



Magdalene College, Cambridge

Student Guide

Academic Year 2024/25

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Introduction

This guide has been put together to help you find your way around life at Magdalene. All students should familiarise themselves with this guide before coming into residence and keep it for reference when needed. Besides providing the sort of information you may need for everyday life in College, it also aims to set out some of the rules governing a residential community whose primary purpose is education, learning and research.

In addition to this guide, you should familiarise yourself with College rules and policies, available on the College website: <https://www.magd.cam.ac.uk/administration/policies-and-procedures>

1 Organisation of the College

1.1 The Governing Body

The Master, Professorial Fellows, and Teaching Fellows constitute the College's Governing Body. Together with Research Fellows, Emeritus Fellows, and other Masters of Arts, they are the Senior Members of the College. The JCR President (representing undergraduate students) and the MCR President (representing postgraduate students) also attend meetings of the Governing Body. You may sometimes see students referred to as 'Junior Members'.

1.2 The College Officers

The Master is the head of the College.

The President is head of the Fellowship, and responsible for matters relating to the Fellows of the College.

The Senior Tutor is responsible for the College's tutorial, pastoral and academic affairs, and is assisted by a team of Tutors.

The Undergraduate and Postgraduate Tutors are responsible for the wellbeing of their pupils and advise them on their studies and on other matters arising out of College or University life (for example financial or personal difficulties). Each student is assigned a Tutor who will represent their pupils in dealings with the College and University.

The Admissions Tutors are responsible for all matters relating to student admission to Magdalene.

The Senior Bursar & Steward is responsible for the College's finances, investments, estates and planning.

The Assistant Bursar is responsible for the day-to-day management of the College staff and many of the College's non-academic activities, including the College Office, and College Accommodation matters.

The Dean is responsible for matters of general order and discipline in the College, and enforcement of the College rules. The Dean also manages the permission of the use of public rooms, and parties.

The Development Director is responsible for relations with the College's alumni, fundraising, events and communications.

The College Librarian is responsible for the College Library.

The Pepys Librarian is responsible for the Pepys Collection.

The Praelector is responsible for presenting students for matriculation and graduation.

The Dean of Chapel assists any member of the College community (of any faith, or none) on personal, practical, or spiritual matters.

The Precentor & Director of Music is conductor of the College Choir.

For more details about roles and responsibilities, contact details, and information regarding those currently in post, please refer to the College website: <https://www.magd.cam.ac.uk/people>

1.3 College Fellows and Teaching Staff

There are over 100 College Fellows. A list of them, their subject and contact details are available on the College website at: <https://www.magd.cam.ac.uk/fellows>

Contact details of all University staff, including College Fellows, are searchable on the internet at: <https://www.lookup.cam.ac.uk/>. Alternatively, you can leave a note (clearly addressed to the recipient) at the Porters' Lodge.

1.4 College Staff

There is a team of over 100 non-academic staff working at the College. Detailed information about staff roles, contact details and their respective offices and departments can be found on the College website at: <https://www.magd.cam.ac.uk/department-directory>

1.5 Student Body

The JCR

All students on undergraduate courses, with the exception of affiliated students, are members of the Junior Combination Room (JCR). This is the name for both the organisation to which students belong, and their common room. The JCR President represents the undergraduate community on the Governing Body and there are JCR representatives on certain College committees.

The Junior Common Room is in First Court A staircase. It comprises a large room with a television, daily papers, and various other facilities. A separate pool room and music rooms are situated nearby. Entrance to the JCR is by University Card (issued at the beginning of your first Term).

The MCR

Students on postgraduate courses, such as the PhD, MPhil or PGCE are members of the Middle Combination Room (MCR). This is both the name for the organisation to which postgraduates belong, and their common room. The MCR President represents the postgraduate community on the Governing Body and there are MCR representatives on certain College committees.

The Middle Combination Room is in First Court F Staircase. It comprises a large room with a television, daily papers, and various other facilities. Entrance is by University Card (issued at the start of your first Term).

The College has a scheme for Bye-Fellowships in which postgraduate students are elected to a one-year Bye-Fellowship, to be held in the third year of research towards the PhD degree. Further details will be provided by the Postgraduate Tutor to eligible students in Lent Term.

2 Academic Matters

2.1 The Academic Office

The Academic Office is responsible for managing admissions and the academic administration of students' College life. Located in First Court A3 and A4, this is where the Academic Registrar and their team are located. To contact the Office:

- undergraduates should email tutorial@magd.cam.ac.uk
- postgraduates should email postgraduates@magd.cam.ac.uk

2.2 Library Facilities

New Library

Opened in 2021, and winner of the 2022 Stirling Prize for architecture, the New Library is a beautiful, modern and inspiring purpose-built library open to all College members 24 hours a day, seven days a week. There are 130 study spaces, a bookable group study room, a social space and accessible facilities throughout, including lift access to all floors. The academic collections include over 30,000 books and a range of other print and digital resources covering all taught Cambridge courses. It also holds collections that support the broader experience of student life, including welfare and wellbeing, study skills, fiction, and board games. The library also provides study aids for use in the library such as book stands, laptop rests, writing slopes, blankets etc.

New Library staff are available in the office on the ground floor, please do come and ask if you need any help, or email library@magd.cam.ac.uk

The Cambridge University libraries' catalogue is available online to search and browse our collections: <https://idiscover.lib.cam.ac.uk/>

For more information about what services are currently available and how to get support please see the New Library webpage and social media: <https://www.magd.cam.ac.uk/college-life/library>

An introductory guide to academic life, research and digital resources in Cambridge is available online: <https://libguides.cam.ac.uk/camguides/index>

Magdalene College Library Rules

The New Library is intended for academic study. To maintain a pleasant working environment all users are required to observe the following rules:

1. The Library is for current Magdalene students, Fellows and staff. Please do not bring in non-College members.
2. The Library is a quiet study space so please keep noise to a minimum and be thoughtful of those working around you, or use the social space for conversation and phone calls.
3. Food can be eaten in the social space but not in the rest of the library. Drinks are permitted in sealed bottles or lidded cups.
4. Please borrow any items using the self-service machine or at the staff desk before leaving the building.
5. Library resources are shared so please do not mark or damage library books as you may be charged for a replacement.

The Library team and Porters monitor the Library to help maintain the working atmosphere. If you have experienced problems, please report this to a member of staff, in person or by e-mail, so that they can work to resolve the issue.

Repeated breaking of Library rules or disruptive behaviour in the Library will be reported to your Tutor or the Dean.

Historical Libraries

The Pepys Library, housed in the Pepys Building, is a unique collection bequeathed to the College by Samuel Pepys. It includes his famous diary and many rare books and manuscripts, housed in their original cases. Viewings of the collection can be arranged by emailing the Pepys Librarian, at pepyslibrary@magd.cam.ac.uk.

