



All undergraduates of Murray Edwards College are accepted to *read* for a *Tripes* leading to a BA degree with Honours, while graduate students are 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).

Students at Murray Edwards College are also members of the University of Cambridge. The University's regulations are published in the [Statutes and Ordinances](#) of the University; those most relevant to students are contained in the University's 'Student Handbook', given to all new students on admission, and much more information is available on the [University website](#). The Council of Murray Edwards College (which includes graduate and undergraduate full members as well as Fellows) also makes rules for the good running of the College, commonly after discussion with at the Fellow/Student Liaison and Graduate Liaison Committees. Not all that follow can be called rules: often we are describing arrangements which help the community to run with least friction between its members. Sometimes a College arrangement reflects a University regulation and at other times the matter is purely an internal one.

UNIVERSITY LIFE

Residence

Undergraduates are expected to *come up* (to Cambridge) not later than the first day of Full Term. Your Tutor's permission may be sought to come up late or go down early, but this commonly causes difficulties for Supervisors and Directors of Studies. On arrival and departure you must sign the Residence Book in the Porters' Lodge, and if you go away during Full Term, you must make a note in the mid term absence Book giving the dates and a means of contact in case of emergency. You must also, of course, ensure you do not miss a supervision or other vital engagement.

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 part of each day and night for a number of days equal to those in Full Term. If you are away for any reason during Full Term, the time must be made up between the dates of Full Term and 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. Special arrangements can be made in the case of illness. See the University's list of [Term Dates](#).

As Full Term is shorter than at most Universities, it is very important to make good use of the time outside it as well. Murray Edwards College supports this by allowing you to remain in residence without extra charge longer than most Cambridge Colleges: subject to the particular terms of any licence agreement that may apply to you, you can normally stay for the entire duration of term, though outside Full Term you may have to move to a different room. You are not, however, expected to stay outside Term unless your Tutor accepts that you have a particular reason for staying - for example, if you have no home in this country, or if you need to be in Cambridge to take examinations or to pursue a course of directed reading or a research project.

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); for graduates, 'keep' means that you must spend at least 21 nights in Cambridge during that term. 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](#).

University Dates

The dates of the University Terms are more or less unvarying and are as follows:

Michaelmas Term	1 October to 19 December	(80 days)
Lent Term	5 January to 25 March	(80 days)
Easter Term	10 April to 18 June	(70 days)

“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 Cards

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

You should consult with the Porters about any problems with your card and, to maintain security, you must report to the Porters at once if your card goes missing. A charge is made for replacing a lost card.

Matriculation

The Matriculation Ceremony, on your first arrival, marks your admission as a member of the University: the University recognises the qualifications you already have, and you sign the following declaration:

I understand that in becoming a member of Murray Edwards College (formerly New Hall) 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 consent to the processing by the College and the University of personal data (including sensitive personal data as defined in the Data Protection Act 1998) about me for the proper purposes of these institutions. I undertake to observe the provisions of the Data Protection Act 1998 in relation to any personal data I may myself hold and process as a student of the College and the University, and I agree to indemnify the College and the University from liability for any claims or damages that may arise from the processing of this data.

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 other officers of the University.

By signing in the row below, I confirm that my particulars are correct.

Graduation

At the end of your course, after success in your exams or, for graduate research students, 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. Further information may be obtained by emailing graduates@murrayedwards.cam.ac.uk.

Degree Certificates and Transcripts

One copy of your original degree certificate is issued without charge to all those proceeding to degrees.

These will be issued in the August following General Admission. 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](#).

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.

The MA

All those who receive a BA are automatically able to return six years 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 rather than anything else, but provides an excellent occasion 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.

Academic Dress (Gowns)

Students are required to wear academic gowns at various formal occasions including matriculation (the formal admission procedure), matriculation dinner and graduation. They are also normally worn at formal halls at this College as well as other Colleges you may visit for formal hall.

Since gowns are unlikely to go out of fashion any time soon, it may well be 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](#). Gowns are also worn by the student representatives on the College Council and by those invited to the annual College Feast.

Examinations and Academic Matters

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. Ultimately, the College Council may impose conditions on your continuing, or require you to leave the University. 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 her 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 not made by 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.

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.

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

Travel Exhibitions (awards) are offered in the Easter Term each year to assist students in travel over the long vacation. For further information, application forms, and a list of other University travel funds, please see the [Funding](#) web pages.

For details of general funding and student support, please visit the [Finance](#) web pages.

