

Undergraduate Tutorial Guide





This guide was produced by Fitzwilliam College Tutors and Staff of the Tutorial Office, June 2011. Further information can be found on the website www.fitz.cam.ac.uk.

FOREWORD

Welcome to Fitzwilliam College! This handbook has been compiled to bring together the information you will need before coming into residence at the start of the Michaelmas Term, to highlight some important procedures, and to introduce you to some of the key people with whom you'll work over what we trust will be a very enjoyable, stimulating and successful three or four years.

A word of warning. Your course will be difficult: it is designed to push you intellectually, to challenge and inspire you, week after week. You will have to manage your time effectively, from the very start, in order to succeed in your studies while making space for some of the many fine extra-curricular opportunities available to you.

We selected you from a large field of applicants because we believe strongly that you can thrive at this College, built as it is on academic excellence. We're delighted that you have chosen to come here and to make your contribution to this historic institution. Our job is to ensure that you're able to work to your very best in a supportive, lively, serious environment. Yours is to help sustain that environment, and to make the most of your opportunity to live and work here.

We look forward to seeing you in Cambridge on Saturday 1st October.

Dr Paul Chirico
Senior Tutor

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ON ARRIVAL AT FITZWILLIAM

UK students should aim to arrive at the College after 10.30am on Saturday 1st October. If arriving by car, please park in the Huntingdon Road car park.

Several days of Freshers' activities, formal occasions and introductory meetings precede the start of your regular academic work. On arrival you are advised to:

- Visit the Porters Lodge, collect your room key and (if desired) your telephone number, sign your tenancy contract and sign in the Residence Book.
- Collect your **University card** from the Porters. This will give you access to various facilities in College and in your Department. In College, you will need the card to access the bicycle compounds, North Lodge, Library and IT Centre, squash courts and gym (after induction) and to pay for meals and washing tokens in the Buttery.
- Empty your pigeon hole (post boxes near the Porters Lodge) and check the notice boards in the lobby of Gatehouse Court, in the archway between O and P staircases and in the Central Building, for further information which may concern you directly.
- Members of the JMA will show you to your room.
- If you are an **Overseas student on a Tier 4 Visa** you must have your passport and visa scanned on **Saturday 1st October**.
- **Overseas students** may also need to **register with the Police** within seven days of your arrival. If you are required to do this it will say on your visa. See page 31 for more information.
- Attend the **Welfare talks** in the Auditorium at **11.00 am on Monday 3rd October**.
- Attend the **Safety talks** in the Auditorium at **1.00 pm on Monday 3rd October**.

- Attend **Fitzwilliam, a brief History**, in the Auditorium at 6.15pm on Monday 3rd October. Followed by **Matriculation Dinner** in the Hall.
- **Matriculate** in the Auditorium from 11.00 am onwards on Tuesday 4th October.



This is the moment at which you formally become a member of the College and the University. Matriculation is followed by the **Matriculation photograph** on the Grove Lawn.

- Attend the **Master's Welcome Party** in the Master's Lodge – invitations will be sent to you.
- See your **Tutors** and your **Director of Studies**. Details on how to sign up for these meetings will be circulated at the beginning of term.
- Attend a **Library Induction Session** so that your card can be validated and you can borrow books. Sign-up sheets will be available in the Library reception during the first weekend. Some Directors of Studies will arrange for their students to attend as a group.
- Equip yourself with a **diary** (paper or electronic) and establish your timetable: lectures, supervisions, classes, independent work, etc.
- **Email** is the principal means of communication so check your @cam inbox regularly. You are likely to receive a large number of messages of greater or lesser significance, especially in the first week or two. You will need to prioritise efficiently and must act immediately on messages from your Director of Studies, Tutor, Supervisors, Department or Faculty, and from College Officers such as the Senior Tutor, Tutorial Administrator, Bursar, Domestic Bursar, Domestic Manager, and Head Porter.
- **Register with a local doctor** and then take your Doctor's Registration Form to the Fitzwilliam College Nurse (whose surgery is next door at Murray Edwards College).
- **Register your bike** with the Porters. Forms, included in the August Freshers' Pack, must be handed in at the Safety talks on Monday 3rd October.
- Apply for a car parking permit, if necessary, by 7th October. Please note that places are very limited, and cars are allowed in Cambridge only in special circumstances. Forms are available from the Tutorial Administrator, Mrs Claire Claydon, room L.11.
- **Verify your Personal Information** on CamSIS by 16th October at the latest.

YOU AND YOUR TUTOR

You will receive a letter on arrival at College informing you of your Tutor's name and contact details. Your Tutor takes an interest in your wellbeing and progress and can offer help and advice on any matter - academic, social, financial, medical or personal. Your discussion can remain confidential if you so wish.

You must see your Tutor at the beginning and end of each term. He or she will also be happy to meet you at any other point. It is important that you get to know each other so that you have a good basis to work together to deal with any issues that may arise.

A Tutor's key roles include:

- Advising on academic issues, work/life balance etc.
- Offering support if you face personal difficulties, such as homesickness, bereavement or relationship trouble.
- Supporting you in extracurricular activities and advising on applications for travel grants and funds.
- Supporting you in applications for maintenance bursaries and other funding and advising on financial problems.
- Acting as a referee in job applications.
- Representing your interests if you get into trouble with the College, University, or Police.
- Supporting you (and if necessary liaising with your Director of Studies or the Board of Examinations) should you be taken ill.
- Offering advice if you are considering changing subjects.

Although your personal Tutor will deal sensitively with any issue, if you would prefer to discuss a particular matter with any other Tutor, you are welcome to contact them.

You may also find it helpful to speak to the Senior Tutor (Dr Paul Chirico – the Grove), the Chaplain (Revd John Munns, Room K.11b), the College Nurse (Mary Cavander-Attwood, shared surgery at Murray Edwards College, (7)62239), the University Counselling Service (www.counselling.cam.ac.uk), the JMA Welfare Officers (jma.welfare.officer@fitz.cam.ac.uk), or a trained member of the Peer to Peer team.

