



You will find a lot of information in this handbook relating to College and University life; it contains explanations and expectations, and will tell you what to do if you need to find out more.

Welcome to Murray Edwards College

As a student of this College, you are a lifelong member of both Murray Edwards College and the University of Cambridge.

About your College

Murray Edwards College was founded as New Hall in 1954 as the third College for women at the University of Cambridge. It was founded in recognition of the need for a College that would welcome outstanding young women from any background and offer them the best of Cambridge. More than 60 years later, this focus on inclusion and diversity remains at the heart of our mission.

Our expectations/Our values

We are a diverse community of students, staff, Fellows and Bye-Fellows. In order to offer an environment where everyone can thrive and do their best, we ask that all individuals (regardless of their role in the College) be treated with dignity, fairness and respect. We seek to prevent and tackle bullying, exploitation, harassment or intimidation. We encourage freedom of speech and want you to feel comfortable expressing your views while respecting those of others. Above all, we ask that as a member of the College community you commit to behave in a way that does not harm the College nor bring its reputation into disrepute.

You can find more information on this in the College's Respect and Dignity at Study statement, and in the [Code of Conduct](#) that relates more specifically to harassment.

As a member of the College, you are also a member of the University; although you live and work in the College, teaching is centralised and you will receive your degree from the University. Your membership to both the College and the University is formalised at your *Matriculation Ceremony*. As part of the ceremony, you sign the following declaration which commits you to act in accordance with the College values outlined above.

I understand that in becoming a member of Murray Edwards College I accept the responsibility of membership of the College and University community and agree to abide by the statutes, rules and regulations of these institutions and to do nothing that is harmful to the work or reputation of either of them.

I promise to observe the Statutes and Ordinances of the University as far as they concern me, and to pay due respect and obedience to the Chancellor and officers of the University and this College.

How does the College work?

The College *Governing Body*, which consists of all Fellows, is responsible for the overall governance / management of the College and meets termly. The statutes delegate the more day to day management and oversight to the *College Council* which meets monthly.

The President has overall responsibility for the running of the College and its external relations; the Bursar administers its staff, finances, buildings and assets; and the Senior Tutor has primary responsibility for academic provision and student welfare.

COLLEGE POLICIES AND PROCEDURES

Policies which relate to academic and student life are listed on the student Moodle pages for easy reference, however students are also encouraged to look at the wider College [principal policies](#) which are available on the College website.

What role can I play?

Students (usually members of the JCR or MCR) sit on the *College Council* and on some of the College committees, for example the *Finance Committee* and *Academic Policy Committee*. There is also an *Undergraduate Liaison Committee* and a *Graduate Liaison Committee* which meet termly, and includes representatives from the JCR and MCR as well as the Senior Tutor, Bursar and other relevant members of staff and the Fellowship. There are also regular meetings between the JCR and MCR and the Senior Tutor.

We encourage all students to make suggestions and raise problems through the student members of these committees: any JCR or MCR Committee member will put you in contact with the appropriate representatives. Your Tutor may also be able to help you find out how (and under what constraints) things are run, so that your suggestions can be well targeted.

Who is who?

FELLOWS

The *President* of the College is [Dame Barbara Stocking](#), and her PA is [Louise Ovens](#).

The *Acting Senior Tutors* of the College are [Dr Kate Peters](#), who is responsible for academic matters, and [Dr Paola Filippucci](#) is responsible for student welfare.

The *Admissions Tutor* (undergraduates) is [Dr Andrew Spencer](#).

The *Executive Graduate Tutor*, who is responsible for academic and welfare support of graduate students is, [Dr Emma Cahill](#).

The *Bursar* is [Robert Hopwood](#) and his PA is [Helen Gaby](#).

The *Director of Development* is [Fiona Duffy](#).

The official [Fellows](#) of a Cambridge College are in most cases academics pursuing research and teaching programmes in University Departments but who choose to undertake a limited amount of teaching for the College, in particular in supervisions, in addition to their main responsibilities. As part of this, they agree to promote the College as a place of education, learning and research and play a role in determining its policies and actions, as outlined above. In a few cases, Murray Edwards

employs a Fellow full-time and it also elects more junior *Early Career Research Fellows* for a limited period who do not have teaching duties. We have approximately sixty Fellows.

