



Magdalene College Cambridge

Student Guide

Academic Year 2020/21

Registered Charity Number 1137542

Table of Contents

| | |
|---|----|
| Student Guide..... | 1 |
| Table of Contents..... | 2 |
| Introduction..... | 4 |
| 1 Organisation of the College..... | 4 |
| 1.1 The Governing Body..... | 4 |
| 1.2 The College Officers..... | 4 |
| 1.3 College Fellows and Teaching Staff..... | 5 |
| 1.4 College Staff (non-academic roles)..... | 5 |
| 2 Academic Matters..... | 6 |
| 2.1 The Academic Office..... | 6 |
| 2.2 Library Facilities..... | 6 |
| College Library..... | 6 |
| Historical Libraries and Archives..... | 6 |
| Magdalene College Library Rules..... | 7 |
| The University Library..... | 7 |
| 2.4 Academic dress..... | 8 |
| 2.5 Communication..... | 8 |
| 3 Life at Magdalene..... | 9 |
| 3.1 Gate and guest hours..... | 9 |
| 3.2 Meals..... | 9 |
| 3.3 Booking of public rooms..... | 10 |
| 3.4 Guests in College..... | 10 |
| 3.5 Chapel..... | 10 |
| 3.6 Mobile phones..... | 10 |
| 3.7 Cars and motorcycles..... | 10 |
| 3.8 College lawns..... | 11 |
| 3.9 Noise in College and on College property..... | 11 |
| 3.10 Smoking..... | 11 |
| 3.11 Parties..... | 11 |
| 4 Financial Matters..... | 12 |
| 4.1 Payment of fees..... | 12 |
| 4.2 Your College bill..... | 12 |
| 4.3 Kitchen Fixed Charge..... | 13 |
| 4.4 Room rents..... | 13 |

| | |
|---|----|
| 4.5 Network charges..... | 13 |
| 4.6 Caution money | 14 |
| 4.7 Loans and grants..... | 14 |
| 4.8 Financial difficulty | 14 |
| 5 College Discipline | 14 |
| 5.1 Harassment | 14 |
| 5.2 Procedure for dealing with academic under-performance | 14 |
| 6 Health and Safety and Insurance | 15 |
| 6.1 Doctor..... | 15 |
| 6.2 Dentist..... | 15 |
| 6.3 College Nurse..... | 15 |
| 6.4 Sharp objects | 15 |
| 6.5 College Counsellor | 15 |
| 6.6 University Counselling Service | 15 |
| 6.7 Overseas..... | 16 |
| 6.8 Disability Resource Centre | 16 |
| 6.9 Nightline | 16 |
| 6.10 Meningitis | 16 |
| 6.11 Mumps and measles..... | 16 |
| 6.12 Tuberculosis (TB) | 16 |
| 6.13 Influenza (“the flu”) | 16 |
| 6.14 Fire precautions..... | 17 |
| 6.15 Personal Safety | 17 |
| 6.16 River safety | 17 |
| 6.17 Electrical equipment | 18 |
| 6.18 Insurance..... | 18 |
| 7 Preparing to come to Cambridge..... | 18 |
| 7.1 What to bring with you | 18 |
| 7.2 Bicycles | 18 |
| 7.3 Post and telephone..... | 18 |
| 7.4 University Cards | 19 |

Introduction

This guide has been put together to help you find your way around life at Magdalene. All students are asked to familiarise themselves with this guide before coming into residence, and to use it for reference whenever needed. 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. Besides providing the sort of information you may need for everyday life in College, both in work and in recreation, it also aims to set out some of the rules governing a residential community whose primary purpose is education, learning and research. This guide should not, however, in any sense be seen as a replacement for the College Rules and College Policies shown on the College website:

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

Also available in that section are the Computing Facilities Guide and an Accommodation Handbook - these all contain further details and contact information which supplement this guide.

It should be noted that in this booklet the term “postgraduate” refers both to students on taught and research courses.

1 Organisation of the College

1.1 The Governing Body

The Master, the teaching and professorial Fellows and other College Officers constitute the Governing Body. Together with all other MAs who are not Fellows, 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. Please note that all students are sometimes referred to as ‘Junior Members’ or the ‘Student Body’.

1.2 The College Officers

The Master is the Head of the College.

The President is responsible for, amongst other things, 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 in tutorial matters by a team of Tutors.

The Undergraduate and Postgraduate Tutors and 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 student is assigned a Tutor. Tutors represent their pupils in dealings with the University and are responsible for some disciplinary matters.