The Undergraduate Tutors are:

Dr Paul Chirico – pac17@cam.ac.uk
Dr Richard Ansorge – rea1@cam.ac.uk
Professor David Cardwell – dc135@cam.ac.uk
Dr James Elliott – jae1001@cam.ac.uk
Mr Francis Knights – fk240@cam.ac.uk
Dr John Leigh – jdl1001@cam.ac.uk
Dr Sara Owen – sso10@cam.ac.uk
Mrs Nicky Padfield – nmp21@cam.ac.uk
Dr Jason Rentfrow – pjr39@cam.ac.uk
Dr Angie Tavernor – ast33@cam.ac.uk
Ms Mary Young – mmcy100@cam.ac.uk

More information can be found on www.fitz.cam.ac.uk/about/people/fellows-information/tutor-list

YOU AND YOUR DIRECTOR OF STUDIES

Your Director of Studies (DoS) is responsible for supporting you in your academic life, offering advice on courses and facilities in your Faculty or Department and on University examinations, arranging supervisions and monitoring your progress.

You will meet your Director of Studies at the beginning and end of each term. He or she will also be available throughout term to discuss any issues relating to your academic work or supervisions. Get in touch straight away if you have any difficulties.

YOU AND YOUR SUPERVISORS

Supervisions are small-group teaching sessions, usually lasting an hour. They are designed to help you in your studies, offering a supportive framework for your learning rather than a formal test of your abilities. You might expect to discuss the material covered in lectures or in your own reading, to clarify difficult issues identified in the course of your written work, and to test and develop your own ideas.

You must make every effort to complete all work set and to hand it in on time. You can then expect your work to be marked before the supervision, when you should receive constructive feedback.

You should make an active contribution to supervisions and be ready to discuss your ideas and ask for help on any areas of difficulty. Your understanding and knowledge of your subject will be expected to be constantly 'in progress' – you will not be expected to have all the answers, but to work hard before, during and after supervisions to continue that progress.

The frequency and size of supervisions varies from subject to subject, and often from term to term.

You must arrive on time for all supervisions. If you are unable to attend a supervision you should contact your supervisor in plenty of time. Failure to attend supervisions will result in a College fine.

CamCORS is the Cambridge Colleges' Online Reporting System for Supervisions. A report from each supervisor will be made available online each term to you, your Director of Studies, your Tutor and the Senior Tutor. These reports are intended not only to mark your progress but to offer constructive suggestions on the further development of your work. You should read them promptly and carefully.

CAMSIS (Cambridge Student Information System)

CamSIS is the University's administrative database, accessible to staff and students as appropriate, containing your records from application to graduation. For guidance on its use, see the online help screens.

You will be expected to validate your personal information on CamSIS each year. Instructions will be emailed to you early in October, and you must complete this process by 15th October at the very latest.

Examination entries are made directly onto CamSIS, in consultation with your Director of Studies. Further instructions will be emailed to you early in October, and you must complete the process by 4th November at the latest.





EXAMINATIONS

Examinations are an important marker of your progress throughout your course, and they are the clearest and most immediate measure by which a potential employer or funder may judge you.

It is important to approach exams seriously, calmly and ambitiously. A thorough review of course notes can work wonders for the confidence, and offer a reminder of just how much progress has been made. Exams can be a powerful catalyst: many students find themselves propelled into the next stages of their academic work with a new clarity of focus and a more compelling and personal sense of intellectual engagement.

In many subjects College Preliminary Examinations are held in January, offering an early opportunity to ensure you are keeping pace with your course, to familiarise yourself with the style and level of Cambridge examinations, and to adjust your approach to work if required. For most students the first Tripos examinations arrive in April or May.

College Regulations require students to show evidence of satisfactory progress in their academic work, by their performance in each set of University or College examinations for which they are entered. Failing normally means that you will have to leave the College. Students have the right to explain the reasons for their failure in person to the Master and Tutors and the Governing Body before such a decision is taken.

On the other hand, around a hundred Fitzwilliam College students each year receive prizes in recognition of their excellent examination performances.

Enrolling for Examinations

Most students enrol online using CamSIS. Entries must only be made following consultation with your Director of Studies about paper choices. Before making entries, please ensure that you know your Raven password. Further information regarding enrolment and the very strict deadlines will be sent to you at the start of the academic year.

All the papers available in your Tripos will be visible to you once you reach the online enrolment page. However, if you wish to check the papers and rules governing your Tripos, take a look at the entry form templates available on the Board of Examinations website. www.admin.cam.ac.uk/offices/exams/entry/templates

If you have any queries, please contact your Director of Studies or the Head of Tutorial Office (cac44@cam.ac.uk).

Exam Verification Forms

Printed Exam Verification Forms (blue) will be issued in Lent Term. These will list the exam entries you have made and must be signed and returned by the strict deadlines stated on them to confirm or amend your entry.

Exam Confirmation Forms

Printed Exam Confirmation Forms (yellow) will be issued early in Easter Term. These will list your exams, dates, times and location. You must keep these safe and take them with you to each exam.

Exams with special conditions

Under certain circumstances, candidates may be allowed to take their examinations under special conditions. Applications are always made through your Tutor. The closing date for applications relating to existing, diagnosed conditions is 31st January. It is important that you allow sufficient time to discuss your requirements with your Tutor or the Head of Tutorial Office (cac44@cam.ac.uk) prior to this deadline.

Exam preparation

Information sessions and workshops are held each year in the College, in many Departments, and elsewhere in the University, to help you to prepare effectively.

Cambridge University Students Union (CUSU) have gathered very useful resources regarding revision and examination skills, special conditions, and the formalities of the Tripos system, under the title CamExams. www.cusu.cam.ac.uk/academic/exams

Results

On the day your results are due, they are published first on CamSIS and then at 4.30pm each day they are posted on the wall at the Senate House.