The College also has a smaller number of *Bye Fellows*, who have fewer responsibilities than official Fellows, but who play an active part in the life of the College. Many, but not all, are early career academics.

TUTORS

All students are allocated a College Tutor, who is the formal, personal link between you and the University. Your Tutor is your first port of call for any help or advice you need, for example accommodation problems, finances, general well-being, or possible changes of course. Tutors are not trained counsellors, but know how the College and University work and will be able to point you to appropriate sources of help and support where they are unable to provide it themselves. Students are sometimes hesitant about 'bothering' their Tutor – know that your Tutor will never feel 'bothered' by your concerns and will always be delighted to support you.

All students will be contacted by their tutor for regular meetings, and you are encouraged to go even when you feel that things are going well so that you get to know them.

Undergraduate Tutors will arrange to see their tutees soon after your arrival in Michaelmas Term, and will be available to meet with you throughout the term (see details for how to contact them on the Tutorial noticeboard and on the Tutorial Services pages of [the website](#)). You will be offered a timed appointment at least once a term, and reminded of other opportunities to see your Tutor. You may also consult any other Tutor, or the Senior Tutor, at any time should you wish to.

Graduates should see their Graduate Tutor at the beginning of Michaelmas Term. If their regular Tutorial hours (posted on the website) are not convenient, then please ring or email your Tutor in order to fix a more suitable time to meet. As well as helping with any personal problems you may have, your Graduate Tutor can also act as a liaison between you and your Faculty or Department in case of difficulty.

The **Tutorial Office** will give help if needed at very short notice throughout the working day. If you need urgent help outside of the working day, please contact the Porters' Lodge.

DIRECTORS OF STUDIES AND SUPERVISORS

Directors of Studies will guide you through your academic career at Cambridge as well as support you with any academic issues you experience.

[Graduate](#) research students, including candidates for an MPhil degree, have a Supervisor appointed by the University who oversees their academic work. You should contact your Supervisor through the Faculty or Department as soon as you arrive in Cambridge.

OTHER STAFF

While you are a student here, academic matters are dealt with by the Tutorial Office (AA1/2) through the *Tutorial Office Manager* [Beverley Watts](#), the *Tutorial Administrator*, [Christine von Rabenau](#) and the *Graduate Administrator*, [Rosann Smith](#). The Tutorial Office can also advise on applications for the various support funds available, provision for disabilities and arrangements for Graduation.

[Sarah Greaves](#) is the *College Administrator*.

Bills are paid to the College via [Elaine Molton](#) in the *Student Accounts office*, which also administers student loans.

Accommodation matters should be referred to the Accommodation Manager, [Pauline Walker](#), or the Deputy Accommodation Manager, [Anita Salmon](#), whose office is in the basement of Pearl House: accommodation.enquiries@murrayedwards.cam.ac.uk.

Repairs and the checking of electrical equipment are dealt with by the *Head of Estates, Maintenance & Contracts* who may be contacted via the Rooms Management System (RMS) at https://app.casc.cam.ac.uk/rms_live. This system allows you to report problems and monitor progress in fixing them. Emergencies are dealt with via the Porters.

The *Events Team* can arrange special meals e.g. society dinners., as well as rooms for meetings, rehearsals, and parties etc. Please book these through the [Events Office](#). As a whole, the College's conference and catering is overseen by Chris Pope, the *General Manager (Residences, Catering & Events)*. Conferences are an important source of additional income for the College to enable it to support the education of its students; we work hard to minimise their interference with the academic work of the College and ask for your patience in respect to their impact on you, namely the need to clear most rooms at the end of each term.

The [Admissions Administrator](#) [Kate Morton], *Senior Recruitment and Outreach Officer* [Hazel Collinson], and [Schools Liaison Officer](#) [Catherine Rowley] assist the *Admissions Tutor* [Dr Andrew Spencer] with the work of the Admissions Office. They often require help with visitors/open days, and are very grateful for the positive and enthusiastic help that our undergraduates usually provide.

The *College Nurse* [[Dee Williams](#)] is available for regular [surgery hours](#) during Term. She may be consulted on all matters of health and welfare, and she will advise on GP registration. She will see any students with known medical problems during their first week.

The *Head Porter* [[Joy Broker](#)] and her team will help to direct your queries or problems to the most appropriate member of staff. If in doubt, try the Porters' Lodge first – it is always open for any queries or emergencies, including overnight and at weekends. The Head Porter also acts as Security Officer.

