



Murray Edwards
College
University of Cambridge

MURRAY EDWARDS COLLEGE

UNDERGRADUATE STUDENT HANDBOOK

2019-2020

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Welcome to Murray Edwards College

This handbook provides you with some important information about the College and University. Its aim is to explain how the College works, introduce you to key services and departments in the College, and help you to get the most out of College while you are here. More detailed information is available on the [College](#) and [University](#) websites and this handbook will refer you to relevant pages where necessary.

Please read the handbook carefully, and keep it for future reference. We hope it will answer a lot of questions you may have, especially in the first few weeks and months of your time here.

About Murray Edwards College

Murray Edwards College was founded as New Hall in 1954, as the third College for women at the University of Cambridge. It was set up shortly after women were first admitted as members of the University in 1949, recognising the need for a College that would welcome outstanding young women from any background, and offer them the best of Cambridge. We remain strongly committed to the principle of enabling young women from all backgrounds to excel in their chosen fields and are very proud of all our students and their achievements.

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 have a zero-tolerance policy on bullying, exploitation, harassment or intimidation. We encourage freedom of speech and want you to feel comfortable expressing your views while respecting those of others.

COLLEGE GOVERNANCE AND STRUCTURE

Governing Body

The College Governing Body, which consists of all Fellows (academic staff), is responsible for the overall governance and management of the College and meets termly. Governing Body has delegated the more day-to-day management and oversight to the College Council, which meets monthly.

College Council

College Council oversees the routine management of College business. It consists of the President, Bursar, Senior Tutor, Vice President, and seven fellows elected from the Governing Body for a period of three years. Students are represented by the presidents of the JCR and MCR and there are also two staff observers. Murray Edwards College is a Charity, and members of Council are also trustees of the College.

Council appoints Committees to deal with specific aspects of College affairs (such as Academic Policy, Finance, and Undergraduate Liaison). Student representatives from the JCR and MCR sit on these Committees. You can find out more about