivities.
Your Timetable

**Arts Students**

Those studying for arts subjects tend to have fewer lectures and a less structured timetable than science students. However, the lack of lectures is made up for by the amount of reading you will be expected to do and the more exploratory nature of essays. Most students will be expected to read for and write between one and two essays per week but the length and nature of these will vary between subject and essay title. Supervisions are less about being taught the right answers or correct methods for doing things and more about discussing ideas and challenging a particular point of view.

**Science Students**

Scientists, by contrast, have a much more structured timetable and will occasionally have lectures and practicals from 9am-5pm. Some unlucky people (including most first year NatScis) also have lectures on Saturday mornings! You may be expected to do a certain number of problems or short essays in preparation for supervisions.

**The workload**

One of the best things about learning at University is that you can manage your own workload. It’s important to remember that there is no one best way to do this, and what works best for one person won’t necessarily work well for another. If you have any questions or worries, remember that plenty of support is available; Subject Parents, Director of Studies and Tutor are all there to help. Please also remember that these people want you to do well and will usually go out of their way to help you.

If you do feel like you’re struggling with the workload, it’s likely other people will be too. You deserve, like everyone else, to be here, and College has faith in you!
Because you don't have a day-to-day relationship with any one member of teaching staff, it can be hard to spot when things start to slip and they can slip quickly. Keep the relevant people informed if you're having problems and deal with problems sooner rather than later.

Equally important to note is that a lot of people like their courses much better as they get further into them. Everything you've learned starts to come together and make sense, and also you are likely to have more choice. If your course doesn't initially seem how you expected and hoped it would be, don’t worry! There are plenty of things to be done - talk to your Director of Studies if you have any concerns.

Finally, most people find that there is a big step up from school. It takes time to adjust and you’re unlikely to reach your full potential after only a few weeks. Your subject might seem infinite, but you don't have to learn everything in the world about it!
Reading Lists

Don’t be scared! And also don’t just read the first book on the list with a vague idea of impossibly reading all three hundred of them. If your subject isn't one of those where they tell you exactly which chapters/pages to read, try looking at books in the library but only taking out a few to read. Journal articles are a good source of very up to date information and many journals are accessible online.

Don’t go out and buy any books in the first few weeks (unless your Supervisors tell you to) as you may find that some books are only relevant to a particular essay title. It will soon become clear which are the core texts, and it is also worth remembering that there are a number of different libraries you can visit to get hold of a particular book.

Second-hand bookshops are really useful and there are several in Cambridge. It's often useful to own primary texts, so you can scribble on them. All the main bookshops in Cambridge also hold student discount days at the beginning of each term.

As ever, Subject Parents are great people to get in touch with about anything like this, as they’ll probably have the answer you’re looking for. Some of them may even be able to hand down some of their textbooks from their first year which they no longer need.
Welfare

Arriving at University as a Fresher is exciting but can also be a bit unsettling; with so much to take in and adapt to it is important that you are aware of all the welfare-type contacts which exist to help and support you.

At Emma your first port of call would usually be your Tutor. You can also seek out your Director of Studies, the Dean, the College Counsellor, the College Nurse and the Senior Tutor. There’s also an Advisor for Women Students, Dr Devon Curtis (dc403@cam.ac.uk). They’re all friendly people and they have set times in the week where you can go to see them – alternatively you can usually drop them an email to arrange a suitable time for a chat. Details are on the ‘Student Welfare’ page on the College website.

In addition, there are a number of other welfare contacts that are available to you. If you have any questions or suggestions or you need representation in any University matters, you can speak to the ECSU Welfare Officers: Poppy Boyd-Taylor and Charlie Worsley (pictured below). CUSU also has Welfare Officers, a Women’s Officer and the University offers a Student Counselling Service. Find information about CUSU services on their website.

Charlie Worsley
Welfare – Male
welfare-male@ecsu.org.uk

Poppy Boyd-Taylor
Welfare- Female
welfare-female@ecsu.org.uk
Friendly Faces

A word from the College Counsellor…

Joining Emmanuel is both exciting and exacting. Starting at university will call upon your personal as much as your intellectual resources. You will probably arrive with many expectations and hopes as well as some understandable anxieties. It will take time to establish new links with people whom you feel you can depend on here. There are of course lots of opportunities in the College and University to facilitate this transition in your life. If you feel there is something you would like to talk over, then do come and find me.

I am professionally trained as a counsellor and psychotherapist and have much experience of working with young people and students. The details of anything you choose to bring to a consultation will not be revealed to anyone else within the College. I will be available throughout the year and would encourage you to get in contact sooner rather than later with regard to any difficulties you may be experiencing. It is not just at the beginning that you may feel uncertain, worried or confused. Please make use of my time and support if you need to: it has been provided by a successful collaboration between ECSU and the College to help you look after your own welfare whilst you are here at Emmanuel. Alternatively, you can seek advice and support out of college through the University Counselling Service.

Ann Hughes – ah300@cam.ac.uk
… and a word from the Dean, Jeremy Caddick (jlc24@cam.ac.uk)

The Dean’s job is to help you get as much as possible out of your time at Emmanuel. Along with Tutors, the College Counsellor and others, I am one of the people who provide pastoral care, advice and a listening ear to all members of the College. I am also responsible for the running of the Chapel.