The *Praelector* [[Dr Peter Forster](#)] is responsible for Matriculation on your arrival, and in due course certifies your good character when presenting you for your Degree.

The *Dean* [[Dr Sophie Turenne](#)] deals with student conduct, any disciplinary problems, and is responsible for the good conduct of public student events.

The *Head of Communications* [[Clare Stroud](#)] may contact you about your involvement in activities to promote your or the College's successes. She is committed to portraying an authentic sense of what life at the College is really like across our social media and website.

College and University

UNIVERSITY LIFE

Residence

Undergraduates are expected to *come up* (arrive in Cambridge) no later than the first day of Full Term. You may be able to arrange to *come up* late or *go down* (leave Cambridge, at the end of term) early with the permission of your Tutor, but this is not commonly allowed. On arrival and departure you must sign the Residence Book in the Porters' Lodge.

You must *keep* nine terms by residence (six terms for an Affiliated Student) in order to qualify for the BA degree. To *keep* a term by residence you must be here for a number of days equal to those in Full

Term (see below). If you are away for any reason during Full Term, the time must be made up between the dates of Full Term and a wider period called Term. It is not possible to go away every weekend and keep the residence requirements, but there is no difficulty about being away for a couple of weekends; you must, of course, make sure you do not miss supervisions or other important engagements. Special arrangements can be made in the case of illness or other serious issue, and your Tutor can advise you on this. See the University's list of [Term Dates](#), which are always published well in advance.

Graduate students must *keep* the appropriate number of terms by residence in order to qualify for a higher degree (the number of terms depends on the type of qualification for which you are studying). If, owing to the nature of your research, you need to work away from Cambridge for some period, you may apply to be away or live outside of the City via your [Camsis Self-service account](#)

“Keeping Term”

Full Term is a shorter period within Term during which teaching and lectures take place. All undergraduates are required to be in residence during Full Term for a minimum of the following numbers of nights:

Michaelmas Full Term	59 nights
Lent Full Term	59 nights
Easter Full Term	52 nights

Future term dates can be found on the [University website](#).

University Dates

The dates of the University Terms are more or less unvarying and can be found [here](#).

University Cards

All students are issued with a University Card. This acts as ID across the University and as a swipe card for access to buildings within the College, the University Library, and (once enabled) to University departments and faculty buildings.

If you have any problems with your card, please speak to the Porters. Likewise, if your card goes missing, please report it to the Porters immediately – this is important for maintaining security. There is a charge for replacing a lost card. You must never lend your card to anyone else.

Academic Dress (Gowns)

Students are required to wear academic gowns at various formal occasions including matriculation, matriculation dinner and graduation. Gowns are also normally worn at formal halls (dinners) both at this College and any others you might visit. Gowns are also worn by the student representatives on the College Council and by those invited to the College Feast.

Since gowns are unlikely to go out of fashion any time soon, it is worth buying one for use while you're a student here, and then selling it on second-hand when you leave. As well as buying second-hand from departing students, gowns can be bought or hired from [Ede and Ravenscroft](#) and [Ryder and Amies](#). You can also hire gowns from the [Graduate Union Shop](#).

Examinations and Academic Matters

As an undergraduate student, you will be *reading* for a *Tripes* leading to a BA degree with Honours. As a graduate student, you will be accepted to read for a higher degree, diploma, or certificate (though some PhD students will officially be listed as 'Not at first registered for any degree', usually only for their first year).

All **undergraduate** students are expected to sit and pass the University Tripos or Preliminary Examinations appropriate to the course they are studying. There is no provision at Cambridge for 're-sitting' examinations (nor for re-marking scripts), and failure at any stage - though very rare - blocks your intended degree path. There are special procedures for academic problems arising from illness or other unavoidable difficulty; these are handled by your Tutor. For information on the College's academic policies and practices, see the section on undergraduate [Academic Life](#).

The principal academic focus for a **graduate** student is their Faculty or Department rather than the College. In view of this, you must make contact as soon as possible after your arrival in Cambridge with the Faculty or Department in which you will be working and, if you are a research student, with the supervisor who has been appointed to oversee your research. Please note that the arrangements for this first contact are made by you and not the College: if in doubt about what to do, contact your Faculty or Department Office. The most appropriate person for you to talk to is usually the Course Director, the Secretary of the Degree Committee (for a Faculty) or the Graduate Officer or Departmental Secretary in a Department.

