

INTRODUCTION

This General Information Handbook is intended as your guide to College life, academic or otherwise, and also contains important rules and regulations regarding your time here.

For day-to-day matters, much Collegiate information is now stored on the 'Venn', the College's intranet. Where appropriate, links to this information are given in this handbook, but they may also be located by navigating from the homepage at <https://intranet.cai.cam.ac.uk/>

COLLEGE PERSONNEL

College Officers

Students may find it helpful to know the functions or identity of some of the College Officers and Staff with whom they may have contact.

The *Master* (Dr Pippa Rogerson), by statute, presides over the government of the College. The *President* (Professor John Mollon) deputizes for the Master in her absence and acts as an advocate for the Fellows.

The *Tutors* give assistance, advice and direction to their pupils on all academic and personal matters that may arise during the course of their student careers in Cambridge. Students should normally consult their own Tutor, but if the need arises, they may consult another Tutor.

A list of duty Tutors available at night and during weekends is posted on all Tutors' notice boards, in the Undercroft, in the Porters' Lodges and on the College intranet, The Venn. Students may consult the *Senior Tutor* (Dr Andrew Spencer) in confidence about any matter in his office on R Staircase, Tree Court.

The *Tutor for Admissions and Outreach* (Dr Chris Scott) oversees the College's Admissions process and the outreach work that the College does with schools. If you are interested in volunteering with this work do please contact him at tao@cai.cam.ac.uk.

The *Tutor for Discipline* (Dr John Latimer) oversees discipline of junior members of the College through the Student Disciplinary Process.

(https://intranet.cai.cam.ac.uk/sites/intranet.cai.cam.ac.uk/files/student_disciplinary_procedure.pdf)

The *Directors of Studies* give specialist advice about the courses and lectures that undergraduates should attend, and arrange for their instruction in supervisions.

There are two *College Discrimination and Harassment Contacts* (CDHC) (Dr Melissa Calaresu & Dr Bronwen Everill) who can be contacted (cdhc@cai.cam.ac.uk) to provide confidential support and advice for any student who feels they have been the victim of discrimination or harassment of any sort.

The *Dean* (Revd Dr Cally Hammond) is responsible for the services in the Chapel. She is also willing to give help and advice to all members of the College, whatever their religious beliefs.

The *Senior Bursar* (Mr Robert Gardiner) is responsible for the property and finances of the College. He is also the College's *Data Protection Officer* and *Freedom of Information Officer*.

The *Operations Director* (Mrs Jennifer Phillips) is responsible for the maintenance, repair, improvement and furnishing of all College buildings and grounds, including hostels and flats. She also has responsibility for catering, housekeeping, the porters, IT services, and some other

staff, and hence covers domestic services generally. She is the College's *Health and Safety Officer*.

College Staff

The *Tutorial Offices* (managed by Mrs Yvonne Holmes as *Tutorial Office Manager*) are located on R & S Staircases in Tree Court. Information and assistance is available here on most College and University matters.

The *Bursary*, next to O Staircase in Tree Court, deals with all financial matters, including College Accounts and Student Loans.

The *Conference and Events Manager* (Ms Eve Stupart, assisted by Mr Simon Gascoyne and Miss Laura Webb) in the Conference and Events Office on A Staircase, Gonville Court, is responsible for all internal and external catering functions and events.

The *Head of Maintenance* (Mr Tim Lee) is responsible for the day-to-day management of the Works Department and has an office in St Michael's Court.

The *College Housekeeper* (Mrs Karen Heslop), on N Staircase, Tree Court, is responsible for the Domestic Assistants, who are employed by the College to keep rooms and staircases clean and tidy.

The *Head Porter* (Mr Russell Holmes) has an office on R staircase. He is also the College's *Health & Safety Adviser*. The *Deputy Head Porter* (Mr Peter Boyden) will usually be found in the main Porters' Lodge on Trinity Street.

The *College Nurses* work at the Health Centre on U staircase in Tree Court, and will also visit students in their rooms and lodgings, if necessary.

The *College Librarian* (Mr Mark Statham) can usually be found in the Upper Library.

The *IT Manager* (Mr Matt Mee) is responsible for management of computing services provided for members of the College, the computer network, and for other IT-related activities. The *Computer Officers* (Ms Adriana Cimmarusti, Mr Dave Gunn and Mr Nat Ball) are normally to be found in the Computer Office in the basement of the Cockerell Building.

The *Accommodation Manager* (Mrs Wendy Fox) in the Accommodation Office, N4 Tree Court is responsible for the allocation and management of all student rooms.

RESIDENCE

Keeping Terms

The system by which the University permits undergraduate students to sit examinations and be admitted to degrees is related to the number of terms they have kept. To keep term students must reside in rooms in College or in private accommodation near the centre of the city, for a period equivalent to the length of Full Term (60 days) within University Term (80 days). The dates of Full Term in 2020-1 are: *Michaelmas Term* – Tuesday 6 October – Friday 4 December; *Lent Term* – Tuesday 19 January – Friday 19 March; *Easter Term* – Tuesday 26 April – Friday 17 June.

Coming into residence

In accordance with University ordinances, students are required to come into residence at the beginning of each term not later than the day preceding the start of Full Term. Permission to come up after this day will be given only in cases of illness or other emergency, and should be sought in writing from the student's own Tutor. First-year students will be asked to come up earlier than this at the beginning of their first Michaelmas Term. On coming into College residential accommodation, students must register their arrival at the Porters Lodge. If this is not done, they may lose days of residence and have to make them up at the end of Term, or they may even jeopardise their standing to sit examinations and be admitted to a degree.

Exeats

Undergraduates requiring leave of absence from the College for a period covering one or more nights must make a meeting with their Tutor who can then organise an Exeat. Days of absence may need to be made up at the end of term.

During the last week of Full Term all undergraduates are expected to go and see their Tutors at a meeting arranged through **Moodle**. Your Tutor will process your Terminal Exeat, which will serve as evidence that you have 'kept term' and so fulfilled one of the requirements for receiving a degree. Please note that this applies irrespective of the licensing agreement under which you occupy accommodation. An administrative charge of £20 is imposed on any who fail to complete the online Terminal Exeat in time.

Further residence

Undergraduates wishing to stay in College outside of Full Term can do so in two ways. First, under the terms of their rental agreement, some of which include periods outside Full Term, or secondly, by application for Vacation residence (Vac Res). Full details of how and when to apply for Vac Res can be found on the Venn.

ACADEMIC

Study requirements

Students are required to study diligently in accordance with College Regulations 1-3, and to take and pass all necessary examinations appropriate to their course. Students are expected to attend all supervisions and classes arranged by their Directors of Studies and may be fined for absence without prior notification.

Intermitting

Permission is not normally given to students to intermit (i.e. take a break from) their courses, except in the case of approved study abroad, or for reasons of ill health. Please speak to your Tutor if you have concerns about your studies. More information about intermitting can be found here (https://intranet.cai.cam.ac.uk/files/intermitting_information.pdf).

Examination entries

Undergraduates and some Graduates will receive information about entering your name for University examinations as early as the Michaelmas Term of each year. It is of vital importance that you follow instructions from the Tutorial Office about this very carefully and promptly.

Plagiarism

For the University's guidance for students on good academic practice and plagiarism, please visit the following University web page: www.admin.cam.ac.uk/univ/plagiarism/students

Academic Skills

The College has two Academic Skills Advisors (Dr Simon Atkinson and Mr Rupert Brown) who are there to assist students wishing to enhance their academic skills generally.

The primary objective of the service is to support students individually with a particular focus on essay-writing, organisation and exam preparation. Ask your Tutor or Director of Studies if you wish to access their services.

College Library

The College Library, consisting of about 90,000 books and manuscripts, is housed in the Cockerell Building, across Senate House Passage from Caius Court. Books most needed by students and the chief reference works will be found in the first floor Upper Library; the Lower Library, on the ground floor, houses the manuscripts, early printed books and other special collections.

The Upper Library is available from 7.00 am to 1.00 am; as a trial this year it will include the period between Christmas Eve and New Year's Day inclusive. Access to the Upper Library is by University Card; access to the Lower Library is by appointment only. Introductory tours of the Library are given during the first week of the Michaelmas Term.

The Library is exclusively for the use of members of the College; no student from another institution may enter the Library without prior authorisation from the Fellow Librarian.