Please note that the Pepys Library will be closed for refurbishment through the 2024/25 academic year.

The College's Old Library houses a collection of books and manuscripts acquired by the College over many centuries. It is a research collection, attracting international scholars. Exhibitions are held throughout the year.

The University and subject Faculty Libraries.

While College libraries are only accessible to their own members, there are also Faculty Libraries for each subject, and the central University Library. A directory of all libraries is available: <https://www.libraries.cam.ac.uk/libraries-directory/libraries-a-z/all>

You will be automatically registered with a range of Faculty libraries – you are not limited to the one which is for your subject(s).

The University Library is one of the British Isles' six legal deposit libraries, alongside the Bodleian in Oxford, the British Library, the national Libraries of Wales and Scotland, and the Library of Trinity College Dublin. This means that a copy of every book published in the UK must be deposited here.

All current students have right of access to the University Library and have borrowing rights. Access to the Library is via the University Card.

The University Library offers a programme of introduction and orientation to its facilities. The University Library website is at: <https://www.lib.cam.ac.uk/>

2.3 IT facilities

Internet access is provided in all of the College's study rooms and accommodation. There are also a number of PCs, scanners and laser printers located in Benson E1, the New Library, and the Cripps building.

All students should note section C14 of the College Rules relating to the College's computing facilities.

More information about computer charges, connections and passwords etc. is available at:

<https://www.magd.cam.ac.uk/magnet/it-support>

2.4 Academic dress

All students are subject to the University rule regarding the wearing of academical dress:

“Members of the University in statu pupillari shall be required to wear their proper academical dress when attending University ceremonies in the University Church or in the Senate House, and at all other times at which the Vice-Chancellor may by public notice direct that academical dress be worn.”

In addition to graduation ceremonies in the Senate House, and services in the University Church (Great Saint Mary's), gowns should be worn in College for Chapel services and for Formal Hall.

New gowns can be obtained from the robe makers in town. These include:

- Ede & Ravenscroft Ltd. 70-72 Trumpington Street
- Ryder & Amies 22 King's Parade
- Moss Bros. 14 St John's Street

Second-hand gowns can sometimes be obtained from these robe makers, but they must be of the correct pattern for Cambridge.

The appropriate gown should be selected using the following criteria:

Undergraduates and affiliated students should obtain a Magdalene undergraduate gown - there are distinct variations between colleges.

Postgraduates who hold a Cambridge degree wear the gown for that degree, with strings.

Postgraduates who are graduates of other universities and who are under the age of 24 wear the Cambridge B.A. gown, but without strings; those over the age of 24 wear the Cambridge M.A. gown, but without strings.

2.5 Communication

All students will receive various notices, forms, and emails throughout their course via their @cam email, pigeonhole (in the Porters' Lodge), and on occasion via phone. Students must regularly check for messages, including during any study periods away or vacations. Please read these carefully and in full, follow any instructions, ask for help if needed, and note any arrangements in your diary. Make a special point of replying to any queries or invitations from Senior Members of the College as promptly as possible. For information regarding contact details, please refer to the College website and follow the relevant links at:

<https://www.magd.cam.ac.uk/department-directory>

2.6 Teaching arrangements for undergraduates

Lectures and practical classes are organised by the University for members of all colleges. There is a lecture-list published online at the beginning of each Term giving details of lectures in all subjects. Some faculties issue termly booklets with additional information, which are normally available from your Director of Studies or on the relevant faculty website.

Supervisions are teaching sessions for a small group of (or individual) undergraduates. Supervisions may be given by academic staff or research students from across the University.

You must attend all supervisions arranged for you. You will be charged for, and will have to account for, any supervision which you fail to attend without good reason and without giving prior notice of absence.

At the beginning of each Term you will meet with your Director of Studies (you will be told when and where). Changes to teaching arrangements will usually be communicated by email.

2.7 University examinations for undergraduates

Students at all colleges make their examination entries online using the web portal known as CamSIS. Students will be asked to complete their examination entry in CamSIS by a mid-October

deadline. It is your responsibility to make sure that you are entered for the correct examination and papers. Your Director of Studies will assist you in making your entry. In Lent Term, the Academic Office will contact you to verify your examination entries, please do so promptly. No corrections will be accepted after the advertised deadline.

2.8 College Rules relating to academic and examination performance for undergraduates

Your attention is drawn to [College Rules A1 and A2](#), relating to academic and examination performance and responsibilities. All students are required to take the University's prescribed Preliminary and Tripos examinations.

Attendance at supervisions is compulsory, unless a satisfactory note of explanation has been received by the supervisor in good time before the supervision. Students must also attend the lectures and other classes given in connection with their course.

College Rule A2 also gives information about disciplinary action against students who fail to achieve satisfactory exam results in Preliminary and Tripos examinations.

NB. The formal offer letter sent to you (as well as the letter confirming your place) will have indicated whether any special additional examination performance requirements apply in your case. Please also note that entrance onto certain options, courses or subjects, or the continuation from the third to the fourth year in some science options may be dependent on academic results.

2.9 Scholarships, Exhibitions, and Prizes

Those achieving First Class Honours in University examinations are elected to a College Scholarship worth £175, and receive a Book Prize of £75 in the following year.

Those achieving a First in their final year, and who are leaving the College, receive a Bundy Scholarship of £250.

Exhibitions are awards worth £75 awarded at the discretion of the Governing Body to those who narrowly miss a First.

The College also offers numerous named prizes for excellence in the Tripos (usually around £125).

2.10 Summer Bursaries and Travel Awards

A number of bursaries and travel awards are available to help fund the costs of internships, research projects, and academic related travel during the Summer. Full details will be circulated by the Academic Office in Lent Term, and further information is available on the College website:

- <https://www.magd.cam.ac.uk/summer-internship-and-research-bursaries>
- <https://www.magd.cam.ac.uk/travel-awards>

3 Life at Magdalene

3.1 Accommodation

For more information about College accommodation, please consult the Accommodation section of the College website:

<https://www.magd.cam.ac.uk/college-life/accommodation>

Students should also familiarise themselves with the Accommodation Handbook:

<https://www.magd.cam.ac.uk/administration/policies-and-procedures>.

Accommodation for undergraduates

The College is able to accommodate undergraduates throughout their course. Undergraduate accommodation is located inside the College grounds, or within a short walk of the main College site.

New undergraduate students will be sent details on how to reserve a room in early September following confirmation of their place to study. If a student requires a specific type of room due to medical needs, they should raise this with the Accommodation Coordinator and the College Health and Wellbeing Service.

Continuing students choose their room by ballot. The Accommodation Coordinator will circulate information about the ballot to all current undergraduates in Lent Term.