Your Director of Studies will also send you the information, and will be able to interpret the marks for you as necessary.

UNDERGRADUATE SCHOLARSHIPS AND PRIZES

Undergraduates who achieve a First Class in University examinations (or the equivalent in unclassified examinations) are awarded both a Scholarship and a Prize. These carry a combined value of £300 to a continuing student. These awards are available through the generosity of alumni and other donors.

At the end of each academic year the Tutorial Committee awards a number of other academic and non-academic prizes in recognition of outstanding scholarly achievements and impressive contributions to the broader life of the College.



COLLEGE LIBRARY AND IT CENTRE

www.fitz.cam.ac.uk/library



The Library has 40,000 books, reference works, journals and resources and almost 200 study spaces. It is open around the clock for College members to borrow items, or study in a quiet environment.

Once you have attended an induction tour, you will be able to use your University Card to access the building and open internal doors, to borrow books using the self-issue system and to use the photocopiers, scanner and printers.

During Term, you may borrow up to 10 books, for 2 weeks, and renew them up to 5 times. All books taken out of the Library must be correctly borrowed, otherwise the alarm will be triggered. Returned books should be placed in the Returns box at the Reception Desk, not back on the shelf.

The Library Office is staffed from 9am till 5pm, Monday to Friday and staff are happy to help with all sorts of queries.

College Librarian	Christine RobertsLewis
Library Assistant	Tracey Piggott
Tel: (3)32042	email library@fitz.cam.ac.uk



IT Arrangements:

All students living in College accommodation have the option of connecting their own computers to our network via an Ethernet cable (given out free at the Porters' Lodge), which provides very fast access to the internet. The benefits are obvious: you can work in comfort and privacy, yet still have the University and College facilities at your disposal. A wireless network is available for the use of students in the Library and other central buildings but not in the student bedrooms. Please note however the connection of any wireless (or wired) routers to the network is not permitted.

The College also has a computer room for Undergraduates, which is situated in the basement of the new Library. Access is gained with your University Card and the computer room is open for 24 hours a day. This room has 10 PCs and 3 Macs. There are also 3 photocopiers (which double up as printers) which can print on A4 and A3, in colour and double-sided. It is also possible to use the copiers to scan documents which are then emailed to you.

The PCs are managed as part of the University's Public Workstation Facility (PWF). The PWF provides a central file space, so you can get to your files wherever you are in the University. To use any PWF facilities you need to login with your PWF account credentials.

Email is the normal way to communicate. The University's email system is called Hermes, and you will be issued with a Hermes account and email address. The College, course organisers and supervisors frequently use email, so it is essential to check yours very regularly; not having checked your email isn't a valid excuse in Cambridge.

If you are considering bringing a computer to Cambridge with you, the following information may be useful: You can connect any kind of computer you wish to the network, provided that you have a suitable wired Ethernet adapter. We do however suggest a modern PC running Windows XP, Vista or 7 for minimum fuss and maximum availability of assistance, though Macs are fine too. There is a flat rate charge of £31 per term for connection to the network. There is also a charge of £0.16 per Gigabyte of traffic transferred to and from the Internet.

The use of the network is subject to the University's rules, which prohibit the use of the network for any illegal activity. This means, among other things, the unauthorised downloading of copyright protected material e.g. Films, TV programmes and music. The College acts decisively on complaints received about this activity, which could result in disconnection and disciplinary action.

BEHAVIOUR IN COLLEGE

You will be expected to know and to abide by the rules set out in the **College Regulations**. These will be issued to you on your arrival and can also be found on the College web site: www.fitz.cam.ac.uk/legal/policies-and-regulations

Above all you should remember the following introductory note: “Even more important than the specific regulations is the spirit which lies behind them. This is that members of the College must at all times act with consideration for other members and Assistant Staff. Any action which might cause distress, annoyance or inconvenience to other members of the College or to members of the Assistant Staff may be treated as an offence, even if it does not involve disregard of a specific regulation.”

TERMS AND RESIDENCE

Dates of Full Term 2011/2012

Michaelmas: 4 Oct – 2 Dec
Lent: 17 Jan - 16 March
Easter: 24 April - 15 June

Dates of Residence Period

Michaelmas: 1 Oct - 10 Dec
Lent: 14 Jan - 24 March
Easter: 21 April - 23 June
General Admission – 30 June 2012

Dates of Full Term 2012/2013

Michaelmas: 2 Oct – 30 Nov
Lent: 15 Jan - 15 March
Easter: 23 April - 14 June

Dates of Residence Period

Michaelmas: 29 Sept - 5 Dec
Lent: 12 Jan - 23 March
Easter: 20 April - 22 June
General Admission – 29 June 2013

Dates of Full Term 2013/2014

Michaelmas: 8 Oct – 6 Dec
Lent: 14 Jan – 14 March
Easter: 22 April - 13 June

Dates of Residence Period

Michaelmas: 5 Oct - 14 Dec
Lent: 11 Jan - 22 March
Easter: 19 April - 21 June
General Admission – 28 June 2014

Dates of Full Term 2014/2015

Michaelmas: 7 Oct – 5 Dec
Lent: 13 Jan - 13 March
Easter: 21 April - 12 June

Dates of Residence Period

Michaelmas: 4 Oct - 13 Dec
Lent: 10 Jan - 21 March
Easter: 18 April - 20 June
General Admission – 4 July 2015

You must normally keep nine terms in residence before you can obtain a BA. This means you must sleep in Cambridge for at least 59 nights during the Michaelmas and Lent Terms, and for at least 52 nights during the Easter Term. This is equivalent to the length of ‘Full Term’, so any nights spent away during Full Term must be made up by the end of the Residence Period.

If you want to go away for a whole night or more you require permission (an Exeat must be obtained from the Head of Tutorial Office).

Your room key must be signed in at the Porters Lodge by the end of the residence period and the Exeat Book signed to confirm you have kept Term.

