



Magdalene College Cambridge
Undergraduate Student Guide
Academic Year 2020/21

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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 JCR 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. Your Director of Studies (DoS) will make arrangements to meet you in person to discuss your course, but you can raise any urgent questions you may have by letter (addressed to your DoS) or by email. A series of events has been planned by the Fellows, staff, and current undergraduate and graduate 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.

Dr Stuart Martin
Senior Tutor

1 Preparing to come to Cambridge

1.1 Academic preparation

Familiarise yourself with any literature you have been sent about your course. You may have choices between options and you need to be ready to ask any questions and make your decision when you see your Director of Studies. If you have already been asked by post about your choice of options, make sure you have replied. If you have been sent a reading list or workbook, make sure you have followed the instructions or suggestions for preparatory work. Certain books may have been recommended to you as essential - you can buy many when you come up to Cambridge, where there are excellent bookshops, but you may wish to glance through a library copy in advance. Be careful to purchase up-to-date editions (this is especially important if you buy second-hand from graduating students or elsewhere) as textbooks are often revised. If you are buying editions of literary or other texts, try to get the editions recommended as they will probably contain the most recent information and notes.

If you are unsure about what to buy, consult your Director of Studies. It is a good idea to look back over some of your recent school work, especially in the sciences, mathematics and languages.

2 Organisation of the College

2.1 College Officers

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

The Admissions Tutor (undergraduates) is responsible for all matters relating to undergraduate student admission.

2.2 The JCR

All students on undergraduate courses, with the exception of affiliated students, are members of the Junior Combination Room. This is the name for both the organisation to which students belong and also their common room. The JCR President and committee produce a separate guide for new students. The JCR President represents the undergraduate community on the Governing Body and there are JCR representatives on some other College committees. The Junior Common Room is situated 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 room are situated nearby. Entrance to the JCR is by University Card (issued at the beginning of Term). There is a separate games room in Cripps Court. The JCR 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.

3 Academic Matters

3.1 Teaching Arrangements

Lectures and practical classes are organised by the University for members of all colleges. There is a lecture-list published online (as a special edition of the *Cambridge University Reporter*), 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 undergraduates (or on some occasions, individual students). Supervisions may be given by academic staff of the College or University or by research students from Magdalene or other colleges.

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.

Please see your Director of Studies at the beginning of Term (you will be told when and where to go) and check your email regularly in case changes to teaching arrangements have to be made in the course of the Term.

3.2 University Examinations

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 the mid-October deadline. It is your personal 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 addition you will be sent an email in February requesting that you verify your examination entry. No corrections will be accepted after a date in early March set by the University.

3.3 Scholarships, Exhibitions, Prizes and Travel Awards

Those achieving First Class Honours in University and in certain approved College examinations are elected into a Scholarship, and those continuing study also receive a College Book Prize of £75 in the following year. A Scholarship is worth £175 per annum.

Those achieving a First in their final year, and who are leaving the College, receive a Bundy Scholarship of £250. Exhibitions worth £75 per annum may be awarded at the discretion of the Governing Body to those who narrowly miss a First. The College offers numerous named prizes for excellence in the Tripos (usually around £125) and there are also many awards available for travel at home and abroad, details of which are circulated by the Academic Office at the beginning of the Lent Term.

3.4 College Rules relating to academic and examination performance

Your attention is drawn to College Rules A1 and A2, relating to academic and examination performance and responsibilities. All students of the College are required to take the University's prescribed Preliminary, Qualifying 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 satisfy their Director of Studies and Tutor in their performance.

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.

3.5 Communication

Please note that essays etc. should not be submitted via the University Messenger Service. If you need to send a piece of work or a letter to a supervisor based at another College, you should deliver it to the Porters' Lodge at that college by hand, clearly marked with the supervisor's name. Submission of work by email attachment is often acceptable, but make sure you check with your supervisor in advance.

4 Life at Magdalene

4.1 Accommodation

The College is able to accommodate undergraduates for all three or four years of their course. Undergraduate accommodation is located inside the College grounds, or within a two minute walk of the main College site.

Accommodation is allocated to new students by the Accommodation Coordinator. New students cannot choose their rooms, but they can express a preference about the type of room they would like (price band, location, facilities, etc.) by submitting the Accommodation Preference Form once their place has been confirmed. The Accommodation Coordinator will try to allocate them a room which matches their preferences as closely as possible.

Continuing students choose their room by a ballot, organised by the Accommodation Coordinator. The Accommodation Coordinator will send more information about the ballot to all current undergraduates in Lent 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/undergraduate>

4.2 Buttery

Junior members may purchase wines 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.

4.3 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 JCR events arranged for you at the beginning of the year. University and inter-collegiate societies are represented at the Societies' Fair which takes place at the start of Term. You'll receive details of the venue and the opening times at the beginning of the year. 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 Director of Studies or Tutor, 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 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 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.

5 Requirements for Residence

5.1 Residence requirements

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).

The meaning of Term and Full Term often causes confusion. In Cambridge, "Term" lasts for 80 days in the case of the Michaelmas and Lent Terms, and for 73 days in the case of the Easter Term. You must be in residence for three-quarters of each Term to be able to count it for degree purposes. The requirement for the Michaelmas and Lent Terms is thus to be resident for 59 nights, and the Easter Term for 52 nights. "Full Term" is the period during the 80 (or 73 days) of "Term" during which lectures and supervisions are given. "Full Term" always lasts exactly 59 nights (52 in the Easter Term). Teaching arrangements are made in the expectation that you will be resident for the whole of each "Full Term".