You will see me around College and I am always happy to talk to you about anything that concerns you. You can contact me by knocking on my door (C2 Front Court), by leaving a note in my pigeonhole or by email. I live in Camden House, which is on the edge of the College behind the Library (see map on page 12).

The Chapel stands in the centre of the College. There are services each Sunday and during the week, and all members of College and friends are welcome, regardless of your affiliation. Worship in the Chapel is part of College life and continues a tradition that goes back to the foundation of the College. Evensong on a Sunday evening is particularly popular, and should be experienced at least once in your time here! The choir is lively and sociable as well as producing a wonderful sound. I hope to meet all of the Freshers in the first few days of term.

There is now also a Reflection Room in College, which acts as a multi-faith prayer room.
The Porters

The Porters work in the Porters’ Lodge (Plodge) at the front of College and are responsible for many aspects of College life: security, keys, post-sorting and friendly conversation - they’re basically running the show and are very helpful.

The Porters’ Lodge is useful for:

- getting spare keys for your room
- getting keys for any public room that you’ve booked
- booking sheets for the washing machines, sports courts and so on
- signing in and out of College when you start and finish each term
- signing in for working behind the bar

They are also full of wisdom and kind advice, so feel free to pop in for a chat over a cup of tea if you need a pick-me-up.

The Porters’ Lodge is also the telephone switchboard for College - give them a call if you need to be put through to someone:

**+44 (0) 1223 334 200**

It is useful to save this number in your phone in case of emergency, for example if you need the Porters to call you an urgent taxi.
Dave Glover
Head Porter

Paul Bass
Deputy Head Porter

Pete Jenkins
Fire Safety Porter

24/7 Porters:

Donna Bass

Stuart Cope

David Lucas

Stephen Montgomery

Daniel Morley

Susie Peck

Jon Shipp

Irene Smith
Careers

Emmanuel Society and Development Office

The Emmanuel Society and Development Offices are located on the first floor of D Staircase and are run by Dr Sarah Bendall and her team. The Emmanuel Society is the alumni-led society for both current students and members who have graduated. The Development Office is responsible for keeping in touch with members and raising money for student bursaries and grants, as well as for maintenance of the buildings and grounds, teaching and research and other College purposes.

Careers

The Society organises two careers events for students a year (Michaelmas and Lent terms). Groups of alumni return to College to give advice about careers, CVs, jobs and life after Emma. You don’t need to know exactly what you want to do after graduating to attend – in fact, we encourage you to come along if you don’t!

You’re also welcome to contact members through the online careers database: https://www.emma.cam.ac.uk/members/careers/search/

Society Events

The Society also organises a lot of events for members, to which students are often invited. These range from talks (the journalist Hugo Rifkind came last year), to subject-related dinners in London (such as for medics & lawyers), to musical activities (look out for the sing- and play-through of Handel’s Messiah), to sports matches (the College won the cricket match against Old Emma this year). You can see what’s coming up at https://www.emma.cam.ac.uk/members/events/ and if you would like to attend, please email emmanuel-society@emma.cam.ac.uk.
Get Involved

Each year, there’s an excellent opportunity to build your CV, chat to members about life after Emma, and earn money in the vacations by helping the Development Office with telephone fundraising. This year, we will be holding several really exciting and unique fundraising events in College too, so look out for emails from the Development Office about how to get involved in these.

We’re always keen to share news on the College’s social media channels, website or in e-newsletters. If you’re involved with an interesting project or have news to share about your society/sports team/subject, the Communications Manager, Mary Longford, would be delighted to hear from you: mel57@emma.cam.ac.uk.
Financial Advice

Money and banks

Money has a tendency to disappear rather quickly and although you may think that you’re absolutely loaded when your student finance arrives in your account, it will not last forever. If you are organised enough to plan a budget, then that would be ideal. If not, at least try to be aware of how much money you’re getting through.

It is useful to open a student bank account before you arrive (it doesn’t need to be opened at a Cambridge branch) as it can take a while for your application to be processed. All of the major banks have Cambridge branches (many of them on the same street as Emma).

International students

Don’t worry about trying to open a UK bank account before you get here - the Tutorial Office will help you out during your first few days with an introductory letter to the bank of your choice. If you’d like advice from fellow students, be sure to contact ECSU’s International Rep, Gábor Csontos (international@ecsu.org.uk), or the international freshers’ reps, Emil (esh41@cam.ac.uk) and Joan (myjp2@cam.ac.uk).

Student loans

All UK students should qualify for a loan for tuition fees and also for living costs (the amount of the latter being dependent upon your household income). You should already have filled in an online assessment form and applied for a loan if you need one and you will receive the money during your first couple of weeks in Cambridge. The loan is paid in instalments directly to your specified bank account.
**Financial hardship**

There are several College and University funds to which you can apply for financial help, depending on your circumstances. Your Tutor is the person to see if you would like to make an application.

The Student Loan Company will assess both UK and EU students for the Cambridge Bursary automatically when you apply for a maintenance loan (UK) or a tuition fee loan (EU). SLC will also pay the bursary to both UK and EU students directly.

If you are a UK/EU student and your household income is below £42,620 you are likely to be eligible for an annual Cambridge Bursary of up to £3,500 per year. Details are at [http://www.admin.cam.ac.uk/univ/cambridgebursary](http://www.admin.cam.ac.uk/univ/cambridgebursary).

The College has other funds which your Tutor can apply for on your behalf and they will be able to give you details of these. In addition, College grants are available to students who wish to undertake activities related to their courses and Vacation Study Grants may be available from your Department (ask your Director of Studies about these).