For most rooms in College the Residence Periods (the period you pay for your room) are 10 weeks in the Michaelmas and Lent Terms and 9 weeks in the Easter Term. Certain external rooms may be allocated for a Residence Period of 39 weeks.

Students who wish to stay outside the Residence Period are strongly encouraged to indicate their intentions in advance. Detailed guidance can be found in the College Regulations, Appendix 5: College Rooms, paragraphs 14-17.

SAFETY AND SECURITY

Please cycle with care, wear a safety helmet and always use lights after dark. Using lights after dark is a legal requirement and failure to do so will result in an automatic fine from the police.

Like any other city, Cambridge can be dangerous – so please take sensible precautions. Personal alarms are available for any student, free of charge, from the Porters' Lodge.

You are advised, where possible, to plan your journey and not to walk alone late at night. Should you find yourself alone unexpectedly, remember that the College operates a Taxi Scheme.

Be security conscious – shut your window, lock your door whenever you go out and when you go to bed, and report anything (or anyone) which you feel looks suspicious to the Porters by calling at the Porters' Lodge or telephoning 01223 332000 (832000 from your College room).

There is a Porter on duty all night, so please make them your first port of call if you have pressing worries which can't wait until the next day. The Porter can, if necessary, contact the Pernoctating (Duty) Tutor at any time.

FIRE SAFETY

Familiarise yourself with the evacuation procedures posted in College and the escape route from your room. Any interference with fire extinguishers, call points, heat sensors or smoke alarms is forbidden.

In the event of an alarm sounding:

Use the nearest available exit.

Do not stop to collect personal belongings.

Ensure all doors and windows are closed (not locked) on vacating the room.

Do not re-enter the building.

Proceed to your allocated Assembly Point.

If you discover a fire:

Operate the nearest Fire Alarm Call Point (Break Glass).

Do not take any unnecessary risks.

Never remove burning items from Kitchens – close the door and press the Call Point (Break Glass).

Close all windows and doors on your way out.

Inform Porters in person if safe to do so.

Prevention of false alarms:

Never smoke or use candles in College buildings.

Never leave items being cooked (including toast) unattended.

Irresponsible cooking that causes fire alarms to sound will incur an automatic fine.

Keep your shower door closed to prevent false alarms caused by steam.

TAXI SCHEME

Students currently pay an annual premium of £10.00 per year to an in-house insurance scheme to cover the cost of necessary taxis. The primary use is where injury or serious illness prevents independent travel between College and Departments.

The College has an arrangement with Panther (01223 715715) whereby the taxi company will accept, in lieu of payment, a taxi slip authorised by the College (signed by the Duty Porter, Tutorial Administrator, or the College Nurse). These forms have to be signed in advance of the taxi journey. The blue copy must then be returned to the Porters Lodge after use – failure to do so will result in the payment not being authorised and the charge will be added to your College account.

Another legitimate use of taxis is when students feel that returning late at night poses a genuine security risk, or in the event of an emergency. Obviously this cannot be known in advance and students should either obtain an emergency slip from the Porters or pay the fare in cash, obtain a receipt from the taxi driver and ask for this to be refunded either on their College account or as cash from Accounts. A Tutor's approval may be obtained if deemed necessary.

Details of the reasons why a taxi slip (or cash refund) is being requested must always be given to the member of staff issuing the slip.

This Fund is supported by students and it is obviously important that it is not abused. In the case of security risks and emergencies, Tutors will wish to judge the extent to which the situation was unforeseen. If a student is sent back from hospital in a taxi, the scheme will cover the costs.

STUDENT INSURANCE

We have been able to make insurance available at extremely competitive prices on the basis that there is no provision to 'opt out'. Top up cover is available if required. If you are living in Fitzwilliam College accommodation then your insurance will be as follows:

How much cover do I have?

COVER TYPE	COVER LIMITS
Contents	£5000
Unspecified Personal Possessions (UPP) -Items outside home	£200
Laptops outside home	£500
Freezer Contents	£100
Money in your home	£75
Desktop computer	Inc in contents
College library books	Up to sum insured in home, up to UPP outside
College property on loan in home	Up to contents sum insured, up to UPP outside
Pedal Cycles including accessories	£200
Accidental damage to own contents	No
Accidental damage to your college room	£5000

What do I do if this is not enough cover for all my possessions.

This policy provides a cushion of cover for all students. If the cover levels shown above are not adequate simply go online and top them up at www.studentinsurance.nwbrown.co.uk On the website you will be able to choose which areas of cover you would like to increase, get a quote, take out the policy, make a payment and email yourself the documents.

How do I make a claim?

If the claim relates to your own contents you can use this link and complete a claim form - <https://www.studentinsurance.nwbrown.co.uk/SubmitAClaim/>

If the claim relates to the property i.e. attempted break-in or water leak, please contact the Porters in the first instance.

Can I have more details?

The full policy wording and policy summary are available at www.studentinsurance.nwbrown.co.uk

How much do I have to pay?

You will see the following single premiums on your Michaelmas Term College Bill:

Freshers on 29 week rent contract - £9.70.

Freshers on 39 week rent contract - £11.70.

Additional weeks during the period 1st July to 30th September will be charged at 30p per week and will be added to your rent.

CARS IN CAMBRIDGE

Cycling is by far the best way to get around Cambridge. University Statutes regulate the use of motor vehicles by students within ten miles of Great St Mary's Church, and only in exceptional circumstances will permission be given for a student to bring their own car to Cambridge. An application form is available from the Tutorial Office and must be completed by 7 October 2011.

SMOKING POLICY

Fitzwilliam College is a no smoking College

Smoking is not permitted within the perimeter of the College buildings, including gardens, bedrooms and public rooms or within 7 metres of the exterior perimeter of the buildings. Smoking is not permitted within off-site College properties. The Smoking at Work Policy of the College identifies the Storeys Way and Huntingdon Road College Car Parks as the only public areas within its grounds where smoking may take place. Any member of the College found to be in breach of this regulation will be automatically referred to the Dean.