Graduation

At the end of your course, after successfully completing your exams or receiving approval of your thesis, you will be presented for your degree by the College. Details of arrangements for Degree Days can be found on the [Graduation](#) pages.

All **undergraduate** courses lead to the University's BA (Honours) degree; those on four-year science courses have the MEng or MSci degree conferred together with the BA.

Upon graduation you automatically become a lifetime member of the [New Hall Society](#).

Degree Certificates and Transcripts

One copy of your original degree certificate and transcript is issued without charge in the August following General Admission (the ceremony in which your undergraduate degree is awarded). They will be sent out via Colleges, so please ensure that contact details in CamSIS are kept up-to-date (First Destination Address). For further details about ordering additional transcripts and degree certificates, please see the University [website](#).

The MA

All those who receive a BA are automatically able to return six years and one term after matriculating to receive the MA degree; this now unusual arrangement (which originally marked the end of the seven-year apprenticeship to the Medieval Guild of Scholars which made up Cambridge University) effectively recognises seniority, but provides an excellent occasion to come back to College to meet old friends.

Graduate students who are not Cambridge graduates have BA status or, if they are 24 years of age or over, MA status. Those with MA status have certain additional privileges: your Graduate Tutor can provide more information if this applies to you.

Money

Please refer to the [Finance](#) web pages for information on fees, rents and other college charges, and paying your bills.

Accommodation and College Room Rents and Charges

For information on College Room Rents and Charges, please click [here](#).

Undergraduates

If you find yourself facing financial difficulties please consult the Finance Tutor, your own Tutor, or the Tutorial Office. There are funds available from the College and across the University to help in cases of hardship; students should not take on paid employment during Full Term. You can find more information on the [Student Support](#) section of the website.

Graduates Fees

Approved Fees (the University Fee and Consolidated College Fee) will be paid directly to Murray Edwards College for graduates who hold a full postgraduate award from the British Academy, a UK Research Council or the Cambridge Trusts. Other graduate students will need to ensure personally that arrangements are in place for fees to be paid as soon as they fall due to the College, which collects all graduate fees. Please note that graduate students will not be permitted to remain in residence if fees remain unpaid by the division of the term (roughly half way through Full Term) for which they fall due.

Charges made by the College for accommodation, food, printing, etc must be met by you personally with the help of your maintenance grant or private resources, as appropriate.

Any financial guarantees provided to the Board of Graduate Studies will be taken by this College as evidence that you have sufficient funds to meet your needs for your entire course. The possibility of currency fluctuations should be kept in mind and Overseas Students are advised to bring with them, if at all possible, at least enough money for each year of residence at the beginning of the year.

The College has some limited funds available to assist graduate students with the cost of their additional research and Clinical students with the cost of their Electives; please see the [Funding](#) pages for further information. Any Graduate Student in financial difficulties should see their Graduate Tutor as soon as possible.

Other Awards

A number of special awards are available throughout the [University](#).

Murray Edwards College awards annual scholarships of £400 to all undergraduates getting first-class examination results.

Travel Exhibitions (awards) are offered in the Easter Term each year to assist students in travel over the summer. Gateway Challenges Funding is also available to students who have achieved the required number of credits. For further information, application forms, and a list of other University travel funds, please see the [Funding](#) web pages.

Murray Edwards College participates in the inter-collegiate [Instrumental Awards Scheme](#).

Academic Facilities in College and in the University

LIBRARIES

The [Rosemary Murray Library](#) in Murray Edwards College is a well-stocked, primarily undergraduate library, open 24 hours a day with seats over three floors. The Librarian is usually available and can give advice and help on books and electronic resources. The Assistant Librarian is in charge of lending. Both can be contacted by email (library@murrayedwards.cam.ac.uk). New undergraduate and postgraduate students are offered a tour of the Library in the first week of term and are shown how to use the online catalogue.

Please note that Murray Edwards College offers its students freer access to the Library than most Colleges; it is open 24 hours a day, although a librarian is only available during working hours, and doesn't have a security system for checking out books. This remains possible only provided the Library is used responsibly. Please follow carefully the procedures for borrowing and returning, and adhere to rules regarding guests in the Library which can be found [here](#).