You should have already received details of these funds, including the Cambridge Bursary, in your Freshers’ Finance Pack (sent by the Senior Tutor to all confirmed offer holders in mid-August). The Windsor Fund is also available for those playing for the University in certain designated sports.

**Accommodation and Housing Benefit**

Students do not qualify for Housing Benefit. College accommodation is provided for all undergraduates. College rents are relatively low and ECSU negotiates with the College each year to try and keep rent increases as modest as possible. The rooms are of a good standard and you do not have to pay for your room during vacations unless you decide to stay - which is a massive advantage.
Working in Cambridge

The College Regulations state that it is most definitely not permitted to gain paid employment while at Cambridge - by the time you’ve done your work, played a bit of sport and had a social life there simply isn't time. You can however earn a bit of money working in the College bar or in the Library.

NHS prescriptions, dental fees and opticians’ fees

Unless under 19, students are not automatically exempt from these costs. If you require long-term repeat prescriptions, please contact the College Nurse who will provide you with the necessary forms.
Sports Facilities

Squash courts and a table tennis room are available for booking all year round, and in the summer the Paddock is transformed into tennis courts which can be booked at the Porters’ Lodge. Squash and table tennis equipment are available from the Porters’ Lodge. Public hard tennis courts can be found on Jesus Green and Christ's Pieces. Croquet and boules sets are also kept in the table tennis room for anyone to borrow by signing it out from the Porters’ Lodge.

The College’s outdoor swimming pool (one of the oldest pools in the country and thus unheated) is situated in the Fellows’ Garden and is open for student use at selected times during Easter Term.

Emma also has its own gym by Parker’s Piece, on Parkside. It is equipped with two running machines, two rowing machines and a number of cycling machines plus weights equipment. Membership is free for all College members but is subject to attending an induction session. You can sign up for these sessions, which are run throughout term time by members of ECSU, on the ECSU website. You can request additional inductions on the ECSU or ECSU Committee Facebook groups.

The University of Cambridge Sports Centre at West Cambridge is open for membership to students, staff, alumni and the wider community! The West Cambridge site is also
home to an Olympic standard gym and a range of other facilities which you can read about on the website: [www.sport.cam.ac.uk/facilities/CambridgeSportsCentre/](http://www.sport.cam.ac.uk/facilities/CambridgeSportsCentre/).

There are other gyms in Cambridge, including one at Kelsey Kerridge across Parker’s Piece from the College on Gonville Place.

The College sportsground is situated in Wilberforce Road (west of the city centre, past the University Library) and comprises tennis and netball courts and football, rugby and cricket pitches. The Emma Boat House is situated on the river (across Midsummer Common).

Parkside Swimming Pool is just the other side of Parker’s Piece (next to Kelsey Kerridge) and offers a good student discount if you show your University Card.
Emma is well-known across the University for its Ents (entertainments) - some of which are restricted to members of the College.

Bar Extensions (when the bar stays open until 2am) have a fancy dress theme (decided by the Bar Managers a week or so before) and are for College members only. There are usually three Bar Extensions in Michaelmas, two in Lent and one in Easter Term. The Bar gets decorated in line with the fancy dress theme, and the Bar Managers invent some alcoholic and non-alcoholic cocktails for the evening.

Emma also puts on a variety of different events such as live bands, pub quizzes, open mic nights, comedy and jazz, most of which are held in the fantastic space of the Emma Bar. ECSU will be recruiting keen people to run a new Ents Team next year, so keep your eyes open for when the opportunity arises or contact the ECSU Ent Officers, Seb Dunne and George English (ents@ecsu.org.uk), to get involved.
May Week

May Week is described by many as the best time of the year - the time after all your exams, lectures and supervisions have finished - dedicated to garden parties, balls and events before the long summer break. Like many other Cambridge traditions, it can seem puzzling and slightly illogical at first glance. It is neither held in May nor exactly a week long. In addition, there are some rather peculiar activities, such as the cardboard boat race on the river Cam, which take place during May Week.

May Balls are basically massive parties that last all night when everyone dresses up. Colleges are transformed for the evening according to a theme; unlimited food and drink is provided and musicians such as Bastille, Aluna George and Chase & Status perform to keep you entertained.

Some colleges offer a May Ball every year, like St. John’s; others biannually, whereas some offer an ‘event’ each year. Events are less extravagant than balls and generally cheaper. In recent years Emma has had a ball every other year, alternating with an event. There was a May Ball this year, so next June we are scheduled to have a June Event.

Another way to group them is by price/size, with Trinity, Magdalene and John’s leading the ‘premier league’ on both counts! May Ball committees go to unbelievable lengths to give students the best possible value in all-night entertainment. Balls start between 8 and 9pm ending with a ‘Survivors’ photo as the sun is rising.

There is no limit on the number of balls you can go to, although tickets for any ball are quite pricey - typically around £150 for a ticket (approx. £90 for a June Event) - so the depth of your pocket is always a consideration. Working on a May Ball Committee is hard work but means you get free entry.
You shouldn’t worry if you consider the balls and events a bit pricey - there’s no need to do any of these things and there is always the opportunity to work at a ball or work for half and spend the other half as a guest for free. Some people have been known to attend 4 or 5 balls in a May Week in this way! Most balls have a black tie dress code but don’t need to cost the earth. It is usual practice that the price of a ball ticket includes everything: drink, food and entertainment.
Lesbian, Gay, Bisexual and Transgender students

Emma’s LGBT+ Rep helps to keep students informed about LGBT+ activities, and to provide a source of support. At the start of each year an informal welcome evening is usually organised to introduce LGBT+ students to one another, and to offer more information about the LGBT+ scene in Cambridge. If you are questioning your sexuality, or concerned about issues such as coming out or sexual health, then you can also contact the LGBT+ rep, Edan Simpson, for confidential help or advice (lgbt-rep@ecsu.org.uk).

