



Magdalene College Cambridge

Postgraduate Student Guide

Academic Year 2020/21

Registered Charity Number 1137542

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Welcome to Magdalene!

Congratulations on gaining a place at Magdalene! This guide is designed to help you to settle in to your new College. Please read the information carefully. At the time of writing, there are some changes in these procedures due to the Coronavirus pandemic. The pandemic-related processes will be explained in separate communications. We hope that this guide will answer many of your questions and direct you to members of the College who can help with any other queries. If anything is unclear or you cannot find the answer to your question here, please don't hesitate to contact us, and for information on facilities in the city of Cambridge, please refer to the MCR Guide for Freshers.

When you first arrive in College the Porters or, during normal working hours, the Staff of the College and Academic Offices are available to offer help and advice, and can put you in touch with the right person for any specific query you may have. A series of events has been planned by the Fellows, Staff, and current undergraduate and postgraduate students to introduce you to College life. Details will be sent to you before you arrive in College. It is our hope that you will have a productive, enjoyable and memorable time at Magdalene and we look forward to welcoming you in October.

Professor Paul Dupree
Postgraduate Tutor

1 Organisation of the College

1.1 The College Officers

The Postgraduate Tutor and the Assistant Postgraduate Tutor and the Tutorial Advisors have the role of fostering the well-being of their pupils and to advise them on their studies and on other matters arising out of College or University life (for example financial or other personal difficulties). Each postgraduate student is assigned a Tutor. Tutors represent their pupils in dealings with the University and are responsible for some disciplinary matters.

The Tutor for Postgraduate Admissions is responsible for all matters relating to student admission.

1.2 The MCR

Students on postgraduate courses, such as the PhD, MPhil or PGCE, and those affiliated students on undergraduate courses who have previously graduated from another university, are members of the Middle Combination Room. This is both the name for the organisation to which postgraduates belong and also the name of their common room, and is normally abbreviated to MCR. The MCR President represents the postgraduate community on the Governing Body and there is postgraduate student representation on certain other College committees.

The Middle Combination Room is in First Court on F Staircase. Entrance is by University Card issued at the start of the year or when a student comes into residence.

The MCR operates in a fair and democratic manner in accordance with the provisions of the constitution, and subject to Section 22 of the Education Act 1994.

2 Bye-Fellowships

The College has a scheme for Bye-Fellowships in which Postgraduate students of the College 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 when applications are sought for the Bye-Fellowships.

3 LIFE AT MAGDALENE

3.1 Accommodation

The College endeavours to provide accommodation for up to three years of postgraduate courses. However, this depends on 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 students is offered on a first-come, first-served basis, with a small number of rooms held in reserve until late summer for those with specific room requirements due to medical conditions. Any new postgraduate who would like accommodation should

submit an Accommodation Preference Form – details on how to access this is given by the Magdalene Academic Office as soon as their place is confirmed.

Continuing students are allocated accommodation through a ballot, organised by the Accommodation Coordinator. The Accommodation Coordinator will send more information about the ballot to all current postgraduates in Easter Term.

For more information about College accommodation, please consult the Accommodation Handbook, available on the College website: <https://www.magd.cam.ac.uk/college-life/accommodation/postgraduate>

3.2 Buttery

Postgraduates may purchase wines, spirits and non-alcoholic drinks from the Head Butler, who is located in the Buttery in Term time only. Purchases may be made by using cash or your University Card.

3.3 Leisure activities

Sport: The College has its own squash court, fives court and gym. It also has the use of the playing fields and tennis courts of St John's College. These are located close to College. Those interested in playing sport should consult the notice boards outside the Porters' Lodge.

Music: There is a music room with a piano located in Old Lodge and another in Cripps Court. The keys can be drawn from the appropriate Porters' Lodge. Any student who wishes to play the organ should seek the permission of the Director of Music who can be contacted via pigeonhole in the Porters' Lodge. The College has a fine choral tradition, and a strong tradition of producing instrumental concerts. If you are interested in these activities please contact the Senior Organ Scholar.

Societies: College students enjoy a large number of societies. For further information consult the notice boards outside the Porters' Lodge.

4 Requirements for Residence

4.1 Residence requirements

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.

Candidates for 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.

Completing (or 'keeping' as it is known) a "Term" is defined as follows: in Michaelmas or Lent Term the student must be resident for at least 59 nights; in the case of Easter Term, for at least 52 nights.