Accommodation for postgraduates

The College endeavours to provide accommodation for postgraduate students who wish to live in College, however, this depends on demand and the number of rooms available. The majority of postgraduate rooms will be allocated to new students, with a smaller number of rooms allocated to students in their second and third years.

Accommodation for new postgraduates is offered on a first-come, first-served basis, with a small number of rooms held in reserve until late summer for those with room requirements due to medical conditions. New postgraduates requiring accommodation will be sent details on how to reserve a room once their place is confirmed. If a student requires a specific type of room due to medical needs, they should raise this with the Accommodation Coordinator and the College Health and Wellbeing Service.

Continuing students choose their room by ballot. The Accommodation Coordinator will circulate information about the ballot to all current postgraduates in Easter Term.

3.2 Gate and guest hours

The College's main gates are opened at 6 am and closed at 8 pm.

Students of the College and their guests (if accompanied by their hosts after 8 pm) may enter the College up to 2 am. Access after the gates are closed is by University Card or by contacting the Porters' Lodge. All visitors, except those staying overnight as guests (in accordance with the procedures set out in section 3.7 below), must leave by 2 am.

3.3 Meals

Meals are usually served at the following times:

Lunch	12.00 pm – 1.30 pm	Monday - Friday
Brunch	11.30 am – 1.30 pm	Saturday and Sunday
Dinner (Cafeteria)	6.00 pm – 7.15 pm	7 days a week
Dinner (Formal Hall)	7.30 pm	Tue, Thu, Fri, Sun

Meals taken in the cafeteria can be paid for either by using your University Card, once it has been activated, or using a debit card. At the start of each academic year you will receive instructions, via email, explaining how to put money onto your University Card using a system called UPay. Having followed these instructions your University Card will be activated for making payments in the cafeteria, the Bar and the Buttery.

If you are paying using a debit card you will still need to have your University Card with you to prove your eligibility for student priced meals in the cafeteria.

Buttery Credit: Students living in College accommodation receive a £12.50 Buttery credit per term. Students not living in College accommodation receive a Buttery credit of £5.60 a term (pro rata where the establishment charge is discounted). The Buttery credit is applied to your University Card. To make use of the Buttery credit for purchases in the cafeteria, Bar or Buttery it will be necessary to use your University Card. Please note the Buttery credit cannot be used against any other items on your College bill and any unused termly credit is not carried forward. The Buttery credit may not be used against formal dining events other than standard Formal Hall & BA Dinner charges.

The deadline for Formal Hall bookings or cancellations is 6 pm the day before your meal. The “block booking” of Hall by clubs and societies on an ordinary dining night is **not** permitted. **No mobile phones are allowed in Hall** and no crockery or cutlery is to be removed from Cripps Court cafeteria, Ramsay Hall Buttery or from Hall.

Dietary Requirements: you are able to set your default requirements in the Hall booking system and you need to ensure that these defaults appear when you make your booking. Students wishing to discuss their special dietary needs should contact buttery@magd.cam.ac.uk.

3.4 Buttery

Students may purchase wines and non-alcoholic drinks from the Buttery. Purchases may be made by using your University Card or a debit card.

3.5 College Feasts

A number of special dinners and feasts are held in Hall over the course of the year, to which certain students may be invited to attend:

<i>Undergraduate Matriculation Dinner</i>	<i>October</i>	<i>First year undergraduates</i>
<i>New Postgraduates Dinner</i>	<i>October</i>	<i>First year postgraduates</i>
<i>Admission of Scholars Dinner</i>	<i>November</i>	<i>College Scholars</i>
<i>Half-Way Dinner</i>	<i>February</i>	<i>Second year undergraduates</i>
<i>Postgraduates' Supervisors Dinner</i>	<i>May</i>	<i>PhD students & supervisors</i>
<i>Macfarlane-Grieve Dinner</i>	<i>June</i>	<i>Final year undergraduates</i>

These are usually black tie events preceded by drinks in College. Full details will be included on invitations, which will be sent out from the Academic Office a few weeks prior to the occasion. Please note that RSVP deadlines are final and late replies will not be accepted.

3.6 Booking of public rooms

There are a number of public rooms which students may book for meetings, parties, etc. Certain rules apply and students should consult the College Rules C4 and E2. Rooms can be booked, and their availability checked, by contacting the Conference Office. Four clear working days' notice must be given to permit the necessary authorisation to be gained. The Office will require details of the proposed event and, where necessary, seek the appropriate approval from the President and/or the Dean and Head Porter, and will then confirm or disallow the proposed booking. Members should apply in writing to the Conference Office at conferences@magd.cam.ac.uk.

The Parlour may only be booked provided that a Fellow of the College will be present throughout the event. Permission to hold social events in public rooms during the examination period will normally be refused.

3.7 Guests in College

Under normal circumstances, students are permitted to have a guest stay in their room for up to two nights each Term. All guests must be registered with the Porters' Lodge on arrival for fire safety purposes.

If a student's guest will stay longer than two nights, the guest must be booked into one of the College's student guest rooms. A number of rooms are available for students' guests, including an ensuite twin room and an ensuite double room in Buckingham Court, and a single room in Mallory H. You are permitted to book guest rooms for a maximum of five nights per Term, though no more than three nights may be consecutive. Guest room charges vary. Any queries concerning the use and booking of guest rooms should be addressed to the Alumni and Development Office at alumni@magd.cam.ac.uk.

3.8 Chapel

The College Chapel is in First Court. The times of services are sent termly to every member of College. Services are open to members of the College of all denominations and none. Further details regarding the Chapel are available at:

<https://www.magd.cam.ac.uk/college-life/chapel>

3.9 Mobile phones

Mobile phones are not allowed in Hall and in Chapel. As a courtesy to others please also switch them off during lectures, classes, and supervisions.

3.10 Cars and motorcycles

Students are not normally permitted to keep a car or motorcycle in Cambridge, in accordance with College Rule C6. If a student has a particular need to keep and use a motor vehicle, they must apply for permission through the University's [online application form](#), but they should note that permission is only granted in exceptional circumstances.

Parking within the precincts of the College is not permitted except under special circumstances and with the written permission of the Head Porter. Overseas students are reminded that they require a UK driving licence once they have been here a year.

3.11 College lawns

Students must not walk on the grass in the College Courts, except for the Fellows and Scholars' Gardens and Benson Court 'beach' in Easter Term and the Long Vacation.

Croquet may be played in the Fellows' and Scholars' Gardens during the summer months. The croquet set can be hired from the Porters' Lodge for a £10 returnable deposit.