POLICY ON ALCOHOL

Alcohol is the UK's favourite drug. Its misuse is a growing social problem nationwide, one which is of particular concern among younger age groups. You should think about the effects that drinking has on your body and your mental state. Some students choose not to drink alcohol at all; many others drink safely without any problems or impact on their studies – but not all. The College's policy on alcohol (www.fitz.cam.ac.uk/legal/policies-and-regulations) is designed to advise of the potential dangers of the abuse of alcohol, to establish some guidelines for its use, and to encourage a culture of self-regulation and a respect and care for others and oneself.

YOUR ROOM

Single-room accommodation is guaranteed to all undergraduate students, either on the main College site or in a nearby College house. Rooms are individually priced according to size and facilities.

Incoming students are asked, as soon as their place is confirmed, to indicate their preference for a room with or without private shower, priced accordingly. Those preferences are followed as far as possible in the otherwise random allocation of first-year rooms. Corridors are normally single-sex and contain students studying a range of subjects.

The College Regulations, which are supplied to all students on arrival, include a number directly pertaining to student rooms (including regulations 16-32 and Appendices 5 and 7). The Accommodation Handbook (www.fitz.cam.ac.uk/mi-client/media/import/documents/accommodation_handbook.pdf) sets out in further detail the responsibilities of residents and of the College as landlord.

Rooms are furnished, and first-year rooms are relatively compact. In packing for College you will wish to note that you may not bring to your room:

- large personal items of furniture;
- refrigerators (except strictly on medical or religious grounds, with prior permission from your Tutor or the Senior Tutor);
- any mains-powered electrical equipment unless bearing a valid portable appliance test (PAT) sticker;
- mains socket adaptors (multi-socket cable extensions are allowed);
- candles, oil lamps and the like;
- animals of any sort.

Please remember that you are not required to pay for accommodation during the vacations, and that your room will almost certainly be used by other visitors to the College during those periods. You will therefore be required to remove all your belongings from your room at the end of each term, other than those which can be placed in the secure storage cupboard, which is inevitably limited in size. Students from outside the UK are entitled to make use of larger storage facilities elsewhere on the College site.

You may well wish to personalise your room and in doing so you are asked to respect its future occupants and to avoid causing any damage to its structure or furnishings. For example, posters and other decorations should be attached only to the notice boards provided for that purpose.

College staff, especially those in the domestic and maintenance departments, work hard to ensure that your room is in excellent condition on your arrival. You are warmly encouraged to report any problems promptly at any stage of your residence.

KITCHENS

An electric kettle, toaster, refrigerator, microwave oven and electric rings are provided in each kitchen (Gatehouse Court, New Court and Wilson Court also have ovens). These must be left in the kitchen at all times. Kettles and cooking equipment must not be used in any study/bedroom.

Only mains electrically powered cooking equipment supplied by the College and student owned electrically powered cooking equipment (with the exception of deep fat fryers) displaying a current PAT sticker may be used in Gyp rooms. Any mains electrically powered cooking equipment that is discovered in Gyp rooms and that is not displaying a current PAT sticker will be confiscated by the Domestic Manager, and may be collected from the Domestic Manager at the end of term

Irresponsible cooking that causes fire alarms to sound will incur an automatic fine of £25 and the residents concerned will be referred to the Dean.

OVERNIGHT GUESTS

Any overnight guest must be registered at the Porters' Lodge by 21:00 on the night of the visit. Only one visitor is permitted to stay in any one student's room on a particular night. In any period of seven days, (a) no host may accommodate a guest for more than three nights, and (b) no individual visitor may stay overnight for more than three nights.

No Junior Member may have an overnight guest staying during Freshers week or the week before Michaelmas Term residence period, without approval from the Senior Tutor.

FEES AND YOUR COLLEGE BILL

Fee status

In order to be considered as a 'Home' student for tuition fees purposes, you need either to live in an EU member state or to have indefinite leave to enter or remain in the UK. In addition, you need to have lived in the European Economic Area (EEA) for the last three years, not solely for educational purposes. Further guidance is published by the UK Council for International Student Affairs (UKCISA) at www.ukcisa.org.uk. For advice contact the Admissions Office.

In order for the College to charge you correctly it is essential that UK and EU students register with the appropriate student financial agencies through www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance and supply the College with the resulting University Payment Advice document. All Overseas and privately funded students are required to provide, prior to their arrival in College, documentary evidence of their ability to cover their fees and living costs for the full duration of their course.

University Tuition Fee and College Fee

All students in Cambridge are charged a University Tuition Fee. In 2011/12, the tuition fee for UK/EU students studying for their first undergraduate degree is £3375 per year (ie £1125 per Term). Students from Overseas pay a higher rate, depending on the course: see www.cam.ac.uk/admissions/undergraduate/international/costs.html.

Home/EU undergraduate students who are eligible for loans and/or grants from Student Finance agencies will NOT be charged an additional College Fee, but this WILL be charged to Overseas students, those from the Channel Islands and Isle of Man, and any home or EU students who are ineligible for public support (or who have chosen not to register with their Student Finance agency). Where payable, the annual College fee in 2011/12 is £5330.

Fees for Home and EU Students who are eligible for public funding

If you are a Home/EU undergraduate student who is eligible for public funding and have supplied the College with a copy of your University Payment Advice, you will be charged a University Tuition Fee only, on a Termly basis. Payment will be due by the eighth day of each Term, but if you have taken out a Loan for Tuition Fees (via the Student Finance agencies) you will effectively defer payment until you have graduated and are earning a minimum of £15,000 per year.

Fees for Overseas Students and for Home and EU Students who are unregistered or ineligible for public funding

Students from Overseas, and Home/EU students who have not applied for (or are ineligible for) support from Student Finance agencies, will be invoiced on arrival for University Tuition Fees and College Fees for the forthcoming academic year. Both fees are paid through the College. Payment will be due in full by the eighth day of Term (this year by 12th October 2011).