The meaning of Term and Full Term often causes confusion. 'Term' lasts 80 days in the case of Michaelmas and Lent Term, and 73 days in the case of Easter Term. 'Full Term' is that period within 'Term' during which lectures are given. From the point of view of residence requirements for a degree, the nights stipulated must be kept during 'Term'.

Students are requested to keep the Postgraduate Tutors (via the Academic Office) informed of their up-to-date address, e-mail address and, if available, their telephone number (both at home and in their Department) and their 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 otherwise 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/administration/policies-and-procedures>

4.2 Arrival requirements

You will be advised closer to the time the procedure for arriving at College and collecting your key.

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.

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.

4.3 Points Based Immigration (PBI)

The UK Government requires the monitoring of the attendance of students from outside the EEA. Under the regulations, the University and Colleges need to record a student's arrival, keep scanned images of their passport and visa, record details of their documentation, and monitor their attendance on their programme of study.

Further information will be issued to those to whom these requirements apply.

You need to let the Academic Office know if you are away from College at any time. If you have any concerns about PBI, your Confirmation of Acceptance of Study (CAS), or passport and visa, please do ask as soon as possible so that we can help.

4.4 Intermission

Students may be granted leave to intermit (a complete break from study) for a period of two weeks up to a maximum of three consecutive Terms, 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.

4.5 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 (gradassist@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.

4.6 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 metal Cor- keys to open the main and individual room doors. If a postgraduate student has been allocated College accommodation they can obtain their key from the Porters' Lodge at the beginning of their occupancy. More information can be found in the Accommodation Handbook available on the College website.

5 Financial Matters

5.1 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 magdbilling@magd.cam.ac.uk when you receive each bill if you would like to use this option.

5.2 Kitchen Fixed Charge

For postgraduates reductions are given in the following cases (please contact magdbilling@magd.cam.ac.uk if applicable):

50% rate to clinical (MB/VetMB) students living in College and single students who are living out of College.

25% rate to clinical (MB/VetMB) students living out, students living with a spouse/partner, and students on part time courses.

In exceptional circumstances where the student has limited access to College facilities the Postgraduate Tutors may permit a reduction in the Kitchen Fixed Charge – any postgraduate wishing to discuss a reduction, should arrange to see their Tutor.

5.3 Students in financial difficulties

Any student who encounters financial difficulties should contact their Tutor as soon as possible.

5.4 Sample Bill

Please see below for an example bill. Refer to section 4 in the student guide for further information on financial matters.

MAGDALENE COLLEGE

Academic Year 2020-21

Name **A. Student (Postgraduate)**

A/c No **12345**

	<u>Amount</u>
<u>Bill issued on arrival</u>	
Caution Money	£300.00
Rent of College Room: 91 Nights of Michaelmas Term <i>(Based on £18.97 per night band D room)</i>	£1,726.27
Kitchen Fixed Charge for Michaelmas Term	£190.44
MCR Membership Fee	£15.00
Return of part accommodation deposit if paid in advance	<u>£1,500.00</u>
	<u>£731.71</u>
Oct/Nov Payment made	-£731.71
<u>Bill issued January</u>	
Rent of College Room: 91 Nights of Lent Term	£1,726.27
Kitchen Fixed Charge for Lent Term	£190.44
MCR Membership Fee	£15.00
<u>Additional charges for previous (i.e. Michaelmas) Term:</u>	
Hall meal charges etc	£50.00

	College Local Area Network connection	£45.50
	Charge for Printing	£12.60
		<u>£2,039.81</u>
Jan/Feb	Payment made	-£2,039.81
	<u>Bill issued April</u>	
	Rent of College Room: 92 Nights of Easter Term	£1,745.24
	Kitchen Fixed Charge for Easter Term	£190.44
	MCR Membership Fee	£15.00
	<i><u>Additional charges for previous (i.e. Lent) Term:</u></i>	
	Hall meal charges etc	£50.00
	Buttery credit	-£20.66
	College Local Area Network connection	£45.50
		<u>£2,026.02</u>
Apr/May	Payment made	-£2,026.02
	<u>Bill issued July</u>	
	<i><u>Additional charges for previous (i.e. Easter) Term:</u></i>	
	Rent of College Room: 76 Nights of Long Vacation	£1,441.72
	Hall meal charges etc	£50.00
	College Local Area Network connection	£46.00
	Printing	£9.70
		<u>£1,547.42</u>
July/Aug	Payment made	-£1,547.42