3.12 Noise on College property

The College designates the period between midnight and 7 am as the "silent hours". During these hours, noise is strictly prohibited and audio equipment and musical instruments are not to be used. Outside these hours, it is a general rule that any noise emanating from your room and audible in someone else's room or in the College grounds is too loud. Audio equipment and musical instruments may not be played out of doors on College property except with the prior written permission of the Dean. Complaints about noise should be made to the Head Porter or to the duty porters, and rule breaches will be reported to the Dean. The College has music practice rooms which should be used by those playing a musical instrument without headphones (the Chapel organ, Organ Scholars' pianos, and music at permitted events excepted). Permission for the use of audio equipment and musical instruments will be withdrawn from anyone who shows a lack of consideration for others.

3.13 Smoking

Smoking (including the use of e-cigarettes) is not permitted in College buildings. Smoking is permitted only in certain areas of the College grounds. Please refer to the College's Smoke Free Policy for more information:

<https://www.magd.cam.ac.uk/administration/policies-and-procedures>.

3.14 Parties

Students wishing to hold parties, of whatever size, in College accommodation (whether indoors or in the College grounds) are required to obtain the Dean's permission in advance. Public rooms in College may not be booked for parties until permission has been obtained.

Where permission is granted a deposit is required to be paid. In granting permission, the Dean may impose limits upon the number of guests and the duration of the party, and may require that the organisers arrange, at their own expense, for a Porter to attend. Permission for a party to continue later than midnight will normally be refused.

Students organising parties are responsible for the behaviour of those attending (including any who were not invited), and for clearing up afterwards to the satisfaction of the Housekeeping Manager and/or the Head Gardener. Failure to clear up, or causing damage to College property, may result in forfeiture of the deposit. In addition, breach of any of the above provisions, or of any condition imposed by the Dean in granting permission to hold a party, may lead to disciplinary action and may also result in permission being withheld in relation to future parties.

Organisers of parties are reminded of their obligation under the College Statutes not to behave in way which brings the College's name into disrepute. Consideration must be shown to neighbours,

whether members of the College or not, and this obligation extends to parties held in accommodation not owned by the College.

Students wishing to barbecue in the College grounds, whether or not as part of a party, are required to obtain the Dean's permission in advance.

3.15 Clubs and societies

The College and the University have a huge variety of clubs and societies ranging from academic societies to sports, debating, and drama. The best place to find out about College societies is at one of the welcome events at the beginning of the year. University and inter-collegiate societies are represented at the Societies' Fair which takes place at the start of Michaelmas Term. If you are unsure about how many extra-curricular activities to take on and how they will fit in with your academic work you might wish to discuss your plans with your Tutor, Director of Studies, or Principal Supervisor, who will be able to advise you about managing your time. It is probably a good idea not to commit yourself too heavily until you've found out what is available and made some informed choices about how you wish to spend your leisure time.

Sport: The College has its own gyms, squash court, and fives court. It also has the use of the playing fields and tennis courts of St John's College, located nearby. There are opportunities to get involved in a huge range of sports regardless of ability; those interested in playing sport should consult the notice boards outside the Porters' Lodge.

Magdalene Boat Club is located just a few minutes' walk along the river from the College, rowing is available for students at all levels from total novices to seasoned professionals. The Club has its own boat bay at Queens College Boat House, and shared facilities such as ergo rowing machines, weights and changing rooms.

Music: There are music rooms located in Old Lodge and Cripps Court. Access may be obtained from the Porters' Lodge, where you will be asked to sign a usage agreement. Any student who wishes to play the organ in Chapel should seek the permission of the Director of Music. Benson Hall houses a grand piano, which may be played by pianists of a Grade 8 or equivalent standard – permission should be sought from the Director of Music. College-owned musical equipment should not be removed from practice rooms. The College has a fine choral tradition, and produces regular instrumental concerts in a variety of genres; If you are interested in these activities please contact. for the choir, the Precentor, James Potter jp2025, and for other activities, the President of the Music Society (for 24-25, Ed Hinchliff eh769). Magdalene Music Society holds recitals every week on Monday evenings at 8pm throughout Michaelmas and Lent Term, and the annual May Week Concert in the Fellows' Garden after exams.

Societies: College students enjoy a large number of societies. For further information consult the JCR or MCR.

4. Cambridge Terms

The meaning of Term and Full Term often causes confusion. In Cambridge, “Term” lasts 80 days in the case of the Michaelmas and Lent Terms, and 73 days in the case of the Easter Term. “Full Term” is the period during which lectures and supervisions are given, and lasts 59 nights (or 52 in the Easter Term).

Term dates are published by the University online:

<https://www.cam.ac.uk/about-the-university/term-dates-and-calendars>

4.1 Residence requirements for undergraduates

Undergraduates are required to reside in Cambridge for a minimum of nine “Terms” to obtain a BA degree (or six “Terms” for an affiliated student i.e. an undergraduate who already holds a first degree from another recognised university).

If you wish to be away during “Full Term” you must obtain permission from your Tutor (called an absit). If an absit causes you to drop below the residence requirements (59 nights, or 52 in the Easter Term) you will be required to make up the nights by extending your residence before or after “Full Term”. These residence requirements must be satisfied for the duration of each individual Term and cannot be carried over to the next Term or deemed to have been satisfied by residence in a previous Term.

Note that your termly room rent covers a period of 70 nights for each Term and you are able to stay in College for these periods each Term without attracting additional rental charges. Additional rent charges apply if you stay for longer than 70 nights during Term time. Tutorial permission is required to stay in College outside Term – refer to the information about ‘Out of Term Residence’ (OTR) below.

4.1.1 Arrangements for the beginning of Term

On arrival in College each Term undergraduates must complete the Redit Book to record their arrival date. This is important since your nights of residence and your room rents are calculated from the [Redit Book](#).

You are required to complete the Redit Book when you arrive at the beginning of Term and again when you leave at the end of Term. The safety and security of your key to your College room (or University card) is your personal responsibility and it may not be passed on to any other person. It is a serious breach of discipline to allow your room to be used by another person when you are not resident in Cambridge.

Students resident in College premises must sign an Accommodation Licence, and must keep to the terms of this agreement. Students living out of College must request and receive permission from their Tutor, and inform the Academic Office of their Cambridge address before the first day of Full Term. Those living out of College are still required to complete the Redit Book and attend an exeat meeting at the end of each Term.

4.1.2 Exeat arrangements for the end of Term

Before leaving at the end of each Term, all undergraduates are required to attend a short meeting with their Tutor who will discuss the Term’s progress, read supervision reports, and authorise an exeat, which testifies to the number of nights a student has been resident in Cambridge and which

must be completed in order to qualify for a degree. Students will be sent information by the Academic Office on booking exeat meetings at the end of Term.

Students who fail to complete the exeat formalities by the set deadline will incur a fine of £30.

4.1.3 Leaving your room

At the end of Term, students should make sure their rooms and communal areas in their staircase or house are clean, tidy, and free from rubbish. The Accommodation Coordinator will circulate information about how students should leave their rooms over the vacation period. Students should read all this information carefully, as it changes slightly from Term to Term. Physical keys should be returned to the Porters' Lodge, and the Redit book completed on the date of your departure.