Other items on your College Bill

- Room rent – charged termly for 10 weeks in Michaelmas and Lent and 9 weeks in Easter. Rent includes electricity, heating and water but excludes computer network and telephone charges.
- Fitzwilliam Deposit (£150) – a one-off deposit returnable (less any deductions) when you complete your course.
- Kitchen Fixed Charge (£126 for those living on the main college site) – a termly charge which covers the overheads for catering operations and facilities.
- Minimum Meals Charge (£84) – credit for meals in the Buttery and Formal Hall.
- Accident Transport Fund (£10) – College Taxi Scheme; see page 18.
- Contents Insurance (£9.70) – see page 19.
- Fitzwilliam Society (£8) – membership fee, in nine termly instalments, of the informal association of past and present Fitzwilliam students, which will maintain your lifelong link with the College.
- Telephone deposit (£100 for rooms on the main College site) – you can opt out of a telephone connection when signing your room lease on arrival.
- Linen hire – if you choose this service by returning the enclosed form.
- Meals, College Bar expenditure, computer network and printing charges and telephone charges will be included on subsequent College bills.

Payment

College Bills (invoices) are issued at the beginning of each Term by email. Bills are due for payment by the 8th day of Full Term: 12th October 2011, 25th January 2012, 2nd May 2012. Payments can be made by the College's online payment system, debit/credit card, cheque, cash, or direct bank transfer. There are fines for late payment, so if you have any queries or problems please contact Mrs Measham (college.bills@fitz.cam.ac.uk) or your Tutor straight away.

CAMBRIDGE BURSARY SCHEME

www.admin.cam.ac.uk/univ/cambridgebursary

Bursaries are available to students from the UK taking any undergraduate course of study at the University of Cambridge.

In order to apply for a Cambridge Bursary, you will need to establish your eligibility (with the Student Finance agencies), and complete an online application form, of which the College will send you details in the Michaelmas Term. Your eligibility will be established on the basis of the Financial Notification Form from your Student Finance agency, so if you are eligible for Student Support, and have not already applied, please apply as soon as possible (see www.direct.gov.uk/studentfinance). You will need to supply the College a copy of your Financial Notification Form – for an example of the correct page see:

www.admin.cam.ac.uk/univ/cambridgebursary/uk/assessmentexample.html

In 2011 every student who qualifies for a means-tested maintenance grant will also qualify for a Cambridge Bursary. Every student in this category who is assessed for a full maintenance grant will qualify, on application, for a bursary of £3,400 in each year of their undergraduate study so long as this condition is met throughout.

Bursaries of lower amounts are awarded to students who are assessed for a lower level of maintenance grant. Applications for bursaries must be renewed annually. In circumstances where a student has a total income from external sponsorships or from other access awards, grants or bursaries in excess of £1000, their Cambridge Bursary will be reduced. In making this assessment, no account will be taken of a student's income from family sources, scholarships, prizes, or from vacation employment. This guarantee includes every student from Scotland who qualifies for a Students Outside Scotland Bursary; every student from Northern Ireland who qualifies for a Maintenance Grant from the Northern Ireland Assembly; and every student from Wales who qualifies for an Assembly Learning Grant.

Full details will be sent to you once you arrive at Fitzwilliam College in October.

BURSARIES AND AWARDS

Fitzwilliam College Maintenance Bursaries

www.fitz.cam.ac.uk/college-life/finance/undergraduate/financial-assistance/maintenance-bursary

Closing date: 31st January 2012

Thanks to the generosity of alumni of the College and other donors, the College is able to award Maintenance Bursaries to eligible undergraduates. Awards are made according to individual circumstances, and all home and overseas undergraduates may apply. In particular, all undergraduates in receipt of a Cambridge Bursary will also receive, on application, a Fitzwilliam College Maintenance Bursary. Students classed as 'Home' for fees purposes, are expected to have taken out the maximum student loan to which they are entitled, and to have applied for a Cambridge Bursary; if this is not the case, an explanation should be given.

Applicants for Fitzwilliam College Maintenance Bursaries should complete an application form, available online, giving as much information as possible about their financial position. For UK students, a copy of the Final Financial Notification Form must be forwarded to the Tutorial Administrator. Applicants must discuss the application with their Tutor, who will provide a signature and any additional comments. If funds permit, a further application round will be held in the Easter Term, open only to undergraduates whose circumstances have changed substantially and unexpectedly since the first round.

Access To Learning Fund

www.admin.cam.ac.uk/univ/funds/access

Closing date: Applications are accepted throughout the academic year but as funds are limited early applications are encouraged. Funds are commonly exhausted before the end of the academic year.

The Access to Learning Fund, provided by government and managed centrally in the University, offers financial assistance to students on low incomes or to other vulnerable students who may need extra financial support in order to access and remain in Higher Education. It is principally for 'Home' students, but some other categories of student (refugees, persons granted exceptional leave to enter or remain, migrant workers and certain EU students) are also eligible. Priority groups include students with children (especially lone parents), students with disabilities, mature undergraduates, students entering HE from care or who are homeless, students from low income families, students receiving the final year loan rate who are in financial difficulty, and self-funding postgraduates. For other students the Fund is sometimes able to provide emergency financial support for unexpected financial crises, where costs are not already being met from statutory or other sources of funding. The Fund is usually able to cover only part of an applicant's additional needs. Awards (which are generally non-repayable) range from £100 to a maximum of £3,500.

Application forms can be obtained from the Tutorial Administrator. For UK students, a copy of the Final Financial Notification Form must be submitted along with the application form to the student's Tutor.

Bell, Abbott, And Barnes Fund

www.admin.cam.ac.uk/univ/funds/bell.html

Closing dates:

Michaelmas Term – 9th November 2011

Lent Term – 13th February 2012

Easter Term – 21st May 2012

Awards from these funds may be made to candidates for the BA degree who are facing unforeseen financial difficulties, and who have already applied (where appropriate) for their student Maintenance Loan from the SLC, and for awards from the Cambridge Bursary Scheme and the Access to Learning Fund. Awards normally range from £100 to £750 (with a possible maximum of £2000).