Graduate students and most undergraduates will also use a Departmental or Faculty Library appropriate to their subject(s); each of these has its own regulations for borrowing. Your University Card will give you access to the [University Library](#) (the 'UL'), which is a copyright library, meaning that it holds a copy of every book published in the UK. Check its website for further details on borrowing rights.

COMPUTING FACILITIES

The College's IT Manager is [\[Andy Semark\]](#). If you have any IT issues, he and his team can be contacted by e-mailing support@murrayedwards.cam.ac.uk. Sending an email will automatically result in a ticket being logged in the Support Desk, and you will be notified by email when there are any progress updates regarding your issue.

For more information about the College's IT services, please see [the website](#).

What to do if things don't go according to plan

If you feel like you need help or support to complete your studies, it is best to approach your Tutor as soon as possible. They will be able to refer you to other more specialist help.

HEALTH AND WELLBEING

Information about student wellbeing can be found on the [University's wellbeing pages](#).

The [College Nurse](#) is Mrs Dee Williams. She is available to discuss, in confidence, any health issues related to physical and mental health. Her surgery is located at the bottom of the stairs by the entrance to the Library.

The University requires all students to register with a Cambridge doctor; if you are a Home student (i.e. from the UK), please bring your NHS medical card with you. If you are an overseas student, please bring your passport with you. Most students register with the [Huntingdon Road surgery](#) which is across the road from the College, and representatives from that surgery will be in College to register students in the first few days of term; however, you can register wherever you like in Cambridge.

While your Cambridge doctor is your primary source of medical care, the College Nurse holds regular weekday surgeries in the health centre (FC29) at the times posted both on the door and in the Porters' Lodge. She will contact all new students before arrival with a medical questionnaire.

In an emergency, you should contact the Porter on duty, who will summon an ambulance, a doctor or the College Nurse as appropriate. If you find it necessary to contact an emergency service directly yourself (by calling 999 in an emergency), you should also inform the Porters' Lodge (01223 762100) as soon as you can so that the service can be directed appropriately on arrival, and so that anyone else appropriate can be informed.

The College operates a medical taxi scheme, partly funded by student contributions added to your bill, which meets the costs of travelling to and from hospital or lectures when you are temporarily unable to walk or unwell; please see the College Nurse, or in an emergency the Porters, about this.

The College also has a counsellor who is available to see students (please see below for further information). Students can also refer themselves to the University Counselling Service, and make use of the Disability Resource Centre, which has advisors who can help with support for any disability, including Specific Learning Difficulties and mental health problems.

For further information on doctors, dentists and other health matters, including a list of useful contacts, please see the [Health and Well-being](#) pages.

Undergraduates who become seriously ill may need to return home, and may ultimately need to interrupt their course, resuming the following year. This procedure requires University permission, for which your Tutor applies on your behalf. This is called [intermission](#).

Graduate students who need to take a break from their course due to ill health can apply to *intermit*. Again, speak to your Tutor if this becomes relevant to you.

PROBLEMS

Minor problems of order and discipline in College are dealt with by the College Dean. Any serious breach of College regulations is dealt with according to the [Statutes and Ordinances](#) of the College, which outline a disciplinary procedure. Sanctions for a breach of University or College regulations range from fines and prohibitions to temporary or permanent removal from the College and from Cambridge (possible, but rare).

Students are reminded of College and University regulations, and of relevant UK legislation, including Prevent, when participating in any events held outside the College.

Within the College, Tutors are used to being consulted in confidence about personal and financial problems and work difficulties; they are not in any sense counsellors, but they are sympathetic and trained to respond appropriately. You can also approach other senior members of the College - particularly the Senior Tutor, the College Nurse, or your JCR/MCR representatives. If in any doubt, **do** ask for help, either for yourself or for a friend. Problems of one kind or another are not unusual as students adjust to the very different world of the University, and they can usually be far more effectively addressed sooner rather than later.

The College also has its own [counsellor, Erika Erasmus](#), who is available twice a week to see students confidentially in College.

Outside the College, help and advice is available as appropriate from the Students' Unions' Advice Service ([CUSU](#)), from your doctor, or from the [University Counselling Service](#) at 14 Trumpington Street, tel. 01223 332865, where students can see a professional counsellor whether being referred

by a Tutor or simply by calling in themselves. Many useful Counselling Service leaflets are available from the College Nurse or via the [web](#).