More information about the Library can be found here (<https://intranet.cai.cam.ac.uk/introduction-caius-library-new-students>)

Also to be found in Room 6 is a photocopier/scanner/printer facility operated by University Card. This machine is administered by the staff of the Computer Office, to whom all problems should be addressed using the email address it.service@cai.cam.ac.uk or the web-based ticketing system: www.caiusitsupport.co.uk

University Library

The University Library is open from weekdays from 9.00am to 7.00pm (9.00am to 9.45pm during Easter Full Term), and on Saturdays from 9.00am to 4.45pm. Admission cards and further information concerning the University Library are obtainable at the Library itself.

Faculty libraries

Directors of Studies will advise about the facilities of Department and Faculty Libraries.

College Archive

The College Archive is situated in the Cockerell Building. It collects, documents and provides access to records reflecting or illustrating the history of the College and its members, both preserving the long term memory of the College and supporting the conduct of its current legal, administrative and academic functions. The collections constitute a unique information and heritage resource and are available for consultation by Caians and the wider academic community. Restrictions, however, may apply to some records.

PRIZES AND SCHOLARSHIPS

College Prizes

Information about College prizes, available either through College competitions or through performance in University examinations, can be found here [Insert link]

Scholarships and Exhibitions

Scholarships or Exhibitions may be awarded to students who distinguish themselves in University examinations. All awards are made for one year; but they may be renewed for a second year, provided that the holder's work and progress during the first year of tenure are satisfactory. Awards which are won for the first time at the end of the second year of residence are called Senior Scholarships and Senior Exhibitions and are of the value of £170 and £120 respectively. Other Scholarships and Exhibitions are of the value of £140 and £100 respectively.

Awards are made by the Electors to Scholarships, which is a body consisting of the College Council, the Tutors, College Lecturers, Fellows who are Directors of Studies, and any other Fellows who are examiners in the relevant examinations. When making decisions about awards, the Electors take into account the whole of an undergraduate's academic record in Cambridge, including both examination results and supervision reports.

University scholarships

Entries for certain University Scholarships and prizes have to be submitted through the candidate's Tutor, who should be consulted in the first instance. A complete list of these awards is published in a special number of the *Cambridge University Reporter*, a copy of which is available in the Library.

GATE HOURS, GUESTS AND SECURITY

Accommodation

Undergraduates are expected to reside in College accommodation. Exceptionally, the College may authorise residence in private accommodation and this should be applied for through your Tutor.

Graduate Students, Affiliated Students, and others of B.A. status, may reside where they wish. Most postgraduate students are, however, housed in College accommodation. The College owns a few furnished flats, which are let primarily to married or accompanied Graduate Students. Further information about College accommodation can be found in the Accommodation Handbook.

College gate hours

Both Porters' Lodges (Trinity Street and Harvey Court) are staffed twenty-four hours a day. Details may be found on the Venn under Services and help.

Under normal circumstances, the Main College is open between 6.00 am and midnight every day. Visitors are permitted to enter the College grounds between 9.00 am and 2.00 pm except in examination periods and at other times of the year when the College is closed. At 2.00 pm each day the middle gate located in the entrance passage is closed and access and entry is made via the Porters' Lodge. Every day at midnight, the street and Lodge doors are locked with the wicket gate left open. Those requiring access must use the intercom system to attract the attention of the porter on duty. If the street door is closed and a sign indicating the College is briefly closed, then access is possible by use of the access control reader adjacent to the wicket gate

Unless resident in Gonville, Caius or Tree Courts, students may not pass through the Main Gate after 3.00 am. Any students who are not resident in these courts and are visiting other students must vacate the courts by 3.00 am. After midnight the porter on duty may, at his/her discretion, refuse entry to any person not resident in these courts who in his/her opinion is likely to cause a disturbance or is heavily intoxicated.

Access to St Michael's Court is by means of an access card. Vehicular access to St Mary's Court is open between 6.00 am and 10.30 am from Monday to Saturday.

Visitors and guests

Visitors, including guests of members of the College, are admitted with the implied permission of the College authorities (which may be withdrawn at any time), subject to the following provisions.

A student may not bring more than three visitors into the College between midnight and 3.00 am and between these hours, all visitors must be accompanied by hosts who accept full responsibility for their actions. All visitors, other than those signed in as overnight guests, must leave the College by 3.00 am.

Details of arrangements under which guests of Members of the College may stay in College guest rooms or in a student bedroom for short periods may be found on the Venn under Living/Studying/Accommodation/Guests.

Students are held responsible for the behaviour of their guests at all times. The privilege of accommodating guests overnight may be withdrawn at any time. Visitors may use College bars, and attend Hall, only as accompanied guests of members of the College. Guests will need to be booked in on the meal booking system and/or signed in on the register kept behind the bar if using the facilities.

Lockers

Details regarding locker provision are given on the Venn under Services and help, Housekeeping.

Lost property

Details regarding the treatment of lost property are given on the Venn under services and help, porters, lost property.

Mail

Details regarding the arrangements for mail are given on the Venn under services and help, Porters, post and parcel collection.

Notices

Notices concerning matters of College administration are posted on the screens in the Undercroft outside the JCR in Gonville Court, together with University notices.

Day to day notices regarding IT shutdowns, Cambridge City events, roadworks and other such issues affecting College life may be found on the Venn homepage newsfeed [.](#)

Music practice rooms

Details regarding the music practice rooms are given on the Venn under Living and studying, booking-music-practice-rooms.

Gymnasium

Details regarding the College gymnasium are given on the Venn under living and studying, college gym.

Personal safety

Advice on matters of health and safety is shared via student union representatives through the Student Domestic Sub-Committee. Freshers are given introductory advice during Freshers week. Questions or concerns may be addressed to the Head Porter at head.porter@cai.cam.ac.uk.

Students should take the normal precautions associated with living in a relatively big city, particularly when moving around in the city at night. It is advised that where possible, students should:

- Travel in pairs or groups
- Keep to main routes where other people are present
- Use public transport or taxis late at night
- Avoid deserted or ill-lit areas
- Avoid arguments with strangers
- Consider carrying a personal alarm
- When carrying a mobile phone keep it out of sight
- Not leave personal possessions unattended

If valuables are carried, it is recommended that students:

- Keep all valuable items out of sight of others
- Do not carry large sums of cash
- Keep details of valuable items, credit card numbers, and serial numbers in a separate place in the event of an insurance claim or card replacement requirement.

Within the student residence, students are advised to:

- Lock the door and windows every time the room is vacated and consider their bedroom door as the “front door” of their home. Staff are instructed to lock rooms behind them as they leave for this reason.
- Be responsible for safeguarding room keys
- Allow only known persons into residences

PREVENT

Section 26 of the Counter-Terrorism and Security Act 2015 places a duty on specified authorities – including higher education institutions – to have “due regard to the need to prevent people from being drawn into terrorism”. This is commonly referred to as the ‘Prevent duty’.

As a Higher Education Institution, we must balance the duties under Prevent with our legal requirements in relation to freedom of speech and academic freedom, as enshrined in other legislation. Freedom of expression is itself an important means to challenge and prevent people from being drawn into terrorism.

Experimenting with political, religious and philosophical ideas will be a natural part of the University experience for many students and these are not generally negative; after all, many of the great innovations we now take for granted were actually the result of ‘radical’ thought. However, when these thoughts are so far from the norm than an individual begins to see violence as a legitimate means to achieve political, religious or philosophical ends, then we are obliged to intervene.

Radicalisation can take place face-to-face, online, or there have been cases where individuals radicalise themselves. While the risk is low, a small number of students may be vulnerable to a range of radicalising causes, including religious radicalisation, far-right politics or animal rights extremism.

Often the first to observe the effects of these influences may be other students, though they may be unclear as to their cause. They may also be apparent to others within the College or the University, such as Tutors, supervisors, or other College staff.