Libraries

The Rosemary Murray Library in Murray Edwards College is a well-stocked, primarily undergraduate library, open 24 hours a day. There are seats on three floors and it is a very pleasant place to study. The Librarian is usually available in the Library and can give advice and help on books and electronic resources. The Assistant Librarian is in charge of lending. They can be contacted by email (library@murrayedwards.cam.ac.uk). New students are offered a tour of the Library in the first week of term and are shown how to use the on-line catalogue. The librarian also likes to see all graduate students at the beginning of their first term to show them how to use the library and its online catalogue. Please note that Murray Edwards College offers its students freer access to the Library than most colleges, and that this remains possible only provided it is used responsibly. Please be careful always to follow the procedures for borrowing and returning carefully, and remember that only members of Murray Edwards College are allowed in the Library.

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 gives you access to the University Library (the 'UL'), which is probably the most useful resource for graduate students in arts and humanities. Only graduate students and third and fourth-year undergraduates may borrow books from the University Library.

Computing Facilities

The IT Resource Centre, at the entrance to the Library, contains PCs networked to the University Public Workstation facility (*PWF*), which provides disc space for individuals, some course-related software and common software for word-processing, spreadsheet and statistical analysis, databases etc. There are also facilities for scanning and printing (for which there is a charge); all PCs have writable CD/DVD drives, and have access to facilities such as the University's e-mail system (Hermes), the [University Library catalogue](#) and the internet. Students from elsewhere may not use these College facilities, except when assisting students from Murray Edwards College. They should be politely asked to leave. There are two other PWF computers and a printer for use only by **graduate** students in the MCR office in Canning and Eliza Fok House.

On arrival all students are issued with a user-identifier (*CRSid*) for general use throughout Cambridge, an e-mail address of the form *crsid@cam.ac.uk*, and a password for the PWF, Raven (an authentication service) and Hermes. The College's IT Manager can be contacted via pigeonhole or by e-mail (support@murrayedwards.cam.ac.uk). The Computer Office is in room B2.

The cost of internet use in the College's public computer rooms is currently met by the College and the University; you accept various conditions on your usage when you collect your user id and passwords, and may be disconnected if you breach these in any way.

The University Computing Service provides many short training courses, a Help desk open to all members of the University, and central shared computers in public work areas which supplements College facilities. Enquiries about these facilities can be made at the Computing Service Reception Desk at the West Cambridge site, 7 JJ Thomson Avenue.

A wireless network service is available in College, and all on-site College rooms have their own high-speed network connections, which is incorporated into the Utilities Charge - you need to bring your own computer. Network cables may be purchased from the Computer Office for a small fee. Advice and help and information about setting up your network connection are available from the IT Office or by emailing support@murrayedwards.cam.ac.uk

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 the farthest departments are half an hour's walk away.

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, and preferably reflectors on the wheels and pedals as well; wear a safety helmet when cycling - the College subsidises the purchase of these for students in residence. It is also worth buying a high visibility jacket (bright yellow or orange with silver reflective tape on it) for use at night. For repairs and maintenance, there are bike shops nearby and in the centre of town. Note that police auctions of bikes do not often give good value for money and you should take care to make sure that you do not pay too much if you attend one of these auctions.

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.

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. They may not be taken through the College grounds from one side to the other: please cycle round instead. The racks under the Long Room by the Porters' Lodge are under surveillance by closed-circuit television.

Cars and Motorcycles

Undergraduates may not use or keep a car or motorcycle in Cambridge without strong reasons (though each University Society may nominate one of its members to keep a car for its use); 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 permission of the Pro-Proctor is required too.

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

The [Uni4](#) service runs at a 20 minute frequency throughout the day (four buses at peak times and three buses off-peak) between the Madingley Road Park and Ride site and Addenbrooke's Hospital. The buses display the University crest and name and a Uni4 logo. University Card holders pay a reduced fare for any single journey along the Uni4 route. The service runs on the May Day and Late Spring Bank Holidays. Timetables can be viewed on the [Stagecoach](#) website.

Health

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 (loosely, from the UK), please bring your NHS medical card with you for this purpose. If you are an overseas student, please bring your passport with you. While your Cambridge doctor is your primary source of medical care, in particular at weekends and at night, the college provides additional help through a Health Centre (with a rest room) at FC29 beside the main entrance to the Library, where a College Nurse holds regular week-day surgeries at the times posted on the door. She sees all new students soon after arrival, and will help you find a local doctor.

