Directors of Studies and Tutors …

What they can do for you

Dr David Holburn, Dr Paul Wingfield

29th September 2016
“Your DoS is there to organise your work and make sure you are fulfilling your potential” …

- Is your interface to the Department or Faculty where you study
- Will assist with your choice of courses and registration for exams
- Will organise supervisions for you and monitor supervision reports
- Will meet you at the end of each term & advise you about your progress
- Always glad to meet you to discuss academic issues
“Your Tutor is there to ensure that you are happy and well”
- Will meet you at start & end of each term and offer regular ‘drop-in’ sessions
- You can approach any Tutor if your own is not available
- A sympathetic ear, can offer confidential advice on study, accommodation, dining, finance, health, depression, examinations …
- Always in another academic area – can discuss academic matters impartially
- Will be your advocate if you encounter academic or disciplinary problems
- Most Tutors will provide at least one social gathering during the year
- Fortnightly Tutors’ meetings for consideration of more complex cases
Peer2Peer - Peer Support

- Life at university can be challenging
- Quite naturally, students often turn first to a peer to talk through a problem
- Peer2Peer complements the existing welfare and tutorial systems
- It provides students with a friendly but formally trained, confidential service.
- Peer Supporters can help students talk through their problems or difficulties and encourage them to find their own answers
- They are not counsellors and do not offer advice
- They are able, when necessary, to refer students to other sources of help – for example, a Tutor, the University Counselling Service …
- We train new Peer2Peer Supporters every year
Cambridge Bursaries

“No student should be deterred from applying to the University of Cambridge because of financial difficulties”

- Every new student whose household income qualifies them for the SFE maintenance loan of £6,108 or more will qualify for a Cambridge Bursary.
- In practice, if you are a UK student and your household income < £25,000, you should be eligible for a Cambridge Bursary of £3,500.
- Even if your household income is greater than this, you may be eligible for a partial Bursary.
- Automatic application procedure via SLC.
- A gift from us to you! No need to repay!
Other financial help

- Grants and bursaries awarded by the Tutors & DoS
  - Book grants
  - Travel grants
  - Music awards
  - Vacation study grants
- Hardship grants and bursaries from the Tutors
- Overseas bursaries for non-Eu students with unexpected financial hardship
- Bell, Abbott and Barnes Fund (for unexpected hardship)
- Crane Benefaction (help with costs of certain medical treatment)

For all, your Tutor will help you prepare your application
Academic and Exam Skills

- Individual sessions with our Academic Skills Advisors
- College-run sessions to boost your study/exam skills
- Presented by experienced Tutors, Directors of Studies, examiners, and supervisor trainers
- Arts and Sciences; specific subjects e.g. English
- Getting the most out of a supervision
- Writing supervision essays
- Exam preparation
- Time Management
- How to write a First Class Tripos Essay
- Other themes
Academic Prizes

- Academic achievement should be its own reward!
- About a dozen prestigious University prizes
- Over 50 named prizes that can be awarded
- Over 110 Scholarships and 14 Exhibitions
- Over a hundred additional book prizes
- In monetary terms, over £20,000 allocated for prizes
- Awards for sport, music, travel and other worthwhile pursuits
Useful references

- **College Regulations**
  - Academic, Domestic, General, Financial
  - Only 28 regulations!

- **General Information Handbook**
  - Prizes and Scholarships
  - Who’s who
  - Meals and dining
  - Parties and use of public rooms
  - Borrowing a BBQ or punt

- **Accommodation Handbook**
  - Your room and rooms for guests
  - Facilities and services
  - Cleaning and kitchens
  - Maintenance and reporting faults
  - Computer Network
  - Energy efficiency and recycling
Statutes and Ordinances

- The Book of Regulations for the University – all 900 pages!
- Rules about courses, examinations, degrees, bicycles, gowns …
- NB Useful sections on Funds and Studentships
- Your Tutor will guide you if needed!
Tutorbook, CamTools and Moodle

**TutorBook** – for booking a meeting with your Tutor or DoS

**CamTools** and **Moodle** – Virtual Learning Environments
University’s Plagiarism Policy

- Plagiarism is submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement. It is poor scholarship and a breach of academic integrity.

- Examples of plagiarism
  - quoting verbatim another person's work without due acknowledgement of the source;
  - paraphrasing another person's work by changing some of the words, or the word order, without due acknowledgement of the source;
  - using ideas taken from someone else without reference to the originator;
  - cutting and pasting from the Internet to make a pastiche of online sources;
  - submitting someone else's work as part of your own without identifying clearly who did the work - e.g., buying or commissioning work via professional agencies like 'essay banks' or 'paper mills', or not attributing research contributed by others to a joint project.
  - Plagiarism might also arise from colluding with another person, including another candidate, other than as permitted for joint project work. You should include acknowledgement where substantial help has been provided, e.g. with language and style of a piece of written work.
We’ll help you explore your options...

- The Students’ Unions’ Advice Service offers free, confidential and independent support and representation to all Cambridge University students.
- You can come to the Service with any issues or problems that you might experience as a student.
- Just email, phone or drop in Monday to Friday, 9am-5pm, all year round.

www.studentadvice.cam.ac.uk
### What happens next?

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0900-0950</td>
<td>Study @ Cambridge</td>
<td>Cavonius Suite</td>
</tr>
<tr>
<td>0950-1010</td>
<td>Managing your Finances</td>
<td>Cavonius Suite</td>
</tr>
<tr>
<td>1030-1230</td>
<td>Directors of Studies Sessions</td>
<td>Various locations</td>
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<tr>
<td>1300-1400</td>
<td>Lunch</td>
<td>H. Ct JCR / Dining Rm</td>
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<tr>
<td>1400-1700</td>
<td>Individual Tutor/DoS Meetings</td>
<td>Various locations</td>
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<tr>
<td>1700-1800</td>
<td>Responsible drinking</td>
<td>Cavonius / H. Ct</td>
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<tr>
<td>1800-1900</td>
<td>GCSU Welfare Talks</td>
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<tr>
<td>1900-2000</td>
<td>Dinner at Harvey Ct JCR</td>
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Details on the screens →

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**Gonville & Caius College**

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