At Emma there are weekly LGBT+ socials that you can drop in and out of when you feel like it, sometimes before the popular LGBT+ club night ‘Glitterbomb’ at Vinyl. Emma has also held an LGBT+ formal and hosted Miz Cracker, of Drag Race fame, as she gave a talk and Q&A on drag history in the Chapel.

CUSU LGBT+ exists to provide services and support to LGBT+ students across Cambridge; it runs a programme of social events throughout the year. Cambridge is well-known for its friendly and inclusive nature, so whatever your sexuality or gender, it’s worth going to at least one LGBT+ event just to see how friendly and welcoming everyone is.

Edan Simpson - LGBT+ Officer
BME students

The BME Community in Emma

There is a Facebook group for BME individuals in Emma, where all sorts of fun activities are advertised, such as upcoming talks, forums or workshops on decolonisation and various other BME-centric topics. On top of that, occasional formals held by various BME Officers across Cambridge and BME-centric plays will be advertised in the group!

The Facebook group is moderated by the BME Officer, who serves to represent BME students both in ECSU and to college. Their role involves representation, so any concerns you have as a BME student should be brought up to them to facilitate discussion within ECSU! The BME Officer can be contacted at minorities@ecsu.org.uk, including any confidential concerns, help and advice that arise during your time in Emmanuel, or to simply join the super-fun Emma Ethnic Minorities (EM) Group!

The BME Community in Cambridge

CUSU BME Campaign is an autonomous platform that exists to voice the concerns of Ethnic Minority students, both graduate and undergraduate, at the University of Cambridge. The campaign runs events during Fresher's Week for meet and greet, and various events throughout the year ranging from discussions to chill socials. Find out more at their Facebook page: http://www.facebook.com/CambridgeBME/

Or join the CUSU BME Facebook group:
www.facebook.com/groups/2210226753/?ref=br_rs

On top of that there is a Facebook group dedicated to sharing BME-centric theatre events, which can be found here: www.facebook.com/groups/343625632681381/
**What do I do if I’m being discriminated against?**

The University has a helpful website for reporting any discrimination faced by students, which can be found here: [https://www.race-equality.admin.cam.ac.uk/help-and-advice](https://www.race-equality.admin.cam.ac.uk/help-and-advice)

On top of the University, your tutor will always be available for any welfare support. Failing that, the BME Officer can assist in finding ways to get help from college or the university.

Chun Hao Zhe - BME Officer
Disabled Students Guide

There are lots of resources available for disabled students in Cambridge. Disabled Students services are available not just to those with physical disabilities, but also any students with chronic illnesses, SpLDs and mental health problems.

The Disabilities Officer on ECSU is here to support and represent the needs of all disabled students at Emmanuel. You can get in touch with them for support and advice (disabilities@ecsu.org.uk), or if you have any problems they are able to discuss these with ECSU or the college on your behalf. The Emma Disabilities Officer this term is Meg Webb.

Cambridge University Student Union Disabled Students Campaign

The Disabled Students Campaign at CUSU represents all self-defining disabled students across the whole university. They run welfare events, social groups and disabled student forums, as well as campaigning for important issues regarding disabled students. Your CUSU Disabled Students Officer for this academic year is Jess O’Brien. There is a CUSU Disabled Student’s Campaign Facebook group which you can join for updates.

Porters

The porters are able to give first aid to students, will help out should you need to go to hospital, and are also a great source of pastoral support. They are always happy for you to pop in for a chat and a cup of tea, and are non-judgmental and sensitive a great help in a mental health emergency, especially out of hours. The email for Dave Glover, the head porter is dg407@cam.ac.uk.
**Counselling**

Please see page 39 for more information on the college counsellor or page 66 for more information about the university counselling service. You can email both to request a room with step free access.

**Access**

An access guide for the college buildings is available online at: [http://www.ecsu.org.uk/pages/disabilities.html](http://www.ecsu.org.uk/pages/disabilities.html) and a further access guide for all Cambridge colleges is available at [https://www.disability.admin.cam.ac.uk/building-access-guide](https://www.disability.admin.cam.ac.uk/building-access-guide)

Important to note on accessibility in college:

• College has an accessible JCR in the Louis Franck Room on the ground floor of the Queen’s Building, with step free access, and accessible and gender neutral toilets accessible by lift.

• Unfortunately, the bar is not yet fully accessible, with the top floor of the bar having step free access, but several steps down to the main area. Bar staff are happy to bring drinks up to those who cannot get down.

• The porter’s lodge has a couple of steps up to both doors, but there are bells outside which you can ring to get their attention if you need their help.

• The pidge/mail room also has two steps, but if you speak to the porters they are happy to deliver mail to students’ rooms if this is inaccessible to you.