Over the vacations, the College may make extensive use of student rooms, for prospective students coming for interviews, access and outreach events, Magdalene alumni events, and conference guests. Therefore, students in some areas of College must clear their rooms of all belongings over the vacation. These areas can change from one vacation to the next, but the Accommodation Coordinator will circulate information about which areas are affected at the end of every Term.

Students who do not leave their room in an acceptable condition cause enormous difficulty for College staff. Therefore, in accordance with the College Rules (Section D6), any student who fails to clear their room in the appropriate manner at the end of each Term may be liable to be charged.

More information about departure requirements can be found in the Accommodation Handbook.

4.1.4 Residence in College out of Term and during vacations

All students must vacate their room by 10 am on the last day of Term.

If a student wishes to remain in College past the end of Term, they must apply for Out of Term Residence (OTR); details on applications will be circulated to students prior to the end of each Term. The Accommodation Coordinator will then contact the student to inform them if their application has been successful before the end of Term. Please note that OTRs are not guaranteed.

An OTR stay is charged at the normal pro rata rate of the room allocated.

4.2 Residence requirements for postgraduates

Postgraduate students at Cambridge are admitted to degrees not only on the basis of examinations; they are also obliged to observe certain residence requirements.

Residence must normally be within ten miles of Great St Mary's church in the centre of Cambridge. Any student wishing to live outside this limit must consult their Tutor.

Postgraduate students admitted to research degrees must undertake a minimum of three Terms of research in the University. The normal expectation is that PhD students complete nine Terms of research in the University save where leave to work away has been granted for particular Terms. The requirement for MSc/MLitt students is six Terms, and for the one-year MPhil course it is three Terms.

Students are requested to keep the Postgraduate Tutors (via the Academic Office) informed of their up-to-date address, e-mail address, and mobile phone number. Any postgraduate student who finds it necessary to be away from Cambridge for any length of time should consult the Postgraduate Tutor, as they may find that they are in breach of the University's residence requirements. Students who are resident in College accommodation should also inform the Accommodation Coordinator to allow the co-ordination of maintenance tasks.

Postgraduate students living in College accommodation have an annual Accommodation Licence and pay a set 91 nights in Michaelmas Term, 91 nights in Lent Term (92 nights in a leap year), and 76 nights in Easter Term. There are various additional requirements, permitted arrival times etc., which are detailed in the Accommodation Handbook on the College website at:

<https://www.magd.cam.ac.uk/magnet/students>

4.2.1 Arrival requirements

For those staying in College accommodation, students must sign their key out and in at the beginning and end of their Licence period. The safety and security of your key to your College room is your personal responsibility and it may not be passed on to any other person. It is a serious breach of discipline to allow your room to be used by another person when you are not resident in Cambridge.

On arrival in College postgraduates must complete the Redit Book to record the date that they have arrived. This is important since nights of residence and room rents are calculated from the [Redit Book](#). Students are required to complete the Redit Book again upon their final departure at the end of the year.

Students resident in College premises must sign an Accommodation Licence, and must keep to the terms of this agreement.

If your room does not have a separate key, but uses the University Card system as a key, the same signing in requirements for the beginning and end of the Licence still apply.

4.2.2 Intermission

Postgraduates may be granted leave to intermit (a complete break from study) for a period of between two weeks and one year, most commonly for health or personal reasons. Intermission does not count towards the requirements of the student's course and submission deadlines will be adjusted accordingly. When intermission encompasses significant parts of the Term, University fees may not be due; this is determined by the Board of Graduate Studies. Applications to intermit are made by the students via CamSIS in consultation with their Supervisor and the Postgraduate Tutor.

4.2.3 Working away

Full-time postgraduate students are required to live and study in Cambridge throughout the year, with no breaks between Terms. Full-time students who want to study, carry out research, write up their thesis or complete corrections away from Cambridge for more than two weeks at a time need to apply to be 'working away'. Applications to work away are made via CamSIS. These periods of time away from Cambridge do count towards the requirements of research degrees (unlike intermission). You do not need to apply for leave to work away if you are going on holiday. Research students are entitled to eight weeks of holiday per year, to be taken at times agreed with their Supervisor. For such breaks, you should inform the Postgraduate Officer (postgraduates@magd.cam.ac.uk) who in turn will keep the Accommodation Coordinator, the Head Porter and the Postgraduate Tutor updated.

If a student is working away from College for more than two weeks, they can apply for a rent rebate through the Postgraduate Officer. Students should note that applications must be submitted before their departure date, and that the College may use their room during their absence for a guest or other student.

4.2.4 Keys

The main College gates, most facilities and some hostels may be opened using a University Card registered to a Magdalene student. The majority of postgraduate hostels need keys to open the main and individual room doors, which can be obtained from the Porters' Lodge at the beginning of their occupancy. More information can be found in the Accommodation Handbook available on the College website.

4.3 Students studying on a Student Visa

Students subject to the student visa controls of UK visas and immigration are required to visit the Academic Office in the first week of residence to have their passport and visa scanned.

Visa requirements state that all students on a visa keep UK contact details (address and mobile number) up to date on CamSIS. Anyone without a UK mobile number should contact the Academic Office so that the correct information is recorded.

Students on a student visa intending to be absent from College for one week or more must inform the Academic Office in advance.

5 Financial Matters

5.1 Payment of fees

All students who are self-financing are required to pay their course fees in full no later than the first day of each academic year. In exceptional circumstances, the College may permit termly payments which must be made by the first day of each term or within seven days of receiving the fees bill, whichever is the later. The College reserves the right, after consideration of the circumstances of the matter, to decline to present in person for any degree, diploma or other qualification any student who is in debt to the College. The circumstances that the College will consider include the nature (academic or non-academic) of the debt; its size; the reason for non-payment; the reasonable practicability of its payment by the student, or on his or her behalf; the likely damage to the student from non-presentation; the likely efficacy of alternative, less damaging sanctions (such as graduating *in absentia*). The College will afford the student the opportunity of commenting on those matters before reaching its decision.

5.2 Your College bill

College bills are issued by the College Office at the start of each term and detail the costs and charges for the coming term such as room rent (including heat and light charges, internet charges and contribution to facilities), together with any sundries for the previous term (such as Formal Hall meal charges, fines for lost keys, etc.). For an example College bill please see section 5.11.