Students may find it helpful to look out for the following behaviour patterns as single or combined signs for concern:

- Noticeable changes in peer group or religious practices
- Sudden or increased isolation from family/social group
- Extremist political activism or the accessing, possession or distribution of materials advocating extremist views
- An undertone of grievance or ‘them and us’ language or behaviour
- Increased emotional instability, and/or cultural/social anxiety
- Possession of suspicious items (large amounts of cash, multiple passports, possession of unusually large amounts of everyday materials that could be used to make incendiary devices)

Please bear in mind that many of the above, rather than being a sign of potential radicalisation, may instead indicate other support needs, and our response should therefore be developed on a case-by-case basis. All Colleges have subscribed to this approach, within the same collegiate university framework, which is designed to be proportionate and to protect all concerned. If you believe there to be a grave and imminent threat to the safety of any other student, or that actions of that student may lead to harm to members of the University community or the wider public, you should:

- Contact the police directly (dial 999) outlining your concerns

If you have concerns about a student and their vulnerability to radicalisation, but do not believe there to be an immediate risk to the safety of the student or others, you should:

- Raise your concerns with your Tutor or with the Senior Tutor, outlining the circumstances. Your Tutor will then consider these circumstances with the Senior Tutor. They may consider gathering further information or insight from College or University staff to contextualise the information
- On the rare occasion where severity of concern warrants it, the student may be referred to external sources of support through appropriate channels
- Alternatively, a local package of support to the student may be delivered via the College, in line with its policies on welfare support and safeguarding
- If further investigation suggests that concerns are unfounded, no further action will be taken

Details of the Collegiate University’s approach to the Prevent duty can be found at:

<https://www.ois.cam.ac.uk/resources-for-colleges/prevent-duty-guidance-1>

and <http://www.prevent.admin.cam.ac.uk/>

PARTIES AND USE OF PUBLIC ROOMS

Parties

A gathering of more than ten persons with or without alcoholic liquor is deemed to constitute a party. For parties thus defined, whether they are held in College or elsewhere, the host must obtain written tutorial permission (see Regulation 10). The necessary form is available from the Porters' Lodges. Permission is not normally given for parties in College Rooms at which the number of guests exceeds 30 (single host) or 50 (several hosts using all their rooms). For a party in lodgings, the Householder's written permission must be obtained in advance. After parties, rooms should not be left in a state which gives the Domestic Assistants or householder unreasonable extra work.

Students living in Mortimer Road or Harvey Road must be aware that barbecues are allowed only in the gardens of house number 1 of Mortimer Road and Houses 1 & 6 of Harvey Road. BBQs must be cleaned and if appropriate, put away after use (ensuring hot coals are not put in bins) and the area left clean and tidy. A GCSU BBQ will be available at West Road on application to the GCSU executive. Terms and conditions for its use are printed in Appendix 4 of this booklet.

Use of public rooms in College

Students may book public rooms in College for their personal use, or for the use of College or University societies of which they are members. In all cases it will be necessary also to obtain approval for the use of the room from the Senior Tutor on a form supplied by the Conference & Events Office. Opening hours of the Conference & Events Office can be found on the Venn under Services and help, Conference & Events at Caius. Details of the process of booking a public room can be found on the Venn under living and studying, booking college public rooms and any relevant charges can be found on the Venn under services and help, Conference & events at Caius.

MEALS

Dining in Hall

Details of Hall dining and other food provisions may be found on the Venn under [Dining](#). This includes the links to the online meal booking facility that must be used by all Fellows and students, and which assists the College in reducing its food wastage materially. It also provides details on venue opening hours and how to submit any dietary information.

Times and locations of meals

Breakfast	Harvey Court	Weekdays	8.15 am – 9.30 am
Brunch	Harvey Court	Saturday and Sunday	9.30 am – 12.30 pm
Lunch	Harvey Court	Weekdays	12.15 pm – 1.30 pm
Cafeteria Dinner	Harvey Court	Monday to Sunday	6.00 pm – 8.00 pm Second Hall 7.15 pm
Formal Hall	Cavonius Centre	Weekdays & Sunday	Doors open at 7.15 pm Food after Grace at 7.30 pm

College Bar

The *College Bar* in JCR, Harvey Court, is open daily from 6.00 pm in Term only. Closing times are variable and will be displayed weekly at the Bar.

MOTOR VEHICLES AND BICYCLES

Motor Permits

Students are not normally permitted to keep a car or motorbike in Cambridge. Permission can be granted by a College Tutor and the University Motor Proctor. The College has very limited parking space which may only be used if a parking permit is obtained from the Head Porter. He should be consulted in the first instance. Only if he indicates that space is available should the matter be pursued further with the Senior Tutor.

Any infringement of the rules relating to motor vehicles is regarded by both the University and the College as a serious offence, and may be punished by a severe fine by either body.

Bicycles

Bicycles or mopeds must bear a distinguishing letter (in the case of this College 'G') and a special number, which is allocated by the Harvey Court Porters' Lodge. Bicycles must not be taken into accommodation, placed in stairwells or otherwise obstruct access. If found in such a location, or on the pavement in Trinity Street or other public highways where they may cause an obstruction, they may be removed by the College or by agents of the City Council.

HEALTH AND WELFARE

Doctors

There is no College doctor, and all students are required to register with a GP in Cambridge on coming into residence.

Accident Book

All accidents and injuries should be entered in the Accident Book kept in the Trinity Street Porters' Lodge.

College Nurse

The College Nurses offer a clinic at the Health Centre in U Staircase, Tree Court, on weekdays during Full Term, with reduced hours out of term. Appointments are booked online. In most cases, students should attend the Health Centre only after booking an appointment; however, short 'acute' drop-in clinics will be available for urgent needs that cannot wait until the next available appointment. Full details of opening hours, with a booking link, are available via the Venn (College intranet), under Caius Health Centre.

The College Nurses are there to help with a wide range of health and welfare issues including minor injuries and illnesses, support with mental health difficulties and other personal matters; and also various general health checks and advice. Any information shared during consultation with the College Nurse is kept strictly confidential. As with all health care environments, sharing information without consent would only occur in exceptional circumstances. Students falling ill whilst in College or lodgings should inform the Health Centre or the Porters, or access their GP service, as appropriate. No charge is made for any service or treatment offered from the Caius Health Centre.

If you need to see a nurse or GP outside Health Centre clinic hours, please contact your GP surgery. If your GP surgery is closed and you have an urgent medical need that cannot wait for an appointment, please contact NHS 111, and inform the Porters' Lodge that you have done so. In case of a genuine medical emergency, **call 999** and advise the College Porters immediately – **please ensure that you contact the College Nurse for follow-up**. You can contact the College Nurse or leave a message at the Health Centre by telephone or email.

Mental Health and Well-being

Confidential mental health and well-being support, for whatever reason, is available at Caius Health Centre where you can meet the College Nurse, details on the Venn intranet. She can help you in accessing other local services if needed. You can also make contact with your GP.

In all cases – if you are experiencing extreme difficulties or need urgent help outside clinic hours – please contact your GP surgery or 111 – and then contact the College Nurse, for follow up.

Informal support for general worries or concerns is also available from other sources in College such as your College Tutor, the Dean, The CDHCs or the GCSU welfare team.

Contact:

Telephone: 01223 332421
Email: college.nurse@cai.cam.ac.uk
Online appointments: The Venn intranet, Caius Health Centre
Twitter: @CaiusHC

Counselling Service

The University Counselling Service at 2-3 Bene't Place, Lensfield Road, Cambridge CB2 1EL, (telephone 01223 332865), is staffed by trained professional counsellors and others with wide experience of students' problems. Students may make their own appointments at the Counselling Service, or a Tutor may make an appointment with a Counsellor on the student's behalf. www.counselling.cam.ac.uk

FEES AND ACCOUNTS

College Fee – Undergraduates

Home and EU undergraduates attending their first undergraduate course and who have proof of eligibility will be charged the regulated tuition fee, currently £9,250 (annually) for undergraduates matriculating in October 2020. The regulated tuition fee shared between the University and the College. The College element covers the educational costs of the College, such as tuition services and the maintenance of its facilities as an educational institution.

The regulated tuition fee will normally be covered by a Student Loan available to Home and EU undergraduates attending their first undergraduate course and who have proof of eligibility, unless individuals choose to privately fund their tuition fee. Proof of eligibility is provided by the Student Loan Company after a successful application has been made.

Students are required to pay a membership bond currently set at £150, at the beginning of the first term. This bond will be refunded after graduation when all charges and credits have been applied to student's account.

Student Loans

For those who expect to receive a Student Loan for Tuition Fees or Maintenance, it is necessary for the Bursary to confirm your attendance before the funds are paid to the College (in relation to the tuition fee loan) and to the student's own account (in relation to maintenance loans). At the beginning of **each** Michaelmas Term, each student **must** email a copy (preferred) or bring copies of their Student Loan documents to the Bursary (Tree Court), in order for this to be carried out.