• Both the laundry service and self-service laundry rooms do not have step free access to them. The porters are happy to carry laundry to the laundry service, and if you speak with housekeeping, they are happy to arrange for bedders to collect and return your laundry on a weekly basis.
Clubs and Societies

The beauty of Cambridge is that, no matter what your interest or ability, there is a team or society for you. There is, of course, plenty of opportunity for those of you whose interests don't involve getting muddy or doing things with balls.

Get involved!

Whether you’re a pro or a beginner there will be an opportunity for you to find a team suitable to your level. Any interest you have should be catered for, if not on a College level then on a University level. The College Freshers’ Fair and the University Freshers’ Fair (both held in the first week) are an opportunity to get a taste of what’s on offer and sign up for things you are interested in. A few of the societies will also be putting on "squashes" or taster sessions in the first couple of weeks to entice you to join!

Current Societies:

Emma Circus Soc
Emmanuel College Swimming and Water Polo club
Emmanuel Boat Club
Emma Mixed Netball (seconds)
Emma Mixed Netball (firsts)
Emmanuel College Rugby Football Club
Emmanuel College Basketball Club
Emmanuel College Men's Football
Thomas Young Society/Big Thinks Club
DilEmma (discussion of politics & current affairs)
Emmanuel College Philosophical Discussion Group
Emma Mixed Lacrosse
Emma Mixed Hockey
Emma Ladies' Hockey
Emma Men's hockey
Emmanuel College Art & Photography Society (ECAPS)
Emma Women’s Football (Emma Panthers)
Emmanuel Chess Club
Emma Mountaineering Club
Emmanuel College Badminton
Emma Men's Tennis
Emma Women's Tennis
Emma Snow
Emma Rifle
REDS – Revived Emmanuel Dramatic Society

What if?
There are also a number of subject-specific societies, which you automatically become a member of if you study that subject (MedSoc, for example). If you are passionate about something and there doesn’t seem to be a group in College you can look outside College as there are hundreds of University-wide societies. If you still can’t find what you are looking for then why not set up your own society? ECSU can usually provide some funding to help you achieve this.
Being Green at Emma

This is intended to be a quick guide on green issues at Emma which you can refer to throughout the year if needed.

**Recycling:** Every student should have 2 bins in their room – counter-intuitively, the green one is for general rubbish and the silver one for mixed recycling. They should all have stickers on them detailing what can and can't be recycled. There is also a small box in the pidge room for recycling batteries.

Whether you have a recycling bin in your kitchen or not depends on the size of the kitchen. If not, please use the recycling bins in your rooms!

**Bikes:** WD40, bike oil and a puncture repair kit can be borrowed from the Plodge.

**Post:** If you would like a green dot on your pidge to indicate that you don’t want to receive leaflets/spam, please email the Green Officer (green@ecasu.org.uk).

**Maintenance:** If you notice any faults, such as leaking taps, radiators that can’t be turned off, write these in the maintenance book (this can be accessed online: login to the Emmanuel website as if you are registering for Formal Hall and click on the spanner icon).

**Energy-saving:** You are encouraged to switch off all lights and appliances when they are not in use, including gyp room lights where possible. The closing of windows when not in the room is also encouraged to prevent heat loss and to encourage energy efficiency.
What do I put in my bins?

**YES**

- PAPER, MAGAZINES & ENVELOPES
- EMPTY AEROSOL CANS
- GLASS BOTTLES & JARS
- PHONE BOOKS & CATALOGUES
- PHONE BOOKS & CATALOGUES
- CARDBOARD
- CARTONS
- PLASTIC BOTTLES, TUBS, POTS & TRAYS
- PLASTIC BOTTLES, TUBS, POTS & TRAYS
- CLEAN FOIL
- CANS, TINS & METAL JAR LIDS
- LARGE TINS
- LARGE TINS

**NO**

- Plastic bags or sacks
- Envelopes containing bubble-wrap (e.g. Jiffy bags)
- Wood or plasterboard
- Food or garden waste (put in green bin)
- Pyrex, plate glass, glass dishes or light bulbs
- Saucepans, coathangers etc
- Foil-lined plastic pouches e.g. from pet food
Life Outside of College

There’s so much to do in Cambridge that you should never be bored! There are a whole host of things to do, see, eat, drink, party at, sit around in, try your hand at and fall into outside Emma, so this can only be the briefest of introductions. You’ll have lots of fun discovering what you like and don’t like about the place, finding your own favourite café, club, bookshop and pub. If you ever need to buy anything at last minute, we’re 5 minutes from Primark and the Grafton Centre and a stone’s-throw from Lion Yard and the Grand Arcade.

There are varied events at both College and University levels, including a vibrant drama scene, which includes the famous Footlights and the ADC Theatre, as well as smaller theatre groups and venues. The ADC is a really great way to get involved and there’s always loads going on, with plays and shows every day. There is a mainstream VUE cinema by the Grafton Centre and a more ‘arty’ Picturehouse opposite Emma, plus College showings organised by CinEmma (the Emmanuel Film Society). Some other colleges also show some of the biggest films of the year a few months after initial release, such as the St John’s Picturehouse.

Cambridge Leisure Park is an entertainment complex (near Homerton) which has a cinema (The Light), tenpin bowling, supermarkets and a range of restaurants to suit all tastes.

A lot of big-name bands stop by in Cambridge, usually playing at the Corn Exchange in the centre of town or the Junction by the train station. For smaller bands, including up-and-coming student groups, the Elm Tree, Portland Arms and other College bars are good.
For daytimes activities, watch out for exhibitions at the Fitzwilliam Museum or the Museum of Archaeology and Anthropology (The MAA) - always worth a visit.