In an emergency, you should contact the Porter on duty, who will summon an ambulance, a doctor or the College Nurse as appropriate. Additional information about the various health services available in the UK and particularly in Cambridge is available [here](#).

If you find it necessary for any reason to contact an emergency service directly, you should also call the Porters' Lodge (01223 762100) as soon as you can so that the service can be directed appropriately on arrival and anyone else appropriate can be informed.

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

The University Dental Service at 3 Trumpington Street (tel. 01223 332860) offers treatment under the NHS (free to under-19 yr olds) and gives members of the University priority for appointments in Term. 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 to be looked after, and may ultimately need to interrupt their course, resuming the following year. This procedure requires University permission, for which your Tutor applies.

Graduate students who need to take a break from their course due to ill health can apply to *intermit*. More information about this can be found [here](#).

Problems

Minor problems of order and discipline in College are dealt with by the College Dean or the Senior Tutor. Any serious breach of College regulations is dealt with according to the Statutes and Ordinances of the College. Sanctions for a breach of University or College regulations range from fines and prohibitions to temporary or permanent removal from Cambridge (hardly ever imposed now).

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 trained counsellors, but they are sympathetic and know from experience what is necessary for success in a demanding degree course. 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 early than late. A small number of people each year run into serious problems that might well have been averted given freer communication earlier.

Outside the College, help and advice is available as appropriate from the Student Union ([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 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 there are various channels through which complaints should be made - assuming of course that, where appropriate (as for example in the case of inconsiderate neighbours), you have tried first to see what you can do about it yourself. The section [People: Who Does What](#) gives a guide to areas of responsibility within the College which should help you route any complaints most effectively. The College has a written policy on [complaints](#). As required by law, the College also has a written policy relating to Drugs Education and Prevention. Copies are available on request from the Tutorial Office and contain a list of outside agencies that can help with drug or alcohol-related problems.

Music at Murray Edwards

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.

Music Scholarship Competition

The Music Scholarship Competition in Murray Edwards College is open to any student, undergraduate or graduate. The music may be instrumental or choral, in solo or ensemble form. The full value of the scholarship must be used towards the cost of instrumental or vocal lessons.

The Competition takes place every year in Lent Term. Short-listed applicants are asked to play a programme of their own choice lasting about fifteen minutes in a concert in the Fellows' Drawing Room. In selecting the winner the judges (usually including the Director of Music at Murray Edwards College, and the Director of Music-Making at Churchill College) look primarily for the highest standard of performance, but also consider candidates' likely contribution to College music.

The final concert traditionally takes place on the last Friday in January. If you have any queries about the procedure for entering the competition, please contact the Director of Studies for Music at Murray Edwards College (cv244).

Whether or not you are interested in applying for a scholarship, get involved in the College Music Society. Sign up to the email list [here](#).

Choral Awards

The college offers four or five Choral Awards each year, of £100 each (the standard University rate), for undergraduate and postgraduate students in any subject committed to singing in chapel choirs in Cambridge. The deadline for applications is in January.

COLLEGE LIFE

Meals

The servery in the Dome is normally open as linked [here](#).

Most meals are inexpensive; most of the cost of their preparation is met by the Overhead Charge. Vegetarian food is always available. If you have any special needs or questions, consult the Events Department (events@murrayedwards.cam.ac.uk).

Formal Hall is a high quality waiter-served Dinner, a popular occasion for entertaining guests; 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.

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 sherry in the Fellows' Drawing Room before Formal Hall, from 19.00. During vacations they may eat dinner with the Fellows in the Fellows' Dining Room (please sign up online before 14.00).

Cooking Facilities

All rooms have access to kitchen areas where snacks and small meals may be prepared. Cooking is not permitted in study-bedrooms in the graduate houses, Canning & Eliza or Buckingham House (which have generous kitchen provision), or in Pearl House where it triggers the fire alarms, and it is discouraged in other rooms for safety reasons. 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; sheltered areas are designated 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 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 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 more frequently. The Porters sell a range of

postage stamps. There is also a free inter-collegiate mail service for students, with a postbox also near the Porters' Lodge.

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. Jewish students, please check the [Cambridge University Jewish Society](#) web site especially with respect to arrangements for Yom Kippur.

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, commonly lasting a month. More information about the New Hall Art Collection and forthcoming events can be found on the [College web site](#). The upper room in the Coach House may be used as an Art Room, with white light; there is a sink in the room below. Downstairs is a darkroom for photographic developing and printing.