College bills must be settled by the division of each Term. These dates are:

Michaelmas Term:	9 November
Lent Term:	13 February
Easter Term:	21 May
Long Vacation:	31 August

If your College bill payment is more than 14 days overdue, interest will be charged in line with the Bank of England base rate for each day the payment is outstanding. The maximum charge is £100, and no charge will exceed the outstanding College bill balance. For any queries regarding your bill please refer to the frequently asked question page:

<https://www.magd.cam.ac.uk/magnet/students/billing-faq>

Any student who thinks they will not be able to settle their bill by the relevant due date should contact their Tutor as soon as possible and **before the due date**.

The College reserves the right, after consideration of the circumstances, to withhold the provision of service(s) to which College bill debts relate, including the termination of an Accommodation Licence and ultimate removal from College residential accommodation in respect of unpaid accommodation rent. The circumstances that the College will consider in reaching a decision as to withholding the provision of service(s) include the nature of the debt; its size; the reason for non-payment; the reasonable practicability of its payment by the student, or on their behalf; the likely damage to the student from withholding the provision of service(s); and the likely efficacy of alternative, less damaging measures. The College will afford the student the opportunity of commenting on those matters before reaching its decision.

All rules regarding financial matters can be found in the College Rules shown on the College website at:

5.2.1 College bill payments for postgraduates

Postgraduates have the option to settle their College bill in three instalments. The first payment must be made by the bill due date and the final instalment by the last day of the month prior to the next College bill being issued. Please email billing@magd.cam.ac.uk when you receive each bill if you would like to use this option.

5.3 Establishment Charge

Included in the student room rent for students living in College accommodation is a contribution towards the costs of maintaining facilities. All students who do not live in College accommodation are subject to a termly Establishment Charge which contributes to the maintenance and overheads of College facilities, and allows the College to subsidise significantly the cost of meals taken in College. The charge is paid regardless of the number of meals taken in College. For students living in College Accommodation, for any period above 10 weeks a term, a £21.63 per week discount will be applied to the rent, to reflect the reduced catering facilities outside of term time. A number of other discounts are available:

- 50% rate of Establishment Charge to clinical (MB/VetMB) students living out and students on part time courses.
- In exceptional circumstances where the student has severely limited or no access to College facilities e.g. due to dietary requirements which cannot be fulfilled by the College, the Senior Tutor or Postgraduate Tutor may permit a reduced Establishment Charge rate.
- Students on a year abroad will not be charged the Establishment Charge.
- Postgraduate students who apply for Leave to Work Away will be entitled to the same percentage reduction as currently available.

5.4 Room rents

For details of room rents and accommodation matters see the Accommodation Handbook, which can be found at:

<https://www.magd.cam.ac.uk/magnet/students>

5.5 Other Charges

The College reserves the right to impose a charge for the following:

- failure to leave a room in an acceptable condition
- damage caused to a room or its contents
- staying in a room during the vacation period without an OTR (undergraduates only)
- failure to complete exeat requirements (undergraduates only)

The value of any charge is determined by the Assistant Bursar and will be based upon costs incurred to rectify damage, staff costs and any other costs to return accommodation as it was found. Fines may also be imposed by the Dean or a Student's Tutor for other infringements of the College Rules. Once a Student room has been vacated, the College may take photographs of the room.

5.6 Caution money

All students are required to pay a deposit to the College of £300. This will be charged to each student on their first College bill. This is known as 'caution money' and is held by the College until students are both eligible to graduate and have left College. It will be credited to your final bill and returned to you usually within a month of the bills having been sent out, net of any final College charges and as long as you have submitted an online caution money details form.

5.7 Loans and grants

The Government provides a system of loans to enable eligible UK students to cover their living costs. Details of the arrangements are available from the government's Student Finance website:

<https://www.gov.uk/student-finance>

5.8 Financial difficulty

It is essential that any student who is experiencing financial problems should contact their Tutor as soon as the problem becomes known. Financial assistance may be available from University and College hardship schemes, with applications made through students' Tutors.

5.9 Financial support for undergraduates

Arrangements for financial support for undergraduate students studying in the UK differ depending on where you are from. You should contact the relevant organisation for more guidance. Links to the various organisations may be accessed from:

<https://www.undergraduate.study.cam.ac.uk/fees-and-finance/financial-support>

5.10 Cambridge Bursary for undergraduates

Magdalene College participates in the Cambridge Bursary Scheme for eligible undergraduate students with Home Fees status. Full details can be found at:

<https://www.cambridgestudents.cam.ac.uk/cambridgebursary>

The value of the bursary you receive will be dependent on your household income.

Students in receipt of a maximum Cambridge Bursary award may also be eligible for a Magdalene Bursary.

There is no separate application form for the Cambridge Bursary Scheme or the Magdalene Bursary. Recipients of awards will be notified by email, usually during Michaelmas Term.

5.11 Sample bill

A sample College bill is available to view on the College website:

https://www.magd.cam.ac.uk/sites/default/files/example_college_bill_for_postgraduate_in_college_accommodation.pdf

https://www.magd.cam.ac.uk/sites/default/files/example_college_bill_for_postgraduate_out_of_college_accommodation.pdf

6 College Discipline

All students of the College are reminded that they are also members of the University and must abide by the University regulations, including those on discipline (Statutes and Ordinances of the University of Cambridge, Statute B and Ordinances Chapters II, III, IV and V).

College discipline is detailed in the College Rules section F:

<https://www.magd.cam.ac.uk/administration/policies-and-procedures>

6.1 Harassment

Living in a community involves treating other individuals with respect in a courteous and civilised way, whatever their gender, nationality, ethnic background, sexual orientation, or physical abilities. The College finds unacceptable any form of behaviour that amounts to harassment. It is recognised that defining what constitutes harassment is difficult, and differences of attitude or culture can mean that what is perceived by one person as sexual or racial harassment may not seem so to another. The College accepts the University Guidelines, defining harassment as occurring when, “the behaviour is offensive to the recipient, is unwanted by the recipient and would be regarded as harassment by any reasonable person”.

Any member of the College who feels that another’s behaviour falls into the category of harassment may consult their Tutor or one of the College Harassment Officers - details can be found in the College’s Policy in Cases of Harassment at:

<https://www.magd.cam.ac.uk/administration/policies-and-procedures>

6.2 Procedure for dealing with academic under-performance

This procedure can be found in the College Rules FII.

7 Health and Safety

7.1 Doctor

Students are strongly advised to register with a local NHS doctor on their arrival in Cambridge. Tutors or the College Nurse will give advice on this matter. If there is any important medical information that the College should be aware of, you should discuss this with the College Nurse or the Head of Student Health and Wellbeing before you arrive. Please be aware that Cambridge GP surgeries do not usually call back on international numbers, so it is important to have a UK mobile number when registering with a GP.