Once Hall starts to bore you and you get tired of microwavable meals, you'll most likely sally forth to discover a wealth of good and cheap places to eat around Cambridge. Popular with students is Nanna Mexico on Regent Street, which does delicious food for great value and has £5 burritos on Mondays.

Wagamamas is situated opposite College (watch out for online 2-for-1 vouchers) and there are a number of good restaurants at Quayside (near Magdalene Bridge). Rev’s across the road does 50% off on Mondays, and also nearby are Zizzi’s, Nando’s and the Gourmet Burger Kitchen. Plus Emma students now get £1.50 off at Cambridge Crepes (opposite Sidney Street) 11am-1:30pm Wednesday- Sunday.

For burgers, the vans of Life and Death at night on Market Square await! Pizza fans are also well provided for – there is a Pizza Express on Regent Street and another on Jesus Lane. For a good curry head towards Mill Road or to the infamous Curry King on Bridge Street.

Unlike many cities in the UK, Cambridge boasts a thriving café culture beyond Starbucks, Nero and Costa. Sooner or later, you’ll find yourself in Savino’s shocked that coffee could taste so good (located just outside North Court gate - don’t forget to ask for the Emma students’ 10% discount). Alternatively, Jamaica Blue in the Grand Arcade does artisan coffee and a good brunch too. And if you can find a seat in the tiny upstairs, Indigo (off Market Square) is a lovely place to read a book or meet a friend. There are many more – and finding them for yourself is half the fun!

Cambridge Chophouse on King’s Parade is also reasonably priced among the more upmarket establishments. Bill’s, Fitzbillies and Aromi are all lovely café-brunch-
restaurant places with amazing food. For the purse-savvy, both Cambridge Fudge Kitchen opposite Kings and Chocolat Chocolat right outside college offer free samples of their tasty treats.

Cambridge has a huge proportion of pubs per capita, allegedly the highest in Britain, from the tiny Free Press (beautifully kept beer, no mobile phones allowed) out the back of Emma to the gigantic Wetherspoon’s, which claims to be the biggest pub in the UK, out the front. Emma bar still manages to beat all comers for value though! The Eagle (the haunt of Crick and Watson in years past) has bags of atmosphere but rather pricey drinks, and the Maypole down beyond the ADC does good cocktails for cheap prices.

If bars are more your thing, head to La Raza for a comprehensive wine list and pricey (but recently rather average) cocktails. Better for cocktails is the River Bar, and Ta Bouche is also worth a look. All three accept credit cards, and the service is usually top notch.

As far as clubs go, there are a few different regular nights. We’ve listed some of these below (entry prices can vary throughout the year):

**Vinyl** (known as Life)

- Tuesday - Glitterbomb, £4 before 11pm and £6 thereafter, LGBT night
- Friday - £5
- Sunday - £6

**Fez**

- Friday – Propaganda. £5 before midnight, £6 thereafter.
- Saturday – I’m In Love. Increasingly popular among Emma students.
Lola Lo’s (or just Lola’s)

- Wednesday – J-Rocks. £3 before midnight, £5 thereafter.
- Thursday - £5. Let’s Kill Disco, with chart music.

Ballare (known as Cindies)

- Tuesday – Jelly Baby, £4. Fun and very popular with Emma students
- Wednesday – Rumboogie, one of the most popular nights, expect long queues.

Revolution

- Very near to college and can be a very fun night, particularly when hosting a night such as Grandma Groove.

Wetherspoons

- Right across the road from college. No entry fee and has a dancefloor on Friday and Saturday nights, when it is affectionately known as ‘dangerspoons’.

Some of the best places to go for nights out are the Colleges’ own ents. Look out for ‘super-ents’ when multiple colleges organise an ent together. Popular ents include Clare Cellars, Emma Ents and King’s Ents. Again, check the student papers, or the notice board in the pigeonhole room, for details.
COLLEGE SAFETY

In response to a couple of incidents recently, here are some useful tips from college staff about keeping yourself safe both in and outside Emma.

IF YOU THINK YOU’RE BEING FOLLOWED HOME AT NIGHT:
Go straight to the Main College Entrance (Porters’ Lodge) and ring the bell – the Porters will always answer – If in doubt, always go to the Porters’ Lodge!

THE PORTERS’ LODGE
PHONE NUMBER:
01223 334200
It’s a good idea to put this into your phone

PERSONAL ATTACK ALARMS:
Available to ALL students from the ECSU Shop for £1!

• They fit on a keyring, have a flashlight and are re-usable
• They also come in multiple colours
• You pay using your CRSid.
• Worth having especially if you live offsite

LOCK YOUR DOOR as we have had people enter the College and steal from students’ rooms in the past

THE PORTERS’ NETWORK:
If you are in trouble anywhere in Cambridge, you can go into any Porters’ Lodge to ask for help – they can contact our Porters for you too!

PEEPHOLES: any student can request peepholes for their door by contacting the Bursar:
bursar@emma.cam.ac.uk

TAXIS HOME: In case of emergency, you can order (or be ordered) a Panther Cab taxi back to Emma from any Porters’ Lodge in Cambridge, which will be charged to the College Account (and will subsequently go on your College bill) – good to know if you ever lose your purse!

