

Gonville & Caius College

Directors of Studies and Tutors ...
What they can do for you

Dr David Holburn, Dr Paul Wingfield

29th September 2016



Caius Directors of Studies



- **“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



Caius Tutors



- **“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

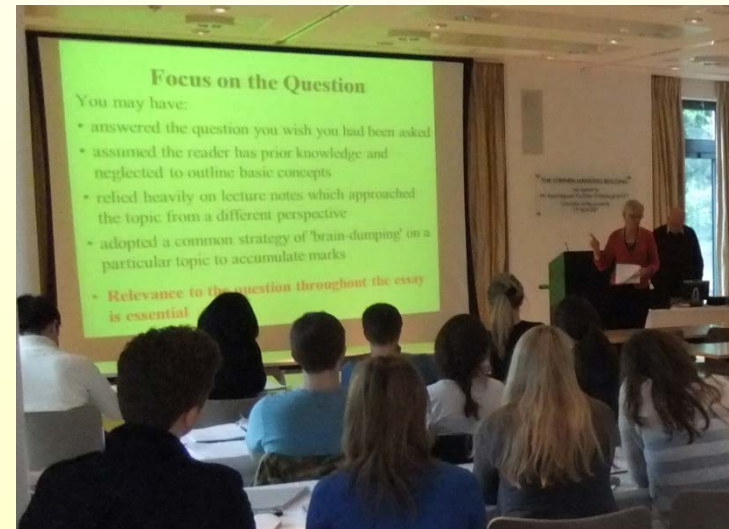
- Grants and bursaries awarded by the Tutors & DoS
 - Book grants
 - Travel grants
 - Music awards
 - Vacation study grants
- Hardship grants and bursaries from the Tutors
- Overseas bursaries for non-Eu students with unexpected financial hardship
- Bell, Abbott and Barnes Fund (for unexpected hardship)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



Focus on the Question
You may have:

- answered the question you wish you had been asked
- assumed the reader has prior knowledge and neglected to outline basic concepts
- relied heavily on lecture notes which approached the topic from a different perspective
- adopted a common strategy of 'brain-dumping' on a particular topic to accumulate marks
- **Relevance to the question throughout the essay is essential**