Application forms can be obtained from the Tutorial Administrator. UK students must submit a copy of the Final Financial Notification Form along with the application form to their Tutor.

Fitzwilliam College Travel Awards

www.fitz.cam.ac.uk/college-life/finance/undergraduate/extra-funding/travel

Closing dates: Michaelmas Term (Christmas vacation travel) – 1st November 2011

Lent Term (Easter vacation travel) – 31st January 2012

Easter Term (Long vacation travel) – 7th May 2012

Grants are awarded to enable undergraduates to pursue projects of an educational nature both at home and abroad (many named after their donors). Awards are made by the Tutorial Committee on the recommendation of the Senior Tutor, with a maximum grant of £250 and a maximum total award of £400 to any student during each academic year.

Application forms are available online. Applicants must discuss their applications with (and obtain signatures from) their Director of Studies and Tutor. For certain courses, notably Geography and MML, applications should also be made to the Vacation Study Grant Fund via the relevant Department.

Student Opportunities Fund

The Student Opportunities Fund, established in 2009 through donations primarily from former members of the College, offers assistance to junior members, directly or indirectly, in taking advantage of academic or extra-curricular opportunities.

The Student Opportunities Fund provides Vacation Research Grants for Undergraduates, Research Grants for Postgraduates, Language Study Grants, Travel Awards, Community Project Grants and Sports Bursaries.

The Tutorial Committee may also make grants outside these designated schemes to support appropriate activities and societies. Applicants are encouraged to discuss proposals with their Tutor or the Senior Tutor in the first instance.

Master's Gift Fund

The Master's Gift Fund provides awards to individuals to support extracurricular activities which are not supported by the JMA, such as University sport, and theatrical or musical activities outside College. Applications should be made through the Tutor to the Master, and can be made at any time.

Other Awards

www.fitz.cam.ac.uk/college-life/finance/undergraduate

www.admin.cam.ac.uk/reporter/2010-11/special/06

A number of further College Funds, notably for musical and dramatic activities, are detailed on the College website. Various other University awards, offered for example by individual Faculties or Departments, are advertised in a special issue of the *Reporter*. The College website also includes links to various external funding bodies.





CATERING ARRANGEMENTS

Times of Meals during Full Term

Breakfast	<i>Full Term Only</i> Monday to Friday	8.15am - 10.00 am
Café Bar	<i>Term Time Only</i> Monday to Friday Saturday Sunday	8.00 am – 6.00 pm 10.30 am – 4.00 pm 1.30 pm – 6.00 pm
Snack Service	<i>Full Term Only</i> Monday to Friday	10.00am - 12 noon
Lunch	Daily (<i>Self Service</i>)	12.00 noon - 1.30 pm
Informal Hall	Monday to Saturday (<i>Self Service</i>) Sunday	6.00pm - 7.00pm <i>No Service</i>
Formal Hall	Monday to Friday (<i>Waiter Service</i>)	7.30 pm

Formal Hall

It is customary and obligatory to wear gowns in Formal Hall, and to adopt a standard of dress and behaviour appropriate to a formal meal. Gowns may only be removed at the discretion of the Dean or the Fellows present, or the Dining Hall Supervisor.

Junior Members are requested to book at least 48 hours in advance for Formal Hall (ie by 2.00pm two days before required). Tickets for Formal Hall can only be purchased via the College's online booking system (booking of groups over 4 people need to be made via the Steward's Secretary – U2). Entry to Formal Hall is by your University card only; no card, no meal.

A maximum number of 150 will apply to normal Formal Halls, on a first come, first served basis. Any 'special' arrangements (eg themed or charity Formal Halls) must be requested at least 14 days in advance by arrangement with Domestic Bursar's Secretary.

Junior Members are requested to be seated in Hall by 7.25pm and to stand and be silent when the Master and Fellows enter and Grace is said. They should remain seated, but are requested to be silent, for the concluding Grace. The Hall must be vacated by 9.30pm

Guests

During Full Term, guests may be brought to any meal, except on special College occasions.

Vacation Arrangements

Junior Members may normally use College catering facilities at all times when the kitchens are open. Arrangements for the periods outside Full Term may differ from those listed; details will be posted in the screens.

Comments

Any comments with regard to catering issues should, in the first instance, be addressed to Kevin Bridges , Catering & Conference Manager (kgb25@cam.ac.uk – G staircase).

Kitchen Fixed Charge

This reflects the fixed overhead costs for the catering operations and the library and squash court charges. The charge for a student living on the main College site is £200.00 per term (including an allowance of £80.00 for catering taken within College).

Individual meal charges are debited to your Buttery Account (which will have been automatically credited with your allowance as shown above) at the time of taking the meal. You may request a statement of account at the till. Your Buttery purchases will appear on your College bill at the beginning of the following term; there is a credit limit of £250.00.



OVERSEAS STUDENTS

Under your Tier 4 visa sponsorship your responsibilities on arrival at College are to:

- provide your passport and visa/ID card so that these can be scanned into the student record system. This must be done **on Saturday 1st October in Walker Room 11 (above the Porters Lodge), between 9.30am – 4.00pm**. If you are unable to make this day you must visit the Tutorial Office (L11) as a matter of urgency on Monday 3rd or Tuesday 4th October.
- ensure your contact details on CamSIS are always up-to-date.
- register with the police if this is a condition of your entry to the UK. Your passport or ID card informs you of this condition and the timeframe for registration . See below for further information.
- make contact with the Tutorial Office (L11) no later than 7 days from the start of every Term, bringing your University Card as proof of identification, and signing against your name. The College is obliged to report any missed contact to the University PBI (Points Based Immigration) Office.