PANTHER CABS PHONE NUMBER:
01223 715715
# Where to find help in Cambridge

<table>
<thead>
<tr>
<th>Who?</th>
<th>What help do they provide?</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Welfare Officers: Poppy Boyd-Taylor &amp; Charlie Worsley</td>
<td>Here to listen to you and help you explore your options by signposting you towards relevant services.</td>
<td>Email: <a href="mailto:welfare-female@ecsu.org.uk">welfare-female@ecsu.org.uk</a> &amp; <a href="mailto:welfare-male@ecsu.org.uk">welfare-male@ecsu.org.uk</a></td>
</tr>
<tr>
<td>Ann Hughes - College Counsellor</td>
<td>Counselling within college</td>
<td>01223330491 OR <a href="mailto:ah300@cam.ac.uk">ah300@cam.ac.uk</a> Drop ins: Mondays 4-5pm, Fridays 12:00-13:00. Other times by appointment.</td>
</tr>
</tbody>
</table>
| University Counselling service (UCS) | - Information on finding counselling and self-help resources  
- Pre-Counselling form: to arrange counselling you can self-refer, don’t have to go through a DoS | http://www.counselling.cam.ac.uk/studentcouns/students |
| Jeremy Caddick – Dean | - Advice, support or a friendly chat | jlc24@cam.ac.uk |
| Tutor or DoS | - Fellows with particular responsibility for the welfare, well-being and general progress of individual students year on year  
- You meet with your tutor at the beginning and end of each term to talk through general progress.  
- They are freely available to you throughout your time at the college  
- Remember you can go to **any** tutor (even if not assigned to you) | You can find the names of tutors on Page 19 and all of their contact information is available at https://www.emma.cam.ac.uk/about/officers/ |
| Nightline | - A free phone/online service running from 7pm to 7am  
- Offers a listening, friendly and non-judgemental ear for whatever you want to talk about | email@cambridge.nightline.ac.uk  
01223 744444  
https://cambridge.nightline.ac.uk/  
Skype: Cambridge.Nightline |
| Students’ Union’s Advice Service (SUAS) | - Free, confidential and independent support for students - students have a space where they can get good quality support regardless of college support  
- Experts on giving advice on what services are available  
- Advice drop in sessions: Tuesdays and Thursdays, 12pm-2pm or book an appointment by email | http://www.studentadvice.cam.ac.uk  
advice@studentadvice.cam.ac.uk  
University network: 46999  
01223 746999  
17 Mill Lane, Cambridge, CB2 1RX |
<table>
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<tr>
<th>Who?</th>
<th>What help do they provide?</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Samaritans</td>
<td>- Befriending helpline for those in crisis or despair. Open 24 hours 365 days a year</td>
<td><a href="http://www.samaritans.org">http://www.samaritans.org</a></td>
</tr>
<tr>
<td></td>
<td>Call: 116 123 (free) 01223 364455 4 Emmanuel Road, Cambridge CB1 1JW</td>
<td></td>
</tr>
<tr>
<td>Cambridge Rape Crisis Centre</td>
<td>- Information, advice and support for women survivors of rape and sexual abuse and for those supporting them - Independent Sexual Violence Advocate</td>
<td>Helpline: 01223 245888 <a href="mailto:support@cambridgerapecrisis.org.uk">support@cambridgerapecrisis.org.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Enquiries: 01223 313551 <a href="http://www.cambridgerapecrisis.co.uk">http://www.cambridgerapecrisis.co.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Box R, 12 Mill Road, Cambridge, CB1 2AD</td>
</tr>
<tr>
<td>Beat UK Eating Disorder charity</td>
<td>- A guide and friend to anyone affected by eating disorders</td>
<td><a href="http://support.beateatingdisorders.org.uk">http://support.beateatingdisorders.org.uk</a></td>
</tr>
<tr>
<td></td>
<td>- Help for those supporting friends with Eating Disorders,</td>
<td>Studentline: 0808 801 0811 Helpline: 0808 801 0677 0r 0808 801 0711 One-to-one Web Chat available</td>
</tr>
<tr>
<td></td>
<td>- Helpline open 365 days a year 12pm-8pm weekdays, 4pm-8pm weekends</td>
<td></td>
</tr>
<tr>
<td>Mind</td>
<td>- Provide advice and support to empower anyone experiencing a mental health problem</td>
<td><a href="http://www.mind.org.uk">http://www.mind.org.uk</a></td>
</tr>
<tr>
<td></td>
<td>- Helpline open 9am-6pm, Monday to Friday</td>
<td>0300 123 3393 or text 86463 <a href="mailto:info@mind.org.uk">info@mind.org.uk</a></td>
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</tbody>
</table>
CUSU

As well as being members of their College Students' Unions, all Cambridge students are automatically members of CUSU (Cambridge University Students' Union). CUSU provides services and representation for all of its members to the University.

Some of the many services provided include the massive Societies Fair at the beginning of Michaelmas, the CUSU Guide, the editorially independent *TCS* newspaper, the free CUSU mail service between colleges (mailbox is in the Porters’ Lodge), minibuses available for private hire, attack alarms, free pregnancy tests and pregnancy counselling, as well as the cheapest and most sophisticated photocopying in Cambridge. The CUSU autonomous campaigns (Women's, LGBT+, International and Black and Minority Ethnics (BME), Disabled Students' Liberation Campaign) all represent and support any students self-defining as such. The new Student Support Service offers individual support and casework.