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 to the Porters.

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 Tuesday lunchtimes. The College has a Security Officer, Fire Officer and a Safety Officer, 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. Cards are available from the Porters' Lodge.

Laundry

There are laundry rooms for **undergraduates**, with washing machines, tumble dryers and ironing boards, in Canning & Eliza House, Buckingham House, and in the basement of Pearl House. These are operated by cash only. There is also a laundry on H staircase, which is for **graduate** use only.

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.

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.

External doors on B, F and H staircases are mortice-locked at 21.00 but students may enter or leave the College via other entrances at any time - using your University Card after 23.00.

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 and gardens (including the Bar) 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.

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 do consult the Financial Tutor, your own Tutor, or the Tutorial Office, in good time. Cambridge is relatively well supplied with funds to help in cases of hardship and students are not expected to take on paid employment during Full Term. Current information on all these and other funds appears 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 made for payment of fees as soon as they fall due. 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, printing, etc; you must meet these yourself, with the help of your maintenance grant or private resources, as appropriate.

Maintenance Costs

Cheques for maintenance grants from the Cambridge Trusts are sent to Murray Edwards College and can usually be collected from the Accounts office on the first day of each Full Term. You will be advised when cheques have arrived. If you do not receive a maintenance grant you should make sure that you have enough money to cover all your expenses at Cambridge; the amount needed will have been communicated

to you before you were admitted as a graduate student by the University. 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 borne 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 limited funds to assist graduate students with the cost of their 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 her Graduate Tutor as soon as possible after these difficulties are encountered.

Academic 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](#)

[Cambridge Graduate Supervision Reporting System](#): the University's graduate online supervision system

[Code of Practice](#): for graduate research degrees and certificates of postgraduate studies

Part-time Graduate Students

Some Departments and Faculties now offer a part-time route to certain research degrees, i.e. the PhD, MSc and MLitt (note: the MPhil is not available in a part-time mode). The Board of Graduate Studies gives further details on its [website](#).

Those applying for the part-time Master of Education course will find further information on the [Faculty of Education](#) website. Information on part-time Master of Studies courses is available on the [Student Registry](#) website, though applications are made to the relevant Departments/Faculties.

Murray Edwards College has a small number of part-time graduate students who are full members of the College with access to library, computing and other facilities. Part-time students are allocated a College Tutor who can advise on a range of matters.

Accommodation

Colleges are not expected to offer accommodation to part-time students, though it is possible to arrange short periods of accommodation, generally in en-suite guest rooms. Due to the high demand for guest rooms, students are advised to book well in advance whenever possible and to be aware of the College's cancellation policy (though the College will allow some flexibility for circumstances beyond the student's control, e.g. cancellation of meeting by supervisor). Students will be charged the member's rate for a guest room, or the pro-rata student rate for a College room (if available and if required for extended periods). Bookings are made through the Events Office (events@murrayedwards.cam.ac.uk).

Computer Network Access

The University Computing Service sets up [an account](#) for all new students to access when they first arrive in Cambridge – access is usually made available BEFORE arrival. Students who live out can connect their

laptops to the University network via [Eduroam](#). Access points may be found in the Library, bar, walkway, JCR and MCR. There is no charge for College members.

Meals in College

All part-time students are welcome to use the cafeteria service in College and are also invited to attend all Formal Halls in the same way as full-time students. The College Calendar gives the dates of all Formal Halls. You will need to use your Raven password to access this.

Tuition Fees and College Charges

The Student Registry website gives information about Tuition Fees. Part-time students will be billed in the same way as full-time students; further details can be found in the [Finance pages](#).

Car use and car parking

Part-time graduates may use or keep a car in Cambridge, but only with the permission of the Senior Tutor and the University Pro-Proctor for motor vehicles. Parking is available at Murray Edwards College and part-time students visiting for short periods might find it convenient to park at College and then walk or get a bus to their Departments, as parking in the centre of town is very limited.

Student Parents

There is no specific childcare provision for part-time students, though all student parents are encouraged to contact the University's Childcare Officer so that they can be added to the relevant mailing lists. The [Cambridge Guide for Student Parents](#) gives contact details and other useful information.

College Policies and Procedures – [Principal policies](#)

People: Who Does What

[Fellows](#)

[Tutors](#)

[Directors of Studies and Supervisors](#)

[Other Staff](#)

[College Government](#)

Fellows

The *President* of the College is Dame Barbara Stocking

The *President's PA* is Louise Ovens, and the *College Administrator* is Miss Sarah Greaves.