7.2 Dentist

Students are not required to register with a local dentist but are encouraged to do so. Details of dental surgeries and on how to register can be obtained from the College Nurse, or refer to the following link:

<https://www.nhs.uk/service-search/find-a-dentist>

7.3 College Health and Wellbeing Service

This service houses the Head of Student Health and Wellbeing, who is also a Counsellor, and the College Nurse. The Health and Wellbeing service works with the Tutors, the Dean of Chapel, the Head Porter, the Student Welfare Officers and the Academic Registrar to ensure that a full programme of wellbeing support is available for students in College, and to advise and arrange any appropriate medical and mental health referrals. The service also offers brief short-term counselling. You can self-refer to the service by filling in the [following form](#) or you can contact them directly at welfare@magd.cam.ac.uk. They are also happy to receive referrals from Tutors, GPs or external services. They aim to respond within 2-3 working days with a view to offering you an appointment within 3-5 working days.

7.4 University Counselling Service

The University Counselling Service is available to all members of the University who wish to seek help or advice with any problems they may be facing. Whilst the College hopes that students will feel able to discuss any problems they have (in complete confidence) with their Tutor/Health and Wellbeing Service, you should be aware of the University's wholly independent service. The Counselling Service is located in the Student Services Centre on Bene't Street. The website is:

<https://www.studentsupport.cam.ac.uk/individual-counselling>

7.5 Accessibility and Disability Resource Centre

The Centre is located in the Student Services Centre on Bene't Street, and provides advice to staff and students Monday to Thursday 9 am – 5 pm and Friday 9 am to 4 pm. The website is:

<https://www.disability.admin.cam.ac.uk/>

Information about the College's facilities for those with disabilities can be found at:

<https://www.magd.cam.ac.uk/college-life/support/disabled-students>

7.6 Vaccination

The University advises students to have the following vaccines before arriving at Cambridge:

- Meningitis: all students are strongly advised to ensure they have received the MenACWY conjugate vaccine.
- Mumps, Measles, and Rubella: all students are strongly advised to ensure they have received two doses of the MMR vaccination.
- Influenza: If you suffer from chronic lung, heart, kidney or liver disease or have diabetes or are otherwise immunosuppressed, please discuss having the NHS flu vaccine with your doctor.

Further information can be found at:

<https://www.nhs.uk/conditions/vaccinations/men-acwy-vaccine/>

<https://www.nhs.uk/conditions/vaccinations/flu-influenza-vaccine/>

<https://www.gov.uk/government/publications/meningitis-and-septicaemia-leaflet-for-new-university-entrants>

<https://www.studentsupport.cam.ac.uk/communicable-diseases>

7.8 Nightline

Nightline is a confidential service for nighttime support for Cambridge and Anglia Ruskin Universities. (01223 744444). The website is:

<https://cambridge.nightline.ac.uk/>

7.9 First Aid

A number of College staff are first aid trained, including all of the Porters. Students with minor injuries requiring first aid should visit the Porters' Lodge for assistance.

7.10 Overseas students

Overseas students are required to pay an immigration health surcharge as part of the Student Visa, which allows them to access the UK's state National Health Service (NHS) at no additional cost. You are not required to take out additional private health insurance, but you are not discouraged from doing so. Please check the advice from the International Student Team here:

<https://www.internationalstudents.cam.ac.uk/arriving/healthcare-uk>

7.11 Sharps

There is a yellow clinical sharps box in the Porters' Lodge if needed. If you require a sharps box for your medical condition, please discuss this with the Nurse. She will assist you in obtaining one.

7.12 Fire precautions

Please make yourself aware of all fire exits, fire escape routes, call points, assembly points and fire extinguisher locations.

In case of a fire

- Raise the alarm by pressing the fire alarm point.
- Do not stop to collect belongings.
- Evacuate the building immediately, closing any doors behind you.
- Proceed to the designated assembly point indicated on the fire safety notice at the entrance to each building.
- Remain at the assembly point until instructed.
- Contact the Porters' Lodge, telephone number 01223 332100.
- Do not re-enter the building for any reason until allowed to do so.

On hearing the fire alarm:

- Do not stop to collect belongings.
- Evacuate the building immediately, closing any doors behind you.
- Proceed to the designated assembly point indicated on the fire safety notice at the entrance to each building.
- Remain at the assembly point until instructed.
- Contact the Porters' Lodge, telephone number 01223 332100.
- Do not re-enter the building for any reason until allowed to do so.

Fire drills/Evacuations

The Head Porter is responsible for arranging termly fire drills throughout College accommodation and offices. All records of drills/evacuations are the responsibility of the Head Porter. Any re-testing will take place as and when required.

Fire Prevention

It is the responsibility of all College Fellows, students, staff, guests, and visitors to prevent fire. Please be aware of fire action signs and what action to take in case of a fire or alarm activation. Smoking, cooking, and lighting candles or incense in student rooms is strictly forbidden. Worn electrical leads and other hazards should be reported and replaced.

Detection and Alarm

All Magdalene College accommodation is equipped with automated fire detection and alarm equipment.

Please alert the Porters' Lodge on 01223 332100 or in person of any alarm activation.

Tampering with Fire equipment is illegal, do not tamper with the fire detection, alarm systems or fire extinguishers.

Signage/Fire doors

Each fire escape route is clearly signed. It is important that escape routes are kept clear of all obstructions. Fire doors are clearly marked. All fire doors are to be kept closed and are never to be wedged open.

7.13 Personal Safety

Care should be taken in the older College buildings where some of the staircases are fairly steep. Students should also be considerate that their belongings do not cause any obstruction or trip hazard (e.g. wires must not be left trailing from laptops, and bags must not be left in walkways).

Bathing in the river can be dangerous and it is strictly forbidden within the bounds of the College.

Particular care should be taken if cycling in the city centre where it is advisable to moderate speed as many pedestrians are visitors unfamiliar with Cambridge traffic. A cycling helmet is recommended.

It is illegal to cycle on a public road after dark without lights and reflectors. Police frequently fine offenders.

Dismounting to walk with your bicycle is inevitable at times - cycling on most pathways is illegal and can result in on the spot fines from the police. Students planning to cycle in Cambridge must have a good knowledge of the British Highway Code:

<https://www.gov.uk/guidance/the-highway-code/rules-for-cyclists-59-to-82>

Before going out for the evening arrange your journey home - it is advisable to plan your walk/cycle back with friends or book a taxi, be mindful of your fellow students' safety. If you have to go out alone ensure someone knows where you are going, when to expect you back, and if possible, take a mobile phone with you.

Any safety concerns should be reported to the Porters.

General information about safety can be found in the Health and Safety Policy on the College Website at:

<https://www.magd.cam.ac.uk/administration/policies-and-procedures>

7.14 Electrical equipment

Health and Safety information should be noted, and all details about electrical equipment within College accommodation can be found in the Accommodation Handbook.

7.15 Insurance

The College accepts no responsibility or liability for the safety of personal possessions in Term or in the Vacations. All students are advised to take good care of their possessions at all times.