Police Registration

The Immigration Act 1971 requires foreign nationals from the countries listed below to register with the police:

Afghanistan	Iran	Qatar
Algeria	Iraq	Russia
Argentina	Israel	Saudi Arabia
Armenia	Jordon	Sudan
Azerbaijan	Kazakhstan	Syria
Bahrain	Kyrgyzstan	Tajikistan
Belarus	Kuwait	Tunisia
Bolivia	Lebanon	Turkey
Brazil	Libya	Turkmenistan
China	Moldova	UAE
Colombia	Morocco	Ukraine
Cuba	North Korea	Uzbekistan
Egypt	Oman	Yemen
Georgia	Palestine	Stateless or travelling on a non-national document
Hong Kong	Peru	

If your visa states 'register with the police' then this must be done within 7 working days of your arrival in the UK. Failure to register is a criminal offence and could result in your removal from the UK.

To register you will need:

- Your passport/travel documents.
- Two passport sized photographs.
- Registration fee of £34.00.
- Your confirmation letter from the College.

Registration is carried out by the Overseas Visitors Registration Department, open Monday to Friday between 10.00am – 4.00pm, and is strictly by appointment only. Do not try to register without contacting them first.

Cambridgeshire Constabulary, Parkside Police Station, Cambridge, CB1 1JG.
Telephone: 0345 4564564 (ex 3220)
Fax: 01223 823295
Email: OVRD@cambs.pnn.police.uk
www.cambs.police.uk



FORMS TO BE COMPLETED AND RETURNED

**The following forms must be completed and returned to us
by 1st September 2011:**

Medical Information

Linen Hire Service

Electoral Roll

Accommodation Ballot



THE TUTORIAL OFFICE

The following members of staff can be found in the Tutorial Office (L staircase) and can assist students with a variety of issues including admission, confirmation letters and transcripts, grant and bursary applications, examination entries, Tier 4 visa contact point, and graduation.

Mrs Claire Claydon	cac44@cam.ac.uk	Head of Tutorial Office
Mrs Sandra Welch	spw25@cam.ac.uk	Accommodation & Degree Officer
Miss Gillian Skerritt	gas29@cam.ac.uk	Admissions Officer
Miss Lauren Scarratt	slo@fitz.cam.ac.uk	Schools Liaison Officer
Ms Christine Coe	cc248@cam.ac.uk	Tutorial Assistant
Mrs Sue Free	sjf1000@cam.ac.uk	Graduate Officer

USEFUL WEBSITES

Fitzwilliam College	www.fitz.cam.ac.uk
CamCORS (Supervision reports)	www.camcors.cam.ac.uk
CamSIS	www.camsis.cam.ac.uk
Counselling Service	www.counselling.cam.ac.uk
University-wide Awards and Prizes	www.admin.cam.ac.uk/reporter/2010-11/special/06/
Junior Members site	www.fitzjcr.org



COLLEGE OFFICES

Tutorial Office – L 11

8.00am – 12noon and 12.30pm – 4.00pm

The Tutorial Office deals with both undergraduates and graduates from application to graduation.

Telephone: 01223 332004

Email: tutorial.office@fitz.cam.ac.uk

Accounts Department – V 6

9.30am – 12noon and 2.00pm – 4.00pm

The Accounts Department is open for the payment of College bills, collection of grant cheques and financial enquiries.

Telephone: 01223 332008

Email: college.bills@fitz.cam.ac.uk

IT Office – U 1

9.00am - 12:30pm and 1:30pm - 5.00pm

The IT Office maintains the IT infrastructure including administrative computing, network connectivity, computer rooms and printing . It will also attempt to assist Students, Fellows and Staff with their IT related issues.

Telephone 01223 332025

Email: computing@fitz.cam.ac.uk

The Domestic Office – L

7:30am-3:30pm

Telephone 01223 332049

Email: domestic.office@fitz.cam.ac.uk

The Catering & Conference Office – G

9.00am-1:00pm and 2:00pm-5.00pm

Telephone 01223 332040

Email: kgb25@fitz.cam.ac.uk

The Maintenance Office – K

Mon-Thurs: 8.00am - 1:00pm and 1:30pm - 4.00pm

Fri: 8.00am - 1:00pm and 1:30pm - 3.30pm

Telephone 01223 332031

Email: maintenance@fitz.cam.ac.uk

The Steward's and Domestic Bursar's Secretary – U 2

Mon-Thur: 8.00am - 12:30pm and 1:00pm - 4.00pm

Fri: 8.00am - 12:30pm and 1:00pm - 3.00pm

Telephone 01223 332021

Email: lje34@fitz.cam.ac.uk

COLLEGE MAP



22	Pigeon holes	6	Gym
A to F	Freshers' accommodation	U	IT Department
Between F & G	Laundry	8	Junior Combination Room
V	Accounts	17	Reddaway Room
12	Café Bar	21	Squash courts
K	Domestic Office & Linen Room	L	Tutorial Office



Fitzwilliam is one of the more modern colleges within the University of Cambridge, and enjoys a large and tranquil site within ten minutes' cycle ride of all the major Faculties and Departments. Fitzwilliam's beautiful gardens, enclosed by student accommodation, are one of Cambridge's best-kept secrets.

Fitzwilliam began in 1869 as a non-collegiate institution, providing Cambridge education to undergraduates who were unable to afford membership of a college, and originally teaching was organized from a house opposite the Fitzwilliam Museum. In the second half of the twentieth century, Fitzwilliam House (as it was then called) moved to the present site, received its Royal Charter and became Fitzwilliam College.

The College site was built in the grounds of The Grove, a splendid Regency house which is now part of the College. The first student residences and the Hall building were designed by Sir Denys Lasdun and completed in 1966. They were followed by New Court and Wilson Court, and the award-winning Chapel designed by Sir Richard MacCormac. More recently, awards have been won by Gatehouse Court and the Auditorium, designed by Allies and Morrison. The new Library & IT Centre, designed by Edward Cullinan Architects, opened in January 2010 and completes the College site.