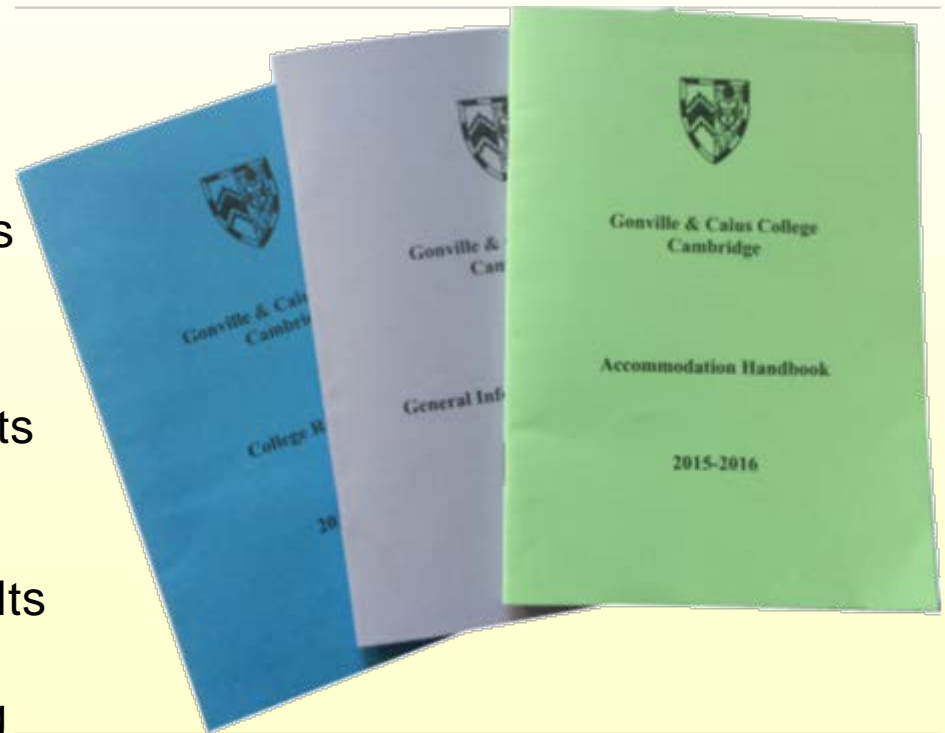
Academic Prizes

- 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

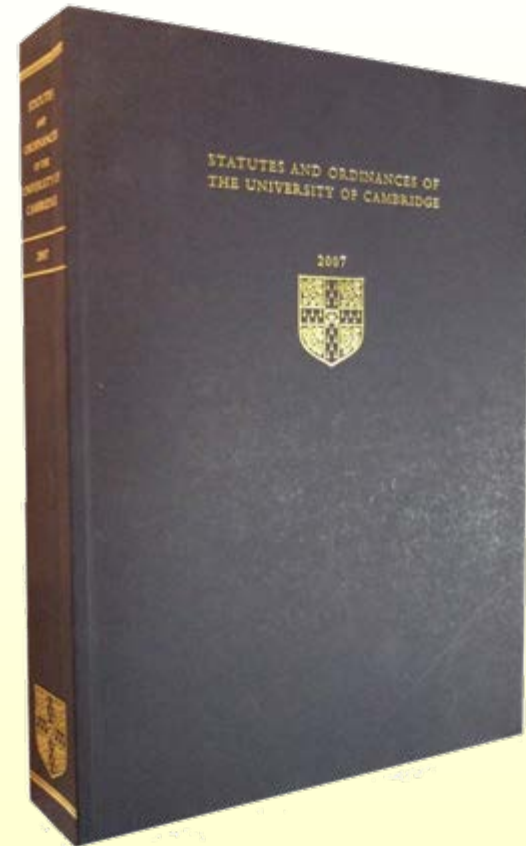
- **College Regulations**
 - Academic, Domestic, General, Financial
 - Only 28 regulations!
- **General Information Handbook**
 - Prizes and Scholarships
 - Who's who
 - Meals and dining
 - Parties and use of public rooms
 - Borrowing a BBQ or punt
- **Accommodation Handbook**
 - Your room and rooms 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 of Cambridge > CamTools

CamTools Communicate and share materials with students, researchers and groups



- Contact the Helpdesk
- Book a Course
- Request a Site

[Find out more...](#)


News about the long term future of CamTools

As you may be aware, CamTools will shortly be retired and replaced by a new system...

[read more](#)

System Status: Green

- No current issues
- No planned service disruption



caius TutorBook for Tutors and Directors of Studies

This is your current meeting timetable.

To book a meeting with your Tutor, Director of Studies or Student Welfare Officer, first select the relevant person from 'Available calendars'.

Logged in as [Log out](#)


Oct 2015

M	T	W	T	F	S	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Michaelmas Term 2015

Thu 1st Oct Fri 2nd Oct Sat 3rd Oct Sun 4th Oct Mon 5th Oct

No meetings



You are not logged in.

[Home](#)
[Copyright guidance](#)
[Plagiarism guidance](#)
[Disabled students](#)
[University resources](#)
[Cambridge student systems](#)
[Course history](#)
[Moodle help](#)


Welcome to Moodle

The virtual learning environment for the University of Cambridge

Login

Need support?

Are you having trouble logging in? Contact Support: moodlehelp@uis.cam.ac.uk



© 2011 University of Cambridge
Information provided by: camtoolshelp@admin.cam.ac.uk

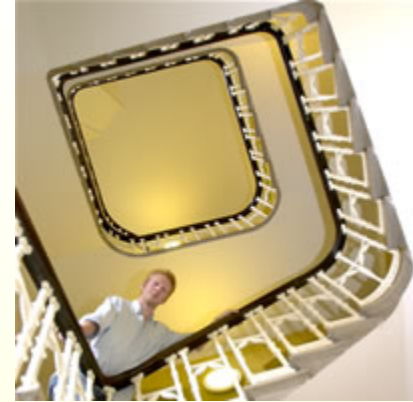
Gonville & Caius College

12



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.





Students' Unions' Advice Service

Students'
Unions'
Advice
Service

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?

Thursday

0900-0950

Study @ Cambridge

Cavonius Suite

0950-1010

Managing your Finances

Cavonius Suite

1030-1230

Directors of Studies Sessions Various locations

1300-1400

Lunch

H. Ct JCR / Dining Rm

1400-1700

Individual Tutor/DoS Meetings Various locations

1700-1800

Responsible drinking

Cavonius / H. Ct

1800-1900

GCSU Welfare Talks

1900-2000

Dinner at Harvey Ct JCR

Details on the screens →