The Admissions Tutors and the Tutor for Postgraduate Admissions 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 (also the College Accountant, and Rooms Tutor) 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 Development Director is responsible for relations with the College's non-resident members, fundraising, events and communications including the alumni website.

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

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 the graduation ceremony

The Chaplain assists any member of the College community (including those of any faith) on personal, practical or spiritual matters.

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

The Harassment Officers are responsible for dealing with complaints of harassment and provide support following harassment.

For more details about roles and responsibilities, contact details, and information regarding those currently in post (also those deputising, or 'acting in post' covering whilst the above are on sabbatical research leave or College/University business outside Cambridge), please refer to the College website and follow the relevant links of the webpage at:

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

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 other teaching staff, as well as College Fellows are searchable on the internet at: <http://jackdaw.cam.ac.uk/mailsearch/>

Alternatively you can leave a note (clearly addressed to the recipient) at the Porters' Lodge.

The telephone directory is on the College intranet at: <https://www.magd.cam.ac.uk/people>

Many Supervisors will also let their students know their preferred contact number at the beginning of Term.

1.4 College Staff (non-academic roles)

There is a team of over 150 staff working at the College, located in various offices shown on the College Map. 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>

There is also a quick reference guide to useful contacts in the Accommodation Handbook if your request is of a more domestic nature.

2 Academic Matters

2.1 The Academic Office

Throughout the year, you may encounter personal complications which affect your academic status, or you may require certain academic documents. The Academic Office is responsible for managing these aspects of College life and is where the Academic Registrar, the Undergraduate Tutorial Administrator and the Postgraduate Officer are located. Visa sign in, letters and exams are all organised through the Academic Office. To contact the Office Undergraduates should email tutorial@magd.cam.ac.uk. The Postgraduate Officer can be reached via gradassist@magd.cam.ac.uk.

2.2 Library Facilities

College Library

The College Library is Magdalene's working library, open to current students and members of Magdalene College. The collections include 28,000 books in all subjects and a range of other print and digital resources across all taught Cambridge courses. The collection also contains DVDs, welfare and study support books as well as study aids such as book chairs and whiteboards.

The College Library staff endeavours to support all members in making best use of the Library and its resources. Just email library@magd.cam.ac.uk if you need help finding resources for your studies or would like any other library or reading-related advice.

The Library catalogue is available online: <https://idiscover.lib.cam.ac.uk/>

You will find the College Library in the historic Pepys Building in Second Court, access is by University Card. The main entrance is on the ground floor of Right Cloister. We are currently constructing a new library building, located in the Fellows Garden close to the Pepys Building. We expect to move into the new building later this Academic year.

For more information about what services are currently available and how to get support please see the College 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 has been developed by Cambridge Library staff with input from current postgraduate and undergraduate students: <https://camguides.lib.cam.ac.uk/>

Historical Libraries and Archives

The Pepys Library, also 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. An appointment must be applied for in advance to study items in this collection by emailing the Pepys Librarian, at pepyslibrary@magd.cam.ac.uk. However, the Pepys Library may be visited to view the display cases without an appointment.

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. It also contains the College archives. Exhibitions are held throughout the year.

Magdalene College Library Rules

The College Library is intended for academic study, in order to maintain a pleasant working environment all users are required to observe the following rules:

1. The Library is a quiet study space throughout, take all conversations outside, keep noise to a minimum and be thoughtful of those working around you.
2. The Library is for current Magdalene students, fellows and staff. Please do not bring in non-College members without permission.
3. Food must not be brought into the Library. Non-alcoholic drinks are permitted provided that they are contained in sealed bottles or lidded cups.
4. Please switch all mobile phones and other devices to silent mode in the Library and go outside if you need to take or make a call.
5. Do not leave personal property unattended for significant lengths of time. Belongings will be removed by staff where necessary in order to create space for other users.
6. Help us keep the Library clean by disposing of any rubbish or unwanted paper in the bins provided.
7. Do not write in, mark or underline sections of Library books.
8. Books must not be removed from the Library without borrowing via the Self-Service machine. The fine for removing books without borrowing is up to £30 per book.

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 we can work to resolve the issue. All users of the library are expected to identify themselves if requested.

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

The University Library

The University Library is one of the British Isles' six copyright 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. Some foreign publications are also taken, but this is subject to policy, which may change from time to time.

All current students of the University have right of access to the University Library and all postgraduate students 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: <http://www.lib.cam.ac.uk/>

2.3 Computing facilities

Internet access is provided in all of the College's study rooms and College accommodation. There are also a number of PCs, scanners and laser printers (both b/w and colour) located around the College. The main College Computer Room is situated in Benson E1, others are available in the Library and Cripps building.