If you wish to be away during "Full Term" you must obtain permission from your Tutor (called an Absit). You will be required to make up the nights within "Term", either by having already been in residence before Full Term begins or by remaining in residence after the end of 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 seventy 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 seventy nights during Term time. Tutorial permission is required outside Term - refer to the information about 'Out of Term Residence' (OTR) below.

5.2 Arrangements for the beginning of Term

The dates of Term are listed on the College website at:
<https://www.magd.cam.ac.uk/magnet/students/term-dates>

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

On arrival in College each Term undergraduates must complete the Redit Book - this is done electronically and records the exact date and time that you have signed in. This is important since your nights of residence and your room rents are calculated from the internal electronic date/time recorded on the Room Management System.

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 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 be given permission from their Tutor, and inform the Academic Office of their Cambridge address by 9 October. Those living out of College must also complete the Redit Book even if they are not drawing a key, and also attend an exeat meeting at the end of each Term.

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 Term still apply.

5.3 Points Based Immigration (PBI)

In 2010 the UK Government introduced a scheme for monitoring 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 details will be issued to students to whom this requirement applies.

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.

5.4 Arrangements for the end of Term

5.4.1 Exeats

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 from

CamCORS, and authorise an “exeat form”, 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 may book a suitable slot using the online facility.

Exeat formalities must be completed before 8.30 pm on the last day of FULL Term. Students who fail to complete the exeat formalities by the set deadline will incur a fine of £30. You are required to leave on the date stated on your exeat form.

5.4.2 Leaving your room

At the end of each 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.

Over the vacations, the College may make extensive use of student rooms, for prospective students coming for interviews, access visitors, 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 B3), 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.

5.4.3 Summary

Before leaving College at the end of every Term you must:

Complete the online exeat form and have it authorised by your Tutor at the exeat meeting. This must be completed by 8.30 pm on the last day of Full Term, and not on the day you leave. Failure to complete the exeat form on time will entail a fine of £30.

Leave your room in a neat and tidy condition, following the departure requirement guidelines given by the Accommodation Coordinator.

Return your room keys to the Porters' Lodge and ensure that the Porters have signed you off electronically. If you fail to do this, it will be assumed that you are still occupying your room and you will be charged pro rata for each day in occupation. Complete the Redit Book when you depart at the end of Term.

5.5 Residence in College out of Term and during vacations

All students must vacate their room by 9 am on the last day of Term.

If a student wishes to remain in College past the end of Term, they must seek their Tutor's permission, and apply for an Out of Term Residence (OTR). The OTR form is sent to all

students towards the end of each Term, and is also available on the College intranet: <https://www.magd.cam.ac.uk/magnet/students/otr>

The student must complete the form, and have it signed by their Tutor, and if their reason for staying is related to their course, they must have it signed by their Director of Studies as well.

The form must be returned to the Accommodation Coordinator by the last day of Full 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.

6 Financial Matters

6.1 Financial support for students

Arrangements for financial support for 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>

6.2 Students in financial difficulties

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

6.3 Cambridge Bursary and Cambridge European Bursary

Two schemes offer UK and EU students bursaries of up to £3,500 per annum (£5,600 for some mature students or care-leavers). The value of the bursary you receive will be dependent on your household income.

It might also be helpful to look at the Cambridge Bursary Scheme website at:

<http://www.admin.cam.ac.uk/univ/cambridgebursary/>

6.4 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 (Undergraduate)**
A/c No **12345**

		<u>Amount</u>
	<u>Bill issued on arrival</u>	
	Caution Money	£300.00
	Rent of College Room: 70 Nights of Michaelmas Term <i>Based on £18.97 per night (band D) room</i>	£1,327.90
	Kitchen Fixed Charge for Michaelmas Term	£190.44
	JCR Membership Fee	£7.50
		£1,825.84
Oct/Nov	Payment made	-£1,825.84
	<u>Bill issued January</u>	
	Rent of College Room: 70 Nights of Lent Term	£1,327.90
	Kitchen Fixed Charge for Lent Term	£190.44
	JCR Membership Fee	£7.50
	<i><u>Additional charges for previous (i.e. Michaelmas) Term:</u></i>	
	Hall meal charges etc	£50.00
	College Local Area Network connection	£35.00
	Charge for Printing	£12.60
		£1,578.44
Jan/Feb	Payment made	-£1,578.44
	<u>Bill issued April</u>	
	Rent of College Room: 70 Nights of Easter Term	£1,327.9
	Kitchen Fixed Charge for Easter Term	£190.44
	JCR Membership Fee	£7.50
	<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	£35.00
	Three additional nights Rent	£56.91
		£1,647.09
Apr/May	Payment made	-£1,647.09
	<u>Bill issued July</u>	
	<i><u>Additional charges for previous (i.e. Easter) Term:</u></i>	
	Hall meal charges etc	£50.00
	College Local Area Network connection	£35.00
	Printing	£9.70
		£94.70

July/Aug

Payment made

-£94.70