If you feel you have cause for complaint about some aspect of College life and have first have tried, if appropriate, to see if you can resolve the issue yourself, please follow the policy and procedure on [complaints](#). You should feel free to seek support in doing this from your Tutor or a member of the JCR or MCR committee.

Importantly, the College details the expectation of dignity and respect for all within College in a separate document that also outlines what students can do if they experience, witness or are accused of inappropriate behaviour.

The College also has a written policy relating to [Drug and Alcohol abuse](#) and appropriate use of social media.

COLLEGE LIFE

MEALS

Meals are served in the Dome. You can view the Dome opening times [here](#).

Most meals are inexpensive; most of the cost of their preparation is met by the Overhead Charge, which is already paid as part of the College bill. Vegetarian food is always available, and there is also a salad bar. If you have any special dietary needs or questions, please consult the Events Department (events@murrayedwards.cam.ac.uk): they are always happy to help.

As well as regular canteen meals, there is a Formal Hall once or twice per week during termtime. Formal Hall is a high quality served Dinner, and an occasion that many students like to invite friends to. You can sign up for tickets online (by midnight on Sunday for Tuesday Hall, and midnight on Wednesday for Friday Hall). The cost of Formal Hall tickets will be deducted from your college card at the time of booking.

Payments for meals in the Dome are made using your College Card. To add funds your card, please login to the [meal booking](#) page on the College website and click the Purchase and Payments button. An alternative method of payment is credit or debit cards, however the minimum payment using this method is £3; you may also use cash.

Graduates are invited to one Formal Hall per week free of charge (until they have completed the required number of terms for their degree, when Formal tickets will be charged at the student rate and billed termly in arrears). The Fellows invite all graduate students and their guests to drinks (alcoholic and non-alcoholic) in the Fellows' Drawing Room before Formal Hall, from 19.00.

COOKING FACILITIES

All rooms have access to kitchen areas where snacks and small meals may be prepared. Cooking is not permitted in study-bedrooms anywhere in College. Students are allowed a personal fridge in their room; more details about the arrangements for this can be found [here](#). If you have specific requirements related to cooking facilities, please speak to your Tutor. The cost of maintaining the kitchen facilities is met by the Overhead Charge.

BAR AND COMMON AREAS

The Froud Room and the JCR (H staircase, between Old Block and Pearl House) both serve as **Undergraduate** Common Rooms with newspapers and TV/video. The **Graduate** Common Room (the 'MCR') is located in Canning and Eliza Fok House; it is open at all times and houses a TV, video and CD player together with kitchen facilities and computers.

The College Bar is open most evenings and some of the weekend. It contains vending machines and a giant TV, and opens out onto Fountain Court. The broad walkway through the College also offers places to sit or gather, and you may use all the gardens freely except for the Fellows' Garden (signposted clearly) - there is no 'keep off the grass' rule at Murray Edwards College!

SMOKING

The College has a non-smoking policy. Any smoking should be out of doors in designated areas only; sheltered areas are provided in the car park in case of bad weather.

EMAIL AND POST

Most people in the College and University (staff and students alike) will assume that email sent to your hermes address (crsid@cam.ac.uk) will reach you, so you **must** check it regularly. Most students make this their standard address while at Cambridge; if for any reason you do not want to do so, you **must** arrange yourself that mail is forwarded appropriately. You can find addresses for college staff in the Murray Edwards College [Directory](#), and for most members of the University (including students) via the [University website](#).

Incoming mail is put in individual, numbered pigeon-holes by the Porters - the one **below** your number. Registered letters and parcels can be collected from the Porters' Lodge. There is a postbox for outgoing mail near the Lodge which is cleared by the Royal Mail at 17.00 on weekdays and 12 noon on Saturdays; there is also a Royal Mail postbox on Huntingdon Road which is cleared each morning. During Full Term there is also a free inter-collegiate mail service for students, with a postbox also near the pigeonholes.

NOISE

Colleges are densely occupied spaces. Unless everyone endeavours to prevent noise there is no peace and quiet for study and sleep, and you may need to modify your own behaviour accordingly. Playing music, and noisy movement or conversation either in rooms or in corridors, can be very disturbing to others; if you want to listen to music entirely freely, we strongly urge you to bring headphones! Please try to be patient about what is unavoidable. If you are disturbed by your neighbours, you should explain your needs to them and try to find an acceptable compromise; in difficulty, ask the JCR, MCR, the Dean, or your Tutor for help.