Students are advised to take out private insurance for their personal property, bicycles, and effects which they intend to keep in College accommodation. It is most important that rooms are always locked when unoccupied. Exterior staircase or hostel doors and windows should also be properly secured.

8 Preparing to come to Cambridge

8.1 What to bring with you

Details can be found in the Accommodation Handbook on the College website here:

<https://www.magd.cam.ac.uk/college-life/accommodation/undergraduate>

This includes details about the facilities and various provisions, as well as rules regarding particular items. It is advisable to read the handbook carefully before you buy anything new or begin to pack.

8.2 Bicycles

Most students find that a bicycle (with a strong padlock, helmet, and working lights) is essential. You are advised to take out insurance for your bicycle. Bicycles must be parked neatly in designated College bicycle parks. No bicycle may be brought into First or Second Court, or stored in rooms, staircases, corridors or College hostels and certainly must not be parked in Magdalene Street. Secure cycle racks can be booked through the Head Porter at a cost of £10 per academic year, however there is limited space. Bicycles should be in good condition and should be checked regularly. Be aware that Cambridge is a busy city with heavy traffic at certain times of the day and students who intend to use a bicycle are strongly advised to ensure that they are competent cyclists and are familiar with the Highway Code before they come up to College.

General information on protecting your personal property can be found on <https://www.immobilise.com/> and this page also allows students to register their bicycles and valuable items in case of theft. It is free to register and simplifies insurance claims. Further information on biking safely can be found on <https://bikesafe.co.uk/cambridgeshire/>.

8.3 Post and telephone

Your postal address will be:

Your full name
Magdalene College
Cambridge
CB3 0AG

It is not necessary to quote a staircase and room number in the address. The post is delivered to the Porters' Lodge where your own individually labelled pigeonhole (mailbox) is located. Students are encouraged to collect parcels as soon as possible to avoid loss or damage. Accommodation hostels must not be used for post.

The telephone number of the College switchboard is +44 (0) 1223 332100.

You should inform those at home that in an emergency, if you cannot be contacted directly, then the Porters' Lodge should be informed. The Porters will contact you and, where necessary, your Tutor, as soon as possible.

8.4 University Cards

All new students will be issued with a University card during their first week. You will be able to collect the card from the Porters' Lodge. This card will enable you to use the University Library and Union facilities, and it is also used as a swipe card for access to University and College buildings.

If you encounter any issues once you are in possession of your University Card, you need to contact the Head Porter in the first instance, as the Card Office cannot and will not issue any (replacement) cards without authorisation from them first.

There is a £15 replacement fee for lost, damaged or stolen cards (the charge for stolen cards is waived if the Card Office is provided with a Crime Reference number from the Police). The College requests replacement cards on your behalf, and the Card Office will use your CamSIS photo on the new card.

9. Alumni & Development Office

The Alumni & Development Office looks after all aspects of alumni relations; they organise events throughout the year for Magdalene Members in College and across the world, from Asia and Australia, to North America and Europe, including reunions, networking, and social events. The office produces publications including Magdalene Matters and email communications alongside managing Magdalene's social media accounts.

The Office is located in Mallory Court, Staircase A. Please do drop in if you have a query or require assistance. Alternatively, they'd be delighted to hear from you via email at alumni@magd.cam.ac.uk or on 01223 332104.

For more information about the various services and [alumni benefits](#) on offer, please do visit the [Magdalene Alumni](#) section of the College website.

The Office regularly posts photos, sports results, College news, event updates, and alumni, student and Fellow achievements on the College social media accounts ([Facebook](#), [Twitter](#), [Instagram](#), [LinkedIn](#)) so be sure to check them out. Give them a follow and a like every now and then!

The team hope you have a fantastic time here at Magdalene!

9.1 The Telephone Campaign

The Alumni and Development Office run a two-week annual telephone fundraising campaign (usually just after the end of Lent Term at the start of the Easter Vacation) and employ current students to be callers. Full training, College accommodation, food and a salary are provided in return for calling alumni and seeking donations in support of the College. Additional information about the Telephone Campaign will be available later in the academic year.

9.2 Careers and Networking

The Magdalene alumni community is an excellent resource for careers advice and Magdalene students are offered the opportunity to engage with alumni for the purpose of professional development:

- The [Magdalene Careers Directory](#) is a resource which aims to connect current students with alumni of the College in a wide range of fields, to allow them to gain valuable insight and careers advice in regard to a range of sectors and professions.
- [Magdalene in London \(MiL\)](#) is for alumni who work in and around London with a whole host of careers (and networking opportunities) represented. Each year the Alumni and Development Office host a MiL networking event, which students are very welcome to attend.

9.3 Student Guest Rooms

There are three [quest rooms](#) in College which students can book for friends and family at a discounted student rate. If you would like to book rooms or enquire about prices, please contact the team (alumni@magd.cam.ac.uk) or pop into the Alumni & Development Office (Mallory Court, Staircase A). Rooms do book up quickly, so booking early is recommended.

9.4 College Merchandise

Now that you are a Member of College why not flaunt it and kit yourself out with Magdalene stash?! There is lots of [Magdalene branded merchandise](#) including cufflinks, ties, mugs, gin, water bottles, teddies, and much more!

The team also sell a range of books about the history of the College and the historic collections housed in the Pepys Library and Old Library (perfect for those emergency Christmas presents!). The full range of merchandise can be purchased from the Alumni and Development Office by card or the total can be added to your College bill.

For more information, please see the [College Merchandise](#) pages on the College website or email the team at alumni@magd.cam.ac.uk with any specific questions or to place an order.

9.5 Publications

As a resident Member of College, you will receive several publications a year. The team produce [Magdalene Matters](#), a newsletter comprising articles about current research being carried out by Fellows, articles from alumni with noteworthy achievements, and an update on College life from the JCR or Sports Captains.

A summary of [upcoming events](#) organised by the Office is circulated on a termly basis in the form of an eNewsletter, *Magdalene eMatters*. There is also an annual [College Magazine](#) which is published at the start of the academic year; this serves as the official record of College proceedings including academic achievements and Fellowship admissions.

9.6 Life after Magdalene

Your connection with Magdalene does not end when you graduate, and the Alumni & Development Office are here to enable that connection to continue. They have an extensive [alumni events programme](#), not just within the UK, but also worldwide with regular reunion lunches and dinners, networking events and gatherings for Members living as far afield as Hong Kong, Australia and the USA.

On top of this, if you have studied for an undergraduate degree, six years and one term after you graduate you will be invited back to College to receive your [MA \(Cantab\) degree](#).

The Alumni & Development Office are the first point of contact for Non-Resident Members with Magdalene queries, please feel free to drop by or contact the Office, particularly if you are involved in an event that may benefit from their event organisation or fundraising expertise.