CUSU recognises the access problems that exist within Cambridge. It aims to redress the imbalances in applications and admissions to our University.

CUSU policy is made at the fortnightly CUSU Council meetings. Anyone can speak at these meetings or bring up something in advance for discussion, but only certain representatives have votes. You can become involved in CUSU through ECSU (ask the Vice-President, Matilda Schwefel, who is also the External Officer) or by standing for election to CUSU positions.

Visit the CUSU website, [www.cusu.cam.ac.uk](http://www.cusu.cam.ac.uk), for more information about their activities.
# The Lingo

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td><strong>Access</strong></td>
<td>The campaign to promote equal opportunities for all students who might consider applying to Cambridge.</td>
</tr>
<tr>
<td><strong>CamSIS</strong></td>
<td>The online system that you log into via Raven to view your supervision reports and exam results.</td>
</tr>
<tr>
<td><strong>College Parent</strong></td>
<td>A student in 3rd year at Emma who has volunteered to look after you when you first arrive – See ‘College parent’ section.</td>
</tr>
<tr>
<td><strong>CRSid</strong></td>
<td>A sequence of letters and numbers that can uniquely identify you amongst all Cambridge University students; it is usually a combination of your initials and a random number. You use this to log in to University computer systems and it forms the first part of your @cam.ac.uk email address, which you will receive on arrival.</td>
</tr>
<tr>
<td><strong>CUSU</strong></td>
<td>Cambridge University Students’ Union</td>
</tr>
<tr>
<td><strong>DoS, doss</strong></td>
<td>Director of Studies</td>
</tr>
<tr>
<td><strong>Downing Site</strong></td>
<td>Science site, directly to the west of Emma, with labs, lecture theatres and supervision rooms.</td>
</tr>
<tr>
<td><strong>ECSU</strong></td>
<td>Emmanuel College Students’ Union</td>
</tr>
<tr>
<td><strong>Ents</strong></td>
<td>Entertainments held in the College bar - these are organised by the ECSU ents officer and are held a few times each term. They range from visiting DJs to live musicians to charity pub quizzes.</td>
</tr>
<tr>
<td><strong>Hall</strong></td>
<td>The early sitting or ‘Informal Hall’ buttery/ canteen where you will eat most of your meals. ‘Formal Hall’ is the later meal sitting which you book into on the Emmanuel website, requires you to wear your gown and is a waiter-served 3-course meal.</td>
</tr>
<tr>
<td><strong>HSPS</strong></td>
<td>Human, Social and Political Science</td>
</tr>
<tr>
<td><strong>LGBT</strong></td>
<td>Lesbian Gay Bisexual Transgender</td>
</tr>
<tr>
<td><strong>MML</strong></td>
<td>Modern and Medieval languages</td>
</tr>
<tr>
<td><strong>NatSci</strong></td>
<td>Natural Sciences student</td>
</tr>
<tr>
<td><strong>New Museums Site</strong></td>
<td>One of the science sites with labs, lecture theatres and examination rooms. CUSU HQ is also located here.</td>
</tr>
<tr>
<td><strong>NPR</strong></td>
<td>Normal Period of Residence - the 10 weeks that you pay for your room for each term - See ‘Cambridge Calendar’ section.</td>
</tr>
<tr>
<td><strong>The Paddock</strong></td>
<td>The big green field in the centre of College, where tennis is played and students sit outside in the summer.</td>
</tr>
<tr>
<td><strong>Pidge</strong></td>
<td>Pigeon-holes, in the Post Room in Front Court</td>
</tr>
<tr>
<td><strong>Plodge</strong></td>
<td>Porters’ Lodge, found in Front Court. See ‘Porters’ on p.42.</td>
</tr>
<tr>
<td><strong>Raven</strong></td>
<td>The log-in system used to access the Emma-only parts of the Emmanuel website as well various other Cambridge University websites, including the library systems.</td>
</tr>
<tr>
<td><strong>REDS</strong></td>
<td>Revived Emmanuel Dramatic Society, which produces and funds the annual Freshers’ play.</td>
</tr>
<tr>
<td><strong>Savino’s</strong></td>
<td>A coffee shop near the North Court gate where Emma students get a 10% discount. Best coffee this side of Rome.</td>
</tr>
<tr>
<td><strong>Senior Tutor</strong></td>
<td>In charge of the day-to-day and long-term academic running of Emma. See ‘Academic life’ section of this booklet.</td>
</tr>
<tr>
<td><strong>Sidgwick</strong></td>
<td>The main Arts and Humanities site, where many of lectures and supervisions are held, opposite Newnham College.</td>
</tr>
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</tr>
<tr>
<td><strong>Subject Parent</strong></td>
<td>A student in 2nd (or 3rd) year at Emma studying your subject assigned to answer any questions you might have relating to your course- see ‘Academic life’ section.</td>
</tr>
<tr>
<td><strong>Supervisor</strong></td>
<td>An academic/PhD/final year student who actually teaches you- in supervisions. See ‘Academic life’ section of this booklet.</td>
</tr>
<tr>
<td><strong>Tutor</strong></td>
<td>An academic and member of Emmanuel College there for your pastoral care and academic support. See ‘Academic Life’ section of this booklet.</td>
</tr>
<tr>
<td><strong>Wilby</strong></td>
<td>Wilberforce Road sports grounds. Where Emma plays most home matches and never loses. A fortress.</td>
</tr>
</tbody>
</table>