All students should note section B16 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 *in statu pupillari* are subject to the University rule regarding the wearing of academical dress, which is as follows:

“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.”

Apart from those occasions mentioned, gowns must be worn in Chapel and for Formal Hall dinner.

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. Sometimes people advertise a second-hand gown for sale on the notice boards.

The choice of an appropriate gown can be made using the following criteria:

Undergraduates should obtain a Magdalene undergraduate gown - there are distinct variations between Colleges.

Affiliated students have undergraduate status in Cambridge, although they are graduates of other universities. They are therefore required to wear the gown appropriate for an undergraduate.

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

Students who are graduates of other universities and who have not attained the age of 24 wear the Cambridge B.A. gown, but without strings.

Students who are graduates of other universities and who have attained the age of 24 wear the Cambridge M.A. gown, but without strings.

2.5 Communication

All students will receive various notices, forms, information and emails throughout their course via their @cam email, pigeonhole (in the Porters' Lodge), and on occasion via phone / answer-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, indeed, invitations which you receive from Senior Members of the College as promptly as possible, as they have many commitments and sometimes are away

on College or University business. For information regarding contact details, please refer to the College website and follow the relevant links at: <https://www.magd.cam.ac.uk/contact-directory>

3 Life at Magdalene

3.1 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 3.4 below), must leave by 2 am.

3.2 Meals

Traditionally, meals are served in the cafeteria or the Hall at the following times:

Lunch, 12.30 - 2.00 pm, Monday - Friday

Brunch, 10.30 am - 1.30 pm, Saturday and Sunday

Dinner (Cafeteria), 6.30 - 8.00 pm, 7 days a week

Dinner (Formal), 7.30 pm, 3 days a week

These arrangements apply to Michaelmas Term and Lent Term only and will be revised for Easter Term.

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

All Lunches and Dinners must be booked in advance via the meal booking system at: <http://meals.magd.cam.ac.uk/>

and are charged to your College account. Bookings cannot be made after 6 pm the day before your meal and cancellations must be made by the same deadline. Up to ten guests may be brought into Hall on Mon-Wed and up to two guests on Thu-Sun at a higher cost (per guest) than of the standard charge to members of the College. The "block booking" of Hall by formal or informal clubs and societies on an ordinary dining night is not permitted. Special arrangements can be made if you wish to organise a club or society dinner. Consult the Conference Office in good time. **No mobile phones are allowed in Hall** and no crockery or cutlery is to be removed from Cripps Court cafeteria 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. Examples of special diets include vegetarian, halal, lacto vegetarian, nut allergy, fish eating vegetarian, gluten-free, vegan and chicken, turkey and pork only. Students with special dietary needs on a permanent basis should arrange to see the Director of Catering and

Conferences, Mr Vincent Howard, or contact him via email at vnh20@cam.ac.uk, and speak to their Tutor concerning adjustments to the kitchen fixed charge, if this is applicable.

3.3 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 B4 and D2. 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 Easter Term prior to, and during, Tripos examinations will normally be refused.

3.4 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, as it is essential that the College knows who is staying in College properties for fire safety.

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. An en-suite twin room and an en-suite double room are located in Buckingham Court, as well as a single room in Mallory H. A number of rooms are available for students' guests. 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.

3.5 Chapel

The College Chapel is in First Court. The times of services are posted on the Screens and printed together with other relevant information in a Chapel Card which is sent termly to every member of College. Services are open to members of the College of all denominations and none.

3.6 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.

3.7 Cars and motorcycles

Students are not normally permitted to keep a car or motorcycle in Cambridge, in accordance with College Rule B7. If a student has a particular need to keep and use a motor vehicle, they must apply for permission through the Head Porter, 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 Dean. Overseas students are reminded that they require a UK driving licence once they have been here a year. It is important to note that permission is for one year at a time.

3.8 College lawns

Students must not walk on the grass in the College Courts (except Benson Court 'beach', during the summer months). Games are also prohibited in the College Courts and Gardens with the exception of croquet in the Fellows' Garden and Scholars' Garden which is permitted after the end of summer examinations. The Fellows' Garden is open to all Junior Members of the College daily from 1.00 pm to 6.30 pm only. Entry to the Garden is not permitted outside these hours, but postgraduates and undergraduates may use the riverside path through the Garden at any time to gain access to Cripps Court, Wentworth House and the houses on Chesterton Road.

3.9 Noise in College and 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. The Porters will report any breach of this rule to the Dean. 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. Musical instruments, radios, stereos etc. 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 immediately either to a Tutor, the Head Porter or to the Duty Porter. It should be noted that the College has soundproofed music practice rooms which are available to, and should be used by, anyone playing a musical instrument without headphones (the Chapel organ, Organ Scholars' pianos, and music at permitted events excepted). Tutorial permission for the use of audio equipment and musical instruments will be withdrawn from anyone who shows a lack of consideration for others.