Copies of these forms can be downloaded from your personal account on the Student Finance England website, under the Correspondence section.

www.gov.uk/student-finance-register-login

Accounts and statements

Statements will be sent out by email according to the schedule set out below.

	Statements Sent Out	Due Date for Payment
Michaelmas Term	25 th September 2020	9 th October 2020
Lent Term	8 th January 2021	22 nd January 2021
Easter Term	23 rd April 2021	7 th May 2021
Long Vacation	2 nd July 2021	16 th July 2021

The statements will incorporate rent and standard charges for the current term and any additional charges and credits in respect of the previous term. The account must be settled by the due date quoted in the table. **Note that these dates do not apply to privately-funded students, for whom a full year's fees and one term's fixed charges will be payable before arrival.**

If you have not settled your account by 14 days after the due date, then, unless an acceptable explanation is given to your Tutor, an administrative charge of £10 will be applied to the bill. A further charge of £20 will be added to such accounts remaining unpaid after a further week

and if accounts still remain unsettled two weeks after the deadline a further charge of £30 will be added to accounts.

Undergraduates beginning their last term of residence will not be presented for the B.A. Degree or permitted to attend the graduation dinner unless their final account has been settled by the Due Date.

In the first instance, queries relating to specific details of College accounts should be sent by email to: student.accounts@cai.cam.ac.uk

A member of the Bursary team will respond as soon as possible. Anyone wishing to discuss their account in person may call in during the Bursary's opening hours for student enquiries. These are: 9.00 am – 12 noon and 2 – 4 pm on Monday to Friday. It may be possible to arrange to call outside the normal opening hours by emailing to request an appointment.

FINANCIAL SUPPORT

The College is able to support its students financially in many and varying ways and is committed to ensuring that access to Cambridge means not just the ability to study here but also the ability to participate as fully as possible in what Cambridge has to offer.

Bursaries

The principal means by which Cambridge supports the maintenance needs of its students is through the Cambridge Bursary Scheme, in which Caius participates fully. UK Students admitted to the College in 2020 will be eligible to be considered for a Cambridge Bursary, which may be up to £3,500. If necessary, an application can be made in any year of undergraduate study. EU undergraduates may be eligible to apply for a Bursary under the Cambridge European Bursary scheme. Details are available online, at: www.admin.cam.ac.uk/univ/cambridgebursary

The Student Loan Company will normally assess students for the Cambridge Bursary automatically when they apply for a Maintenance Loan. SLC also pays, on behalf of the College and University, any bursary allocated to students directly.

Students who applied for a Cambridge Bursary in a previous year are automatically eligible for consideration in the following years of study.

Those in financial need but who do not qualify for these awards should consult their Tutors.

Tutors' Donation Fund (TDF)

This is the main fund through which small grants are made to students in financial need and grants from the TDF cover a huge range of academic and non-academic activities. The application form is on the Venn (<https://intranet.cai.cam.ac.uk/students/financial-help/undergraduates>) and advice will be given by your Tutor.

Vacation Study Grants

Grants towards the costs of vacation study, especially if participation is a course requirement, may be available. Applications must be made to the relevant Faculty or Departments.

Book grants

All undergraduates of the College, together with postgraduate students reading for fourth year Triposes, for the LL. M. or for one of the Diplomas for which the student is not a registered graduate student, and all Clinical students are eligible for book grants. Application forms are available on the Venn. The completed form must be accompanied by receipts, and the Director of Studies must countersign the form before it is submitted. Book grants up to a maximum of £75 may be awarded to any individual in any academic year. The deadline for receipt of completed forms is 31 May.

Instrumental Awards

Details concerning the Intercollegiate Instrumental Awards Scheme can be found in the Admissions Prospectus. College Instrumental Awards are open to players of any musical instrument, and auditions are held at the beginning of the Michaelmas Term. Further details may be obtained from the Precentor.

Music Awards

The Holland Fund exists to provide grants to students reading Music who are in financial need. The Grabowski Bursary provides money for instrumental and other musical tuition, with preference to those reading Music.

Altounyan Vacation Studentship

This Studentship, founded by Ian Weinbren in memory of Dr Roger Ernest Collingwood Altounyan, the discoverer of the cromoglycate treatment for asthma, is intended to provide support for medical or veterinary students wishing to complete research work begun as a Part II project, with a view to publication, during the summer vacation immediately following their graduation. Applications, including the names of two referees, must be received by the Senior Tutor by the last day of Easter Full Term.

Bell-Wade Bursary Fund & College Sports Awards

Through the generosity of two alumni of the College, the Bell-Wade Bursary Fund has been established to assist students with the costs of pursuing excellence in sport as well as academic study. Applicants should write to the Senior Tutor by the end of the Lent Term giving details of their academic and sporting achievements and their financial need. Awards made by made to students from either the Bell-Wade Fund or as a College Sports Award.

MISCELLANEOUS

College Gowns

Undergraduates of this College wear the blue Caius gown. Registered Graduate Students from other Universities have B.A. status and wear the B.A. gown without strings if they are under 24 years of age, and have M.A. status and wear the M.A. gown without strings if over 24. Affiliated Students from other universities wear the Caius undergraduate gown if they are reading for the Cambridge B.A. or Mus.B. degrees.

Smoking

The Old Courts are a smoke free zone, consistent with their purpose as a place of work and study. Those wishing to smoke are required to leave College grounds.

Smoking benches are provided in Harvey Court gardens adjacent to the JCR.

No smoking is permitted within any College building.

College Address

The college address must not be used by any student for any purpose other than their residence here in their capacity as a student of the college.

COLLEGE CHAPEL & PRAYER ROOM

Services

The services in the College Chapel are open to all members of the College, whatever their religious denomination; many who are not members of the Church of England attend. Visitors are welcome to attend services.

During Full Term there are daily services in Chapel. On Sundays Holy Communion is celebrated at 10.30 am (with breakfast provided afterwards) and Evensong is at 6.00 pm. Details of the weekday services are given in the Chapel Card sent to all members of the College at the beginning of Term. The College Choir sings Choral Evensong on Tuesdays and Thursdays as well as on Sundays. Help with reading the lessons in Chapel is appreciated.

The Chapel Organ may normally be used by qualified students between 1.00 and 5.00 pm with the prior permission of the *Precentor*. Users may not admit other persons to the loft.

College Choir

The College Choir, directed by the *Precentor* (Matthew Martin), comprises Choral Scholars, Exhibitioners and volunteers. The choir sings regular choral services in Chapel and also performs at the Perse Feast and at Annual Gatherings of Old Members. In addition, the choir's activities include concerts, radio broadcasts, recordings and tours. Information regarding the availability of volunteer places may be obtained from the *Precentor*.

Prayer Room

The College has a non-denominational Prayer Room situated in U6, Tree Court, which is available for private prayer. It is open at all times for those who wish to use it. Services may not be held there and literature may not be left there. The associated bathroom (opposite U7) is available for ritual washing.

STUDENTS' UNION, COLLEGE CLUBS AND SOCIETIES

GCSU and CSU

All students are members of the Gonville and Caius College Students' Union (GCSU) which exists to represent the interests of the students in the College. GCSU is currently affiliated to the National Union of Students and in consequence all students are entitled to the privileges of NUS membership. Cambridge Students' Union (CSU) is the university-wide representative body for students at the University of Cambridge. CSU is a federal body made up of individual College student unions; most colleges participate in this federation. However, GCSU is not currently affiliated to CSU. This means that some of the services offered by CSU are not available to GCSU. This does not affect individual Caius students, who are still members of CUSU, and can access all the services it offers to all students.

The GCSU President's rooms are normally on N Staircase, Tree Court (Tel: 32444).

Clubs and Societies

Any student has the right to opt out of GCSU. Such students will not be in any way disadvantaged or excluded from any College facility or event, including those that are the direct responsibility of GCSU.

Complaints against GCSU may be made in accordance with the complaints and grievance procedure approved by the College Council and published on various College notice boards and printed as Appendix 2 to the companion booklet: College Regulations.

There are various College clubs, for example, for Rowing, Rugby and Association Football, Hockey, Athletics, Cross-Country, Badminton, Cricket, Golf, Lawn Tennis, Table Tennis, Squash, Croquet, Chess and Bridge. Other societies include the College Musical Society (which runs the College Orchestra and Chorus), the Gonville Hall Debating Society, the Shadwell Dramatic Society, and the Engineering, History, Geography, Law, Medical, Modern Languages, Natural Sciences, Arts and Films Societies, among others.