RELIGION

Unlike most Cambridge Colleges, Murray Edwards College is not a religious foundation in any sense, and has no rooms, facilities or staff related to any religion. The City (and the University) however have communities of most faiths. Please speak to your Tutor if you have any concerns about adjustments that may be required relating to your religious observance.

POLITICAL POSTERS

The public display of party political posters within public spaces within the College (including College houses) or via electronic media controlled by the College and similar or related party political activities are not permitted. For further information, please see the College's [Code of Practice on Elections and Party Political Activity](#).

ART COLLECTION, ART ROOM AND DARKROOM

A large, important and valuable collection of contemporary works by women artists is displayed throughout the College, including the student living areas; please treat them appropriately. Regular exhibitions are held in one of the Fountain Court corridors. More information about the New Hall Art Collection and forthcoming events can be found on the [College website](#).

There are student art facilities in the Coach House and you can speak to the JCR Art rep or a member of the MCR committee to find out more about these.

SAFETY

All students are required to comply with any instructions from College staff with respect to Health & Safety requirements. A College Policy Statement on this may be found on the [Policies](#) web page. For everyone's safety, you **must** report any accidents, maintenance problems or security problems you come across via RMS or to the Porters as appropriate.

Notices about Fire Precautions and what to do in the event of a fire are displayed in every student's room, and if you are in one of the rooms designated for a 'Fire Warden' there will be additional instructions for checking that all your neighbours are out of the building in the event of a fire. You will also be asked to undertake Fire Warden training on arrival in October. Please acquaint yourselves thoroughly with these instructions, and make yourselves aware of fire exits. Fire Practices are held from time to time and the alarm bells are tested regularly at lunchtime on Tuesdays. The College has a Security Officer [Head Porter], Fire Officer [Head of Estates and Maintenance] and a Safety Officer [Head of Estates and Maintenance], who may be consulted for advice.

PHOTOCOPYING

There is a photocopier in the library for student use. The machine is operated on a card system.

LAUNDRY

There are laundry rooms for students, with washing machines, tumble dryers and ironing boards, in Canning & Eliza House, Buckingham House, and in the basement of Pearl House. The machines are operated on a card-payment system.

GYM

There is a [gym](#) at the lower level of Fountain Court near FC1, open to all members of the College; a reasonable charge is made termly for its use. Before you are allowed to use it, you must be given an induction – more information is available on the website.

MUSIC

Four music practice rooms with pianos are currently available in the Coach House, the code for the door to which you can obtain from the Porters. There is also a piano in the Music Room.

Good pianists (typically grade VIII upwards) are welcome to use the Steinway grand piano in the Fellows' Drawing Room at any time when the room is not being used; the Porters keep the key, and the President of the Music Society can be asked to add your name to the list of those allowed to use it.

Except for those students reading Music, it is not usually possible to have a piano in a College room. For everyone else musical instruments and singing must be practised in a music room and not in study- bedrooms.

A variety of musical activities take place in College, and anyone interested in participating should sign up to the email list [here](#).

TELEVISION LICENSING

The College's television licence does not cover your room. You will only be covered by your parents licence if the equipment you use is **solely** powered by its own internal batteries **and** you have not connected it to an aerial. If you are not covered by your parents' licence, you will need to purchase your own if you

- watch or record programmes as they're being shown on television or live on an online television service, such as All4, Sky Go and YouTube,

or

- download or watch BBC programmes on iPlayer.

INSURANCE

The College has taken out insurance with Endsleigh to cover items in your room and your bicycle while it is locked up in College. For more details, visit the [Endsleigh](#) website, our policy number is HH1676.

ACCESS

The Porters' Lodge is staffed 24 hours a day (though some services are suspended 23.00-8.00 and the porter on duty may occasionally be called away). Most of the College's external gates and doors are controlled by locks operated by the University Card. Please make sure that you escort any guests around the College after the main doors are locked, and do not allow strangers to 'tailgate' you, entering doors immediately after you.

Please report any concerns about security immediately to the porters.