3.10 Smoking

Smoking (including the use of e-cigarettes) is not permitted in any residential College room, or in any other College building. 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/policies-and-procedures/>

3.11 Parties

To book a party in a public room you must go through the Conference Office, see section 3.3 above. They will require you to fill in the appropriate form and then obtain permission from the Head Porter and Dean in advance of the party, whatever size it is. In the case of a party in a hostel or a student room you must go through the Head Porter who will require you to fill in the appropriate form and then obtain permission of the Dean in advance of the party.

All hostel and room parties have a maximum limit of 30 people, although this could be lower depending on location. A deposit of £50 (or lower, depending on location) must be left when applying for permission. The Conference Office or Head Porter will inform members of the

outcome, and bookings will not be confirmed until permissions have been obtained. The number of guests to be invited and the duration of the party will be limited at their discretion and the Dean may stipulate that the organisers arrange, at their own expense, for a Porter to attend. Permissions are given on the strict understanding that the conditions prescribed by the Dean will be observed and adhered to. Any breach of these regulations is subject to disciplinary action and may result in permission for future parties being withheld from an individual or from the Society or Club on behalf of which permission was sought.

Consideration must be shown to neighbours, and also to members of the College Staff who should not, without prior agreement, be expected to clear up afterwards. All parties must finish by midnight. Members of the College are reminded that they are responsible for the behaviour of their guests, including uninvited ones, and for clearing up their rooms, to the satisfaction of the Head of Housekeeping after the party has finished.

Students living in accommodation not owned by the College are reminded that they have an obligation under the College Statutes not to behave in any way which brings the College's name into disrepute. Hosting noisy parties which disturb neighbours would clearly do so. You should also refer to College Rule B4.

4 Financial Matters

4.1 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. Term dates are listed on the College intranet: <https://www.magd.cam.ac.uk/magnet/students/term-dates>

The College reserves the right, after consideration of the circumstances of the matter, to decline to present 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.

4.2 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), and Kitchen Fixed Charge) together with any sundries for the previous Term (such as College LAN, Hall meal charges, fines for lost keys, etc). For an example College bill please see section 6 of the Undergraduate or Postgraduate Guide as applicable.

College bills must be settled by the middle of each Term. In 2020/21 these dates are:

Michaelmas Term bill 9 November 2020

Lent Term bill 13 February 2021

Easter Term bill 21 May 2021

Long Vacation bill 31 August 2021

If your College bill payment is more than 14 days overdue, interest will be charged in line with the Bank of England's 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 definitely before the bill 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 sanctions. 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: <https://www.magd.cam.ac.uk/policies-and-procedures/>

4.3 Kitchen Fixed Charge

This termly charge is paid regardless of the number of meals taken in College. It contributes to the maintenance and overheads of the College Kitchens, Buttery and Bar, as well as to the costs of hostel kitchen and other kitchen/gyp - room facilities, and allows the College to subsidise significantly the cost of meals taken in College.

Those with dietary restrictions – medically certified or based on religious beliefs – that are not accommodated by the kitchens may qualify for a reduction. Please talk to your Tutor.

4.4 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/administration/policies-and-procedures>

4.5 Network charges

A standard Internet access charge is applied to all College rooms and is charged on the pro rata rate of £3.50 per week, which also covers the use of public computing facilities and wireless access which is available in a number of locations. This provides a daily 10 GB allowance.

Students are responsible for the use and maintenance of any computer they connect to the College network.

4.6 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. When eligible please contact magdbilling@magd.cam.ac.uk for a caution money form to complete for the return of £300 to your account.

4.7 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>

4.8 Financial difficulty

It is essential that any student who is experiencing financial problems should contact their Tutor as soon as the problem becomes known.

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

5.1 Harassment

Living in a community involves treating other individuals with respect in a courteous and civilised way, whatever their gender, race or marital status. 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>

5.2 Procedure for dealing with academic under-performance

This procedure can be found in the College Rules EII.

6 Health and Safety and Insurance

6.1 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 before you arrive. Please be aware that Cambridge GP surgeries do not usually call back on international numbers. Therefore, it's important to have a UK mobile number when registering with a GP.

6.2 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/Dentists/LocationSearch/3>

6.3 College Nurse

The College Nurse, Taryn Rothwell, has her surgery in the Health Centre in Benson F (Room 1). She is in College during Full Term; her hours are posted in the Porters' Lodge or on the Health Centre door, and can be found at:

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

She may be contacted by email at tr409@cam.ac.uk.