There are no subscriptions for individual College clubs and societies; they are all financed by the College through an annual grant to GCSU. Students who join certain University Clubs (e.g. athletics, fencing, gymnastics) which provide facilities not available in College may have their subscription refunded, in part, by the GCSU. Applications should be made to the Junior Treasurer. In many cases, a matching grant may also be obtained from the College by making an application through a Tutor.

ADDITIONAL NOTES FOR GRADUATE STUDENTS

Tutors

In the current year, the Tutors for Graduate Students are Dr Jonathan Evans, Dr Deborah Bowman, Dr Ruth Scurr and Dr James Fraser. Any graduate who expects to be away from Cambridge for a prolonged period should be sure to inform their Tutor of the circumstances.

Hall

Practical arrangements for graduate dining closely resemble those set out for undergraduates and are available on the Venn under Dining, book dinner and dining costs and MDR.

Accommodation

Graduates who live in College accommodation are normally allocated their accommodation for the full academic year under the terms of an individual licence. Fuller details of accommodation arrangements for graduate students may be found in the Accommodation Handbook.

Status

A Registered Graduate Student who is not a Cambridge graduate has B.A. status or, if he or she has attained the age of 24, M.A. status.

Library

Registered graduate students may borrow up to ten books from the University Library.

MCR

Thursday Formal Halls are reserved for MCR and their guests, and from time to time a special dinner is arranged for them. The MCR Committee runs a programme of activities and from time to time other social functions are organised by the Tutors for Graduates. The Middle Combination Room for the use of graduate students is on D staircase, Gonville Court whilst an additional satellite area for MCR use is located in the basement of 6 Harvey Road, both are secured by proximity card readers as part of the College access control system

Lockers

Lockers for MCR members are on K Staircase, St. Mary's Court, at the foot of D Staircase, Gonville Court, and adjacent to the entrance to the lavatories in the 'Gate of Necessity'. Applications for these should be made to the College Housekeeper. Keys are issued on payment of a standard deposit, and must be returned at the end of the academic year.

Nursery

The College has an independently operated Day Nursery for children between the ages of 3 months to 5 years. Graduate Students in need of crèche or nursery school accommodation for their children are advised to consult Mrs Elizabeth Wiggam, who is responsible for the operation of the Nursery, and should also discuss the matter with their Tutor. Limited childcare bursaries are available for students whose children attend the College Nursery. Applications should be made through the Tutors who can also give advice about other sources of funding for childcare.

Further details regarding the Nursery are on the College website.

Fees and Accounts

The quarterly accounts sent to graduate students give the date by which payment is due also on the Venn (same as undergraduates). Payment of fees for the coming year by self-funding graduates is due before arrival at College. Students will not be issued with a room key if their account is in deficit. If a student has not settled his or her account by the due date, then, unless an acceptable explanation is given to the relevant Tutor, an administrative charge of £10 will be applied to the bill. A further charge of £10 will be added to such accounts remaining unpaid after a further week and if accounts still remain unsettled two weeks after the deadline a further charge of £20 will be added to accounts. Details of the applicable charges may be found on the Venn intranet. Graduate students whose bills remain unpaid may lose entitlement to remain in college accommodation, and the College may decline to present them for degrees until all outstanding charges have been settled (see Regulation 26). Students who have difficulty in settling their accounts should consult their Tutors or the Bursary.

Graduate students are required to pay a membership bond when they arrive currently set at £150. This bond will be retained until their account is closed and all outstanding charges have been settled

Hardship

Limited funds are available to assist graduates experiencing financial hardship and any graduate who thinks they may be eligible should see their Tutor for a confidential discussion of the problem. Overseas students may be eligible for support from the University's Student Registry scheme of Hardship Awards. Further information can be obtained from <https://www.cambridgestudents.cam.ac.uk/fees-and-funding/financial-hardship-support-access-funds/hardship-funding> which includes the Lundgren and other centrally-administered Funds. Advice on eligibility may be sought from the Graduate Tutors. The attention of graduate students is also drawn to the November special issue of the University Reporter which gives comprehensive information about University and general awards, funds, studentships and prizes.

Travel

Funds are available to support attendance at a conference or other travel related to research. Application forms are available from the Tutorial Office. Completed forms should be taken in person to the student's Tutor. Retrospective applications will be considered only in exceptional circumstances.

Books

Students seeking financial assistance for the purchase of books should discuss the matter with the Tutors for Graduates.

The attention of all graduate students is particularly drawn to College Regulation 28.

RAISING CONCERNS WITH THE COLLEGE

One of the principal functions of the College is to assist students with their education. Those who work in College are striving to create and maintain a suitable environment for scholarly activity and personal development. It is important that the College is able to act quickly and reasonably in response to suggestions, concerns and complaints raised by its students. Details of how to do this are set out below. The College will always take complaints seriously and students can expect them to be dealt with fairly, quickly and courteously.

1. COMMENTS AND SUGGESTIONS

1.1. Broadly speaking, where a service provided by the College seems in need of improvement, the best person to inform will be the person immediately responsible for its provision. Where this is not possible, or where the response is considered to be unsatisfactory the concern may usually be raised with your tutor or the Senior Tutor. To find which members of staff is responsible, students should check the staff contacts page on the Venn (<https://intranet.cai.cam.ac.uk/contacts/staff-contacts>).

1.2. If a student has a concern about the quality or manner of the teaching they are receiving in supervisions or in University lectures or classes then they should raise these with their Director of Studies in the first instance or with their tutor or the Senior Tutor if it is their Director of Studies who is the focus of the concern.

1.3. College policy is directed by the College Council, subject to review in certain areas by the General Meeting of the Master and Fellows. The President and Vice-President of the GCSU and the President and Vice-President of the MCR sit as observers for unreserved business at the College Council and can influence the direction of policy in that forum. There is also student representation on several committees and sub-committees appointed by the College Council and the General Meeting, including (at least for the time being) the following:

- the Education and Research Committee;
- the Domestic and Catering Committee;
- the Student Domestic Sub-Committee;
- the Works and Accommodation Committee;
- the Security Sub-Committee;
- the Computing, Communications and Records Sub-Committee;
- the Library Sub-Committee;
- the Clubs and Societies Sub-Committee;
- the Gardens Sub-Committee;
- the Chapel and Patronage Sub-Committee.

It will often be appropriate for students' concerns to be raised at meetings of the College Council or one of the committees listed (and generally, where concerns relate to the business of a committee, that will be the most appropriate place for them to be raised in the first instance). The officers of the GCSU or the MCR may be asked to identify the relevant student representatives and to initiate discussions with them.

1.4. Sometimes the concerns students have will relate more to their dealings with the University, or another College. Where the University is involved, there may be a document available describing the best way of raising concerns. Although the College will usually have no jurisdiction in such a case, it may have a role assigned to it in the procedures described, and

the tutors and Senior Tutor, as well as Directors of Studies or other Fellows who teach in the relevant Faculty or Department, may be able to give advice and assistance. Similarly, where another College is involved, although this College will have no jurisdiction, its officers may be able to give advice and to assist in the raising of the concerns with appropriate person or body. Advice and assistance may also be available in all these cases from the officers of the Cambridge University Students Union or of the Graduate Union.

2. INFORMAL AND FORMAL COMPLAINTS

2.1. All complaints about the conduct of fellow students should be raised with the Tutor for Discipline under the Student Disciplinary Procedure. See Paragraph 4.

2.2. The concerns students have may sometimes amount to complaints rather than to comments or suggestions for improvement. Nevertheless, in many cases, at least in the first instance, it may be more productive for the concerns to be raised in the form of comments and suggestions as outlined in the last section.

2.3. Where students do wish to raise concerns about the College, one of its fellows or a member of staff in the form of complaints, there are three different routes that they can take: complaints about their accommodation and the servicing and maintenance thereof; complaints about staff behaviour; complaints about the behaviour of fellows.

Accommodation complaints

2.4. Complaints about accommodation and the maintenance and servicing thereof can be made through the [Student and Staff Accommodation Complaints Procedure](#), details of which can be found on the Venn.