The *Senior Tutor* of the College, who has overall responsibility for undergraduate educational provision and for student welfare, is Dr Juliet Foster.

The *Admissions Tutor* (for undergraduates) is Dr Hilarie Bateman.

Mrs Nicola Cavaleri is the *Executive Graduate Tutor*.

The *Bursar* is Mr Robert Gardiner and his PA is Mrs Susan Beckwith.

The *Fellows* of a Cambridge College (rarely now called 'dons') are in most cases academics pursuing research and teaching programmes in University Departments, elected to undertake a limited amount of teaching for the College in addition to their main responsibilities. In addition to teaching students, they accept responsibility for promoting the interests of the College as a place of education, learning and research, determining its policies and actions through the various bodies described below. In a few cases, the College employs a Fellow full-time, supporting their research too, and it elects a few *Research Fellows* for a limited period without teaching duties. Murray Edwards College has about fifty Fellows.

Tutors

All students in the University of Cambridge are allocated a College Tutor, who is the formal link between them and the University. You should consult your own Tutor in the first place on any matter with which you would like help or advice, including accommodation problems, finances, general well-being, possible changes of course and difficulties with other members of the college (junior or senior), and may expect to do so in confidence. The Tutors are not trained counsellors, but know how the College and University work, and can offer the perspective of their own experience of what it is to be a student on a demanding course. Students are often over-hesitant to 'bother' their Tutor, perhaps fearing that their concerns may seem trivial; your Tutor is likely to welcome hearing about them nevertheless.

Undergraduate Tutors will arrange to see their tutees soon after arrival in Michaelmas Term, and will thereafter be available during regular Tutorial Hours posted on the Tutorial noticeboard. You may consult any other Tutor as well if you want to for any reason.

Graduate 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 them in order to fix up a more suitable time to meet. As well as helping with any personal problems you may have, your Graduate Tutor can 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.

Directors of Studies and Supervisors

The [University](#) website explains the roles of **undergraduate** Directors of Studies and Supervisors. **Graduate** research students, including candidates for the 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

Academic matters while you are here are dealt with by the Tutorial Office (Aa1/2) through the *Tutorial Office Manager*, 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.

Bills are paid to Mrs Jane Day in the *Student Accounts office*, which also administers student loans and will help with specific queries.

Accommodation matters should be referred to the *Accommodation Manager*, or the Deputy *Accommodation Manager*, 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 Porters or via the Rooms Management System at https://app.casc.cam.ac.uk/rms_live/default.aspx?ckck=180457066

The *Events Team* can arrange special meals e.g. society dinners. Rooms for meetings, rehearsals, parties etc. should be booked through the Events Office. As a whole, the College's conference and catering is overseen by the *General Manager (Residences, Catering & Events)*. Conferences are vital to the College's survival; much time and money has been devoted to minimising their interference with the academic work of the College and your forbearance is sought in respect of the most obvious impact they have upon students, namely the need to clear most rooms at the end of each term.

The *Admissions Administrator* and *Schools Liaison Officer* assist the *Admissions Tutor* 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* 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 and his team will help to direct your queries or problems to the most appropriate member of staff. If in doubt, try the Porters' Lodge first. The Head Porter also acts as Security Officer and Fire Officer.

The *Praelector* is responsible for Matriculation on your arrival, and in due course certifies your good character when presenting you for your Degree.

The *Dean* deals with any disciplinary problems, and is responsible for the good conduct of public student events.

College Government

The government of the College is vested by a Royal Charter in the *Governing Body*, which consists essentially of all its Fellows, and meets termly. Most business is actually transacted by the *College Council*, on which students also serve as voting members, and which meets approximately once a month, or by one of its many sub-committees such as the *Finance Committee*, the *Academic Policy Committee* and the *Estates & Buildings Committee*, almost all of which also have student members.

The President has overall responsibility for 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.

Murray Edwards College encourages a high level of student participation in decision-making, and you are invited to make suggestions or raise problems through the student members of these committees, the Liaison Committee or the Graduate Liaison Committee; any JCR or MCR Committee member will put you in contact with the appropriate representatives. Your Tutor may be able to help you find out how (and under what constraints) things are run, so that your suggestions can be well targeted.

A list of college publications, in accordance with the Freedom of Information Act, can be found on the College's FOI web page.