First year students will be asked to complete a personal medical questionnaire before coming into residence. This form should be returned to the College Nurse.

6.4 Sharp objects

There is a yellow clinical sharps box in the Porters' Lodge if needed.

6.5 College Counsellor

A College Counsellor is available for consultation in Full Term via a secure booking system on the University website: <https://www.counselling.cam.ac.uk/cbccouns/magdalone>

6.6 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 its Junior Members will feel able to discuss any problems they have (in complete confidence) with their personal Tutor, you should be aware of the University's wholly independent service. The Counselling Service is located at the Student Services Centre (3rd floor), Bene't Street. The website is: <https://www.counselling.cam.ac.uk/>

6.7 Overseas

Overseas students are required to pay an immigration health surcharge as part of the Tier 4 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>

6.8 Disability Resource Centre

The Centre is located in the Student Services Centre (ground floor) 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>

6.9 Nightline

Nightline is a confidential service for night time support for Cambridge and Anglia Ruskin Universities. (tel: 01223 744444). The website is: <https://cambridge.nightline.ac.uk/>

6.10 Meningitis

Students are strongly advised to have the Men ACWY conjugate vaccination before arriving in Cambridge. It is important to be aware of the signs and symptoms of meningitis, details can be found at: <https://www.meningitis.org/>

Further information can be found at:

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

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

<https://www.studentwellbeing.admin.cam.ac.uk/nhs-and-healthcare/vaccinations>

6.11 Mumps and measles

All students are urged to ensure that they have had two doses of the MMR vaccine before arriving at Magdalene.

6.12 Tuberculosis (TB)

Please refer to the link for further information (under Tuberculosis):

<https://www.studentwellbeing.admin.cam.ac.uk/nhs-and-healthcare/vaccinations>

6.13 Influenza (“the flu”)

Influenza vaccines are offered annually between October and December. For further information see links below: <https://www.nhs.uk/conditions/vaccinations/flu-influenza-vaccine/>

6.14 Fire precautions

Each staircase has its means of escape clearly signed. It is important that escape routes are kept clear of flammable material, such as paper or cardboard boxes. **All fire doors are to be kept closed; they are never to be wedged open.** Detection systems and fire-fighting equipment are provided in all accommodation, and instructions regarding the Emergency Plan and Actions to be taken in the Event of a Fire are displayed by the call points.

All accommodation is fitted with automated fire detection and alarm equipment. In most cases, this is a hard-wired system, relayed back to the Porters' Lodge by a dedicated link. Any tampering with the fire detection and alarm systems or 'first aid fire appliances' (extinguishers etc.) is deemed a very serious offence, and will be dealt with most severely by the College; in the past, irresponsible behaviour involving the fire detection system has led to students being fined and sent out of College accommodation. It is essential that all students understand the actions which need to be taken in the event of a fire alarm.

These can be found in the Accommodation Handbook.

6.15 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).

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

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>

Bicycle lights are compulsory and a cycling helmet offers some protection.

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>

6.16 River safety

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

6.17 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.

6.18 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 rooms are always locked when unoccupied. Exterior staircase or hostel doors and windows should also be properly secured.

7 Preparing to come to Cambridge

7.1 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.

7.2 Bicycles

Most students find that a bicycle (with a strong padlock together with a safety 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. They must not be left anywhere else, 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. Bicycles should only be left in official cycle racks and never in College accommodation. 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.

7.3 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 pigeon hole (mail-box) is located. Accommodation hostels must not be used for post.

The telephone number of the College switchboard is Cambridge 332100 (area code 01223, or + 44 1223 from abroad).

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 inform you and, where necessary, your Tutor, as soon as possible.

7.4 University Cards

All students of the University will be issued with a University Card. All new students will be issued with a card automatically. You will be able to collect the card from the Head Porter at the start of your course. 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 some (but not all) University Departments and some of the 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 him first.

The College must request this card on your behalf, and the Card Office will use your CamSIS photo to produce any replacement cards. If this photo is unsuitable you will be required to submit a digital photo to the Head Porter. Photos are required in jpeg format, sized 280x336 if possible, and must be a head and shoulder shot - facing forward. No logos/sunglasses/other people are allowed, the photo should be similar to a passport photo and named with First Name, Last name, DOB (in that order). The card must be returned to the Academic Office before you leave the University (upon graduation).

There is a £15 replacement/malicious damage fee for lost and stolen cards (the charge for stolen cards is waived if the Card Office is provided with a Crime Reference number from the Police).