Complaints about staff behaviour

2.5. Complaints about the behaviour of members of College staff can be made through the [Students' Complaints Procedure – Staff Behaviour](#), details of which can be found on the Venn. Complaints can be formal or informal in nature and will follow the procedures of employment law regarding the College's relationship with its members of staff.

Complaints about of the behaviour of fellows

2.6. If students wish to make a complaint about the behaviour of a fellow, they should write to the Senior Tutor (or to the Registry if it is the Senior Tutor whose conduct is the subject of a complaint, where another College Officer will be deputed to examine the complaint). They may wish to raise the issue first with their tutor and the tutor will then pass on the issue to the Senior Tutor with their student's consent.

2.6.1. The Senior Tutor will, within a week, meet with the student to discuss the issue and they will agree whether the student wishes to make an informal or formal complaint.

2.6.2. In the case of an *informal complaint* the Senior Tutor will then make any enquiries that seem necessary and, except in cases delayed by the referral of questions to other officers or

committees, will endeavour to produce a considered response in writing within a month of their first receipt of the complaint along with a further offer to discuss the response in person. Any remedial action required will be taken with the minimum of delay.

2.6.3. A *formal complaint* will be made to the Master (or to the President if the complaint is about the Master). If a complaint has not been already been made informally, the Master or President will ask the Senior Tutor (or another College Officer if the complaint is about the Senior Tutor) to examine the complaint and to submit a written record of the examination, to be attached to the letter of complaint received and to the letters already sent to the student and to the officer.

2.6.4. Once the Master (or President) has all the papers then s/he shall decide to take one of the three following courses of action: a) dismiss the complaint and write to the student explaining the reasons for this; b) refer the complaint back to the Senior Tutor to be dealt with on an informal basis (only if the complaint has not already been dealt with informally); c) follow the procedures outlined in Statute 56 Part III [Discipline, Dismissal and Removal from Office] for the instituting of a Discipline Committee.

3. EXTERNAL REVIEW

Any student who has pursued a complaint appropriately within the College and remains dissatisfied with its handling may take the matter up with the Office of the Independent Adjudicator for Higher Education. Information about the Office and its work is available at www.oiahe.org.uk or from the Senior Tutor's Assistant, who also has copies of forms that may be used to raise concerns with the office.

4. RAISING CONCERNS ABOUT OTHER STUDENTS

4.1. Students are expected to abide by the College Regulations at all times and failure to do so is treated seriously. The College will take action against students who have failed to abide by Regulations in accordance with the Student Disciplinary Procedure but students are also able to access this procedure when they wish to raise a concern about another student's behaviour.

4.2. The College is committed to providing equal opportunities for learning and personal development to all its students, regardless of sex, race, colour, nationality, ethnic or national origins, religion, marital status, sexual orientation, gender identity or disabilities and will act to ensure that this commitment is upheld by all its members. Any form of discrimination or harassment (either sexual or physical) whether undertaken in physical or virtual spheres will be treated with the utmost seriousness.

4.3. The Tutor for Discipline is responsible for upholding discipline in the College and complaints about other students should be raised with him. Details of how this may be done are laid out in the Student Disciplinary Procedure and also in the Brief Guide to the Student Disciplinary Procedure.

5. HARASSMENT AND DISCRIMINATION

The College is committed to providing equal opportunities for learning and personal development to all its students, regardless of sex, race, colour, nationality, ethnic or national origins, religion, marital status, sexual orientation, gender identity or disabilities. It may happen, however, that despite the College's best endeavours students still feel that they have been subjected to harassment or discrimination on grounds of their sex, race, colour,

nationality, ethnic or national origins, religion, marital status, sexual orientation, gender identity or disabilities.

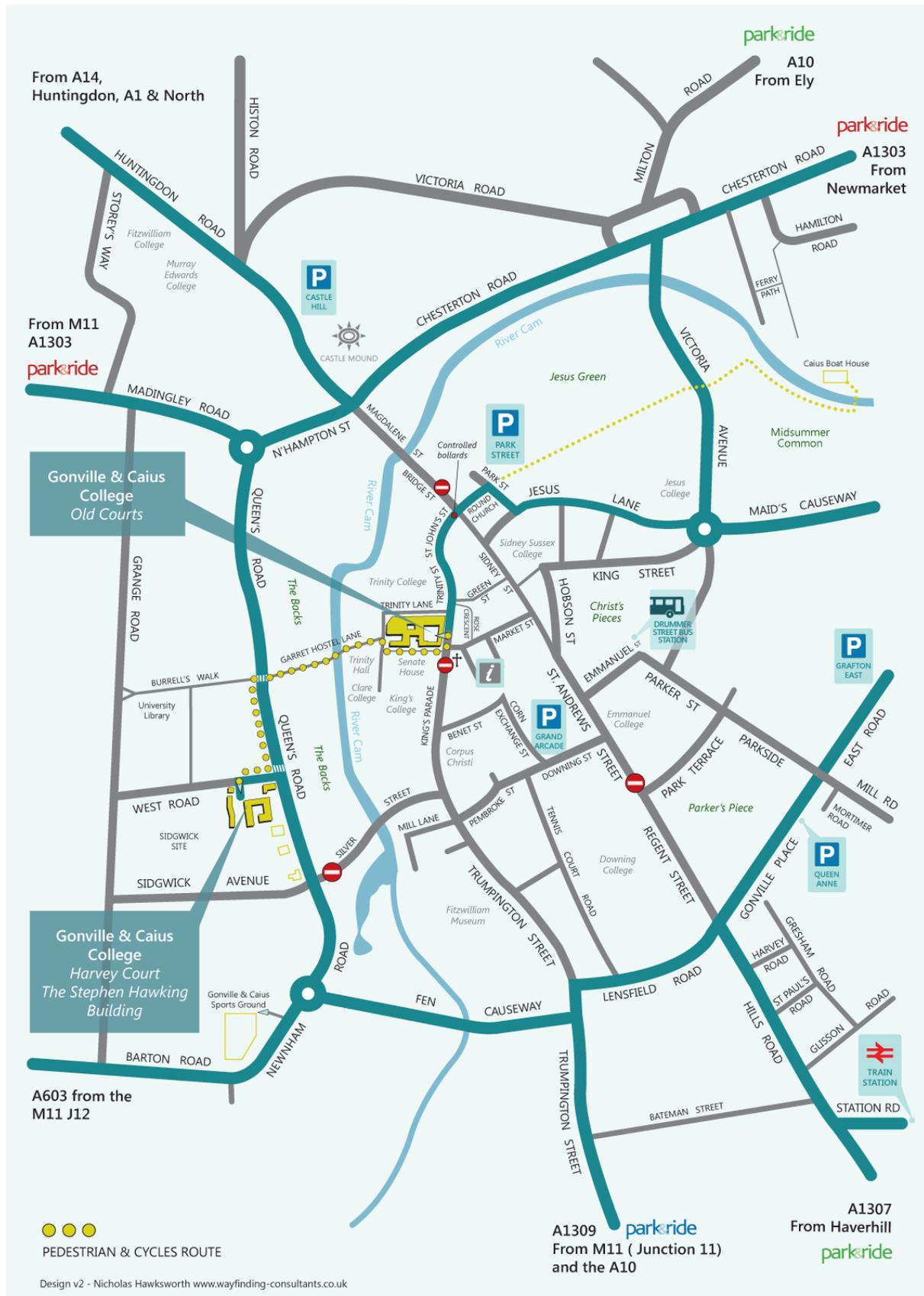
The following are among actions liable to disciplinary investigation and possible sanction via the College authorities:

- Physical or sexual harassment; this includes unwanted comments of a sexual nature, innuendo, sexual invitations, or physical contact
- Predatory behaviour, especially in respect of students new to Cambridge
- Language, terminology or imagery that is misogynistic or sexist, or that abusively objectifies men or women
- Abusive language relating to religion, disability or age
- Racist, homophobic or heterosexist language
- Spreading of malicious or salacious rumours about individuals or groups by social media or other means.