PARTIES

You may not hold a party (defined as a gathering with more than five guests from outside the College) in your own room, nor in any of the College houses. However, various rooms including the bar and gardens are available for meetings, dinners and parties, and can be booked through the Events Office (events@murrayedwards.cam.ac.uk). Parties require permission from the Events Office, Dean and Head Porter: the Events Office will give you a permission form for completion and a sheet setting out what is permitted in each of the possible venues. The College Dean will help advise on larger functions.

VISITORS AND GUESTS

Students may entertain visitors in their rooms at any time, and guests may stay overnight (though not for more than two nights at a time). However, to prevent unwanted intruders, students are asked to meet visitors who arrive between 11.00pm-6.00am and accompany them to and from their rooms. The Porters have been asked to prevent unaccompanied strangers entering or leaving during these hours.

Getting Around

BICYCLES

A bicycle makes nowhere in Cambridge more than a few minutes away, so do bring one if you can. It is quite possible to walk everywhere, and many students do, but this inevitably takes longer. There are plenty of bike shops in Cambridge where you can purchase a bike once you get here (or get yours repaired when things go wrong).

The University requires all cycles to be clearly marked with a College number; the police will dispose of any unclaimed cycles which are not marked with a College number. You will be given your own number and helped to mark your cycle on coming into residence. A good cycle lock is essential, and it is advisable to know the frame number for the information of the police if it is stolen. Make sure that you and your bicycle are visible when you are riding at night, with good front and rear lights. Wear a cycling helmet and consider high-visibility clothing as well. The JCR often has helmets and bike lights for sale in the first few days of term, but these are also easily bought in town.

It is important that all students using bicycles should familiarise themselves with the rules contained in [The Highway Code](#), **especially those coming from countries where traffic keeps to the right or where priorities for road users may be different from those in the UK**. It is important to remember that cyclists are expected to obey all the regulations relating to traffic signals, one-way streets and pedestrian crossings that apply to drivers of motor vehicles. In particular, there is a one-way system around the (car-free) centre of town for cyclists which you should observe, and do watch out for pedestrians who do not always look for bikes before stepping off the pavement.

Cycles must be left in the cycle racks provided - either beside the main entrance or at the rear entrance off Storey's Way - and not on College paths or driveways. The racks under the Long Room by the Porters' Lodge are under surveillance by closed-circuit television. Cycles may not be taken through the College grounds from one side to the other; please do not cycle from the Porters' Lodge to Storey's Way. Please walk your cycle from Storey's Way to Huntingdon Road via the Kaetsu centre car park as it is dangerous for those walking and visibility within the car park is poor.

CARS AND MOTORCYCLES

Undergraduates may not use or keep a car or motorcycle in Cambridge without strong reasons; this is a University regulation the enforcement of which is watched carefully by the City Council. You should email the Senior Tutor if you want to make a case for yourself; the Senior Tutor can provide you with the relevant permission should your case be a strong one, and you can then present this along with other relevant documentation to the Motor Proctor. A separate permit for the College car park is also required, which can be issued by the porters on production of the permission slip.

Graduates may use or keep a car or motorcycle in Cambridge, but only with the permission of the Senior Tutor and the University Pro-Proctor for motor vehicles. Email senior.tutor@murrayedwards.cam.ac.uk to request this permission.

No College garages are available and parking space is very limited. University and City Council regulations prohibit the parking of students' cars on the street overnight.

BUSES

Cambridge is not a large city and you are unlikely to need to use buses very frequently.

However, there are regular buses from the city centre towards the railway station (around a 25 minute walk otherwise).

The [U](#) service runs at a University-subsidised bus between Eddington and Addenbrooke's Hospital, via the railway station. The route passes along Madingley Road, not far from the rear entrance of College. University Card holders pay a reduced fare for any single journey along this route.

Other Important information

UNDERGRADUATE STUDENTS

[Academic Life](#): key source of information for undergraduates [Directors of Studies](#): who they are and what they do

[Examinations Information](#): a guide to University and College procedures Both of the following require a [Raven password](#)

[CamSIS](#): the University's student records system

[CamCORS](#): the University's undergraduate online supervision system

GRADUATE STUDENTS

[Student Registry](#) is open from 9:00 am - 5:00 pm, Monday to Friday and welcome visitors during these hours. Their last appointment time for students to speak to a staff member in person is 4.30pm.

[Cambridge Graduate Supervision Reporting System](#): the University's graduate online supervision system [Code of Practice](#): for graduate research degrees and certificates of postgraduate studies