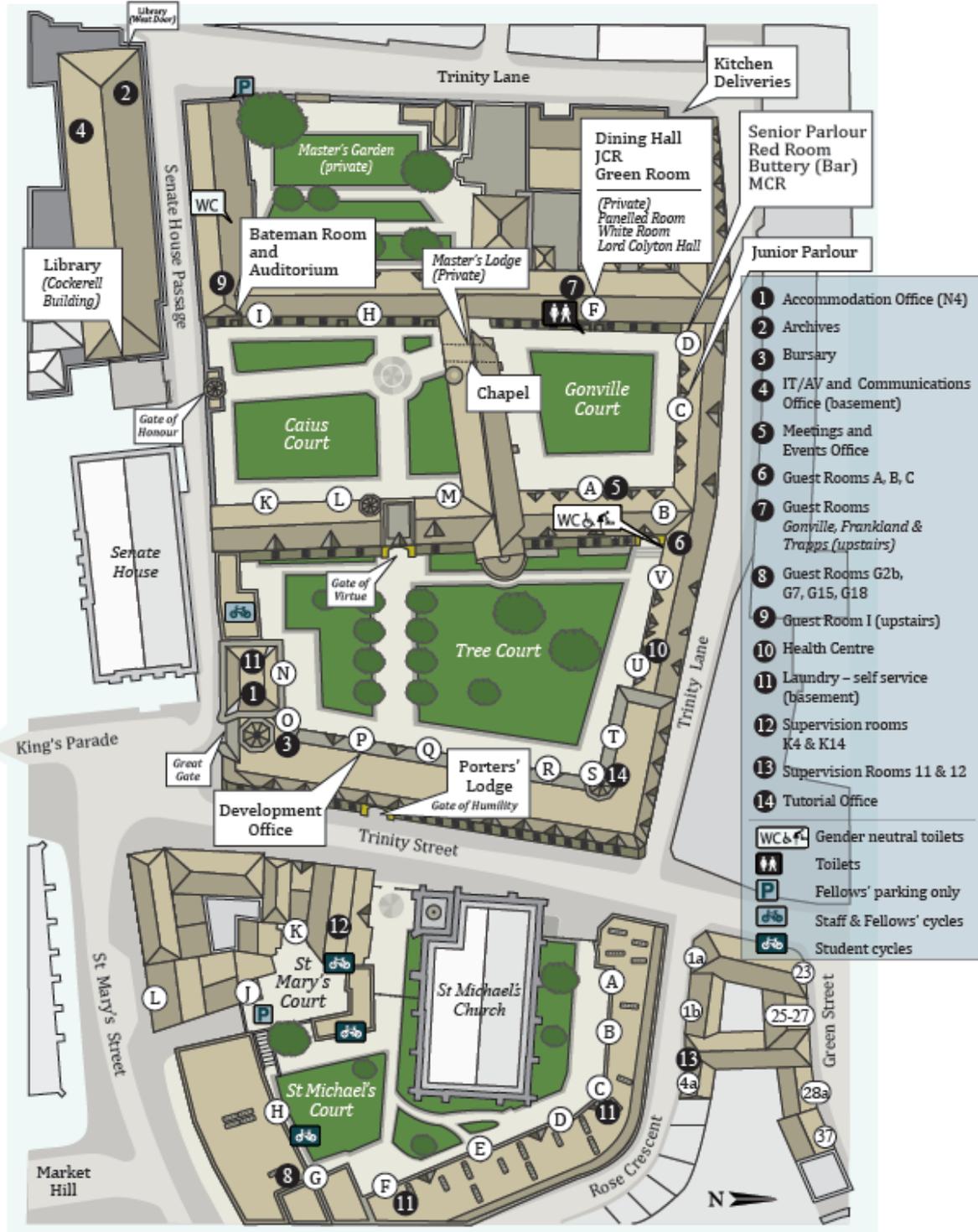
Conduct will be taken to amount to unacceptable harassment if any reasonable person could have complained about it, whether or not it was intended to be intimidating, hostile or offensive, and whether or not it has been repeated. Students who believe that they have been subjected to harassment or discrimination can contact one of the two College Discrimination or Harassment Contacts (cdhc@cai.cam.ac.uk) for advice and support. They can also contact their tutor or the Senior Tutor for advice and support. Students wishing to make a complaint about harassment or discrimination can do so through the procedures for complaints against staff, students or fellows as laid out above and will be supported through the process.

The College's policy on harassment and sexual assault is currently under review, and it will in due course be re-issued in the light of the new code of conduct in respect of harassment and sexual assault soon to be introduced by the University.

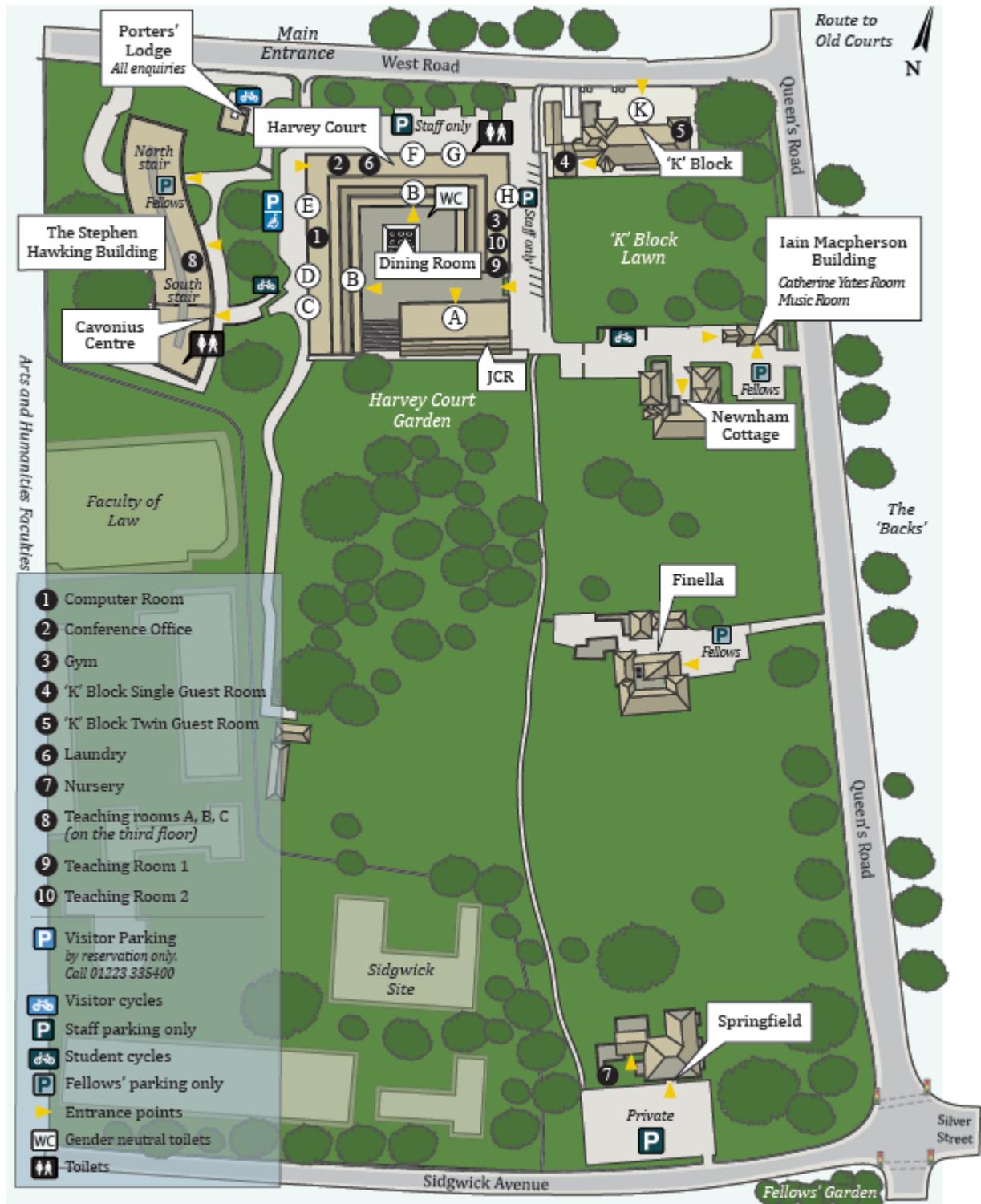
COLLEGE MAPS AND PLANS



Old Courts



Harvey Court



Design, N Hawksworth, www.wayfinding-consultants.co.uk, 01223 693082
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More maps can be found at www.cai.cam.ac.uk/visiting-caius

HIV and AIDS

Gonville and Caius College Statement of Practice

The College follows the Guidelines on HIV and AIDS prepared by the University Working Group on AIDS (now incorporated into the Health and Wellbeing Committee). These guidelines are reviewed regularly to take account of developments in knowledge about AIDS and HIV infection, and they can be consulted on the web at:

www.cambridgestudents.cam.ac.uk/

[welfare-and-wellbeing/health-and-welfare-guidelines](http://www.cambridgestudents.cam.ac.uk/welfare-and-wellbeing/health-and-welfare-guidelines)

The notes which follow are intended merely for the general information and guidance of all members of the College.

1. The best medical information indicates that there is no reason why a person diagnosed as HIV antibody positive, or as suffering from AIDS, should for that reason alone cease to live or work in the College. Infection is not transmitted from person to person during everyday living or working activities, and the presence of those carrying the virus poses no threat to other members of College.

2. It may be that if a person diagnosed as HIV positive goes on to develop AIDS, he or she will be unable to work or study without interruption because of bouts of ill health. The question of the continuation of that person's studies or employment may then become a matter for consideration just as it would be in other cases of serious ill health.

3. First-Aiders are more likely than others to encounter accidental spillage of blood or other body fluids and should be properly instructed in proper procedures for dealing with such occurrences in the light of current guidelines. Domestic staff should observe usual hygiene practices (wearing gloves, using appropriate disinfectant and so on).

4. Gloves and materials for cleaning up spillages may be obtained from the Housekeeping Department.

5. The College authorities treat medical information, however obtained, as confidential and this general policy applies in the case of AIDS.

6. The College Nurse is able to advise members of the College on all matters relating to HIV infection, and to suggest other sources of advice should the need arise.

August 2016

TERMS AND CONDITIONS FOR BOOKING AND USE OF COLLEGE PUNT “LADY MARILYN”

1. The College Punt “Lady Marilyn” may only be loaned by the following people:

- a. Fellows of Gonville & Caius College
- b. Students of Gonville & Caius College
- c. Members of Gonville & Caius College staff
- d. Caians and Benefactors to the College

2. Booking of “Lady Marilyn” must be made in person or by telephone to the Gonville & Caius Porters Lodge (GCPL) – Tel: 01223 332400. Email requests to book the Punt will not be taken. Bookings may be made up to one month in advance.

3. Timings for Punt use are as follows and reflect sunset timings:

April	May	June	July	August	September
9 – 11am					
Midday – 2pm					
3 – 5pm					
	6 – 8pm	6 – 9pm	6 – 9pm	6 – 8pm	

“Lady Marilyn” may not be used during the hours of darkness.

4. Care of the Punt and its ancillaries (pole, cushions etc.) is the responsibility of the loanee. The loanee is also liable for any fines levied by the **Conservators of the Cam**.

5. The loanee assumes full responsibility for the Punt which includes cushions, pole, paddle, wooden slats, keys, locks, water baler and authority for loan disc. The College accepts no responsibility for injury, accidents or loss during punting.

6. A donation of £10 for use of “Lady Marilyn” should be paid to Gonville & Caius Porters Lodge (GCPL) for each hire period listed at Para 3. Donation can either be by cash, credit/debit card, cheque or placed on individual College accounts.

7. The Punt loanee is required to sign the booking sheet to obtain the loan disc.

8. Only the person who has booked “Lady Marilyn” can obtain the loan disc from GCPL.

9. Any person who has booked “Lady Marilyn” and is deemed to have consumed excessive alcohol will be refused use either by GCPL or Cripps Porters Lodge at St Johns College.

10. “Lady Marilyn” is moored at St Johns College. The key can only be obtained from the Cripps Porters Lodge on production of a Caius Punt Loan Disc.

11. If “Lady Marilyn” is not returned to its correct mooring, secured with its equipment, its cushions etc. returned to the storage cupboard, keys returned to Cripps Porters Lodge and the loan disc returned to GCPL within 2hrs 30 minutes from the commencement of the loan period, then a fine of £20 per hour or part-hour will be charged. This is to prevent inconvenience to the next loanee.

12. “Lady Marilyn” shall be left tidy and the Punt Pole and Paddle securely locked to the quay. Cushions must be returned to the storage cupboard. A fine of £20 may be levied for failure to secure items properly.

13. Due to the popularity of the Punt, a cancellation charge of £10 will be levied if “Lady Marilyn” has been booked but not used. This cancellation charge can be avoided if the booking is cancelled at least 24 hours beforehand. This will help increase its availability.

14. All losses and breakages must be reported to the GCPL immediately. All pieces of broken poles/paddles etc should be returned. Any articles, which are initially found to be damaged or missing, should be reported to the GCPL before departure, otherwise the loanee may be held liable for the damage. The following other charges are applicable at the discretion of the College:

a.	Replacement lock	-	£20
b.	Replacement key	-	£20
c.	Water baler	-	£5
d.	Replacement paddle	-	£50
e.	Replacement pole	-	£200
f.	Replacement set of cushions	-	£245
g.	Replacement Punt	-	£4750

If any damage caused is not reported (i.e. if the next loanee or the boatman is the first to notice on his weekly inspection) an additional administrative fee of £30 may be levied.

15. The maximum number of persons permitted to use “Lady Marilyn” is stipulated on the reverse of the loan disc and this includes the Punter. Under no circumstances is this to be exceeded. Failure to comply with this is a violation of the bylaws of the Conservators of the Cam. Any fine imposed by the Conservators for failure to comply, will also result in the individual concerned being barred from any further loaning of “Lady Marilyn”

16. The payment of fines is the responsibility of the loanee, regardless of cause.

17. The loanee is responsible for ensuring that the punting safety rules are observed at all times.
18. Any instructions given by Porters at either GCPL or Cripps Porters Lodge must be followed.
19. Receipt of the loan disc from GCPL is deemed to constitute acceptance of these terms and conditions.

PUNTING SAFETY RULES

1. The maximum number of passengers approved by the Cam Conservators is **SIX** for “Lady Marilyn” (including the Punter).
2. Only one passenger may face forward in the front section of the Punt.
3. Punts may not be lashed together.
4. Keep to the right and respect other vessels.
5. All accidents must be reported to the Porter on duty and an entry made on an incident sheet.
6. Punters should be able to keep full control of the vessel at all times.
7. **Whilst using “Lady Marilyn”, great care must be exercised when using the rollers between the Upper and Lower river. In particular, riding down the rollers in “Lady Marilyn” is expressly forbidden.**

GCSU BARBECUE INSTRUCTIONS

1. Hiring

- 1.1. The barbecue will be available for hire by College members for use by a registered Gonville and Caius Student Union Society or a member of the College. The persons to contact are the GCSU Food and Bar Officers. A form must be completed.

Permission must be sought in advance from the Director of Catering, should you wish to bring Food into the College for consumption at a barbecue event. A form on Food Safety and suppliers must be completed with the Director of Catering.

- 1.2. At present, there is no charge for hire of the barbecue, but a deposit of £30 will be required from applicants. This must be paid to the Food and Bar Officer at the time of application. It will be refunded provided the equipment is returned complete, intact and clean.
- 1.3. The barbecue will be the responsibility of the signatory on the application form. It is their duty to ensure it is returned **cleaned**, intact and with all the associated equipment, to the Harvey Court Porter's Lodge, by 11 pm on the day of hire.
- 1.4. The GCSU will provide the barbecue, tongs and associated equipment, a bucket of sand, and a disposal container. Everything else must be provided by those hiring the barbecue.
- 1.5. Returning the barbecue clean means: removal of ashes from the barbecue, cleaning of the grills after use, and washing of any utensils provided.

2. Safety

- 2.1. The barbecue must be set up on level ground, away from over-hanging trees, bushes, fences or buildings.
- 2.2. The barbecue must never be left unattended. The person in charge of the barbecue is the signatory of this form.
- 2.3. Never use any flammable liquid other than barbecue lighter fluid to start the barbecue.
- 2.4. Always use tongs and the appropriate equipment to handle food.
- 2.5. Once finished with the barbecue, ensure that the coals are cold and have stopped smoking. Remove charcoal ashes from the grill and place them into the metal container provided (which has a tight-fitting metal lid). Add and mix in water with the ashes. Let it cool before disposing appropriately.
- 2.6. There must be a bucket of sand in proximity at all times.
- 2.7. Never wear loose, flowing clothes when tending a barbecue. Tie long hair back.

Failure to follow these rules – for example, failure to clean the barbecue, or returning the barbecue late – will entail loss of the £50 deposit and restrictions on the use of the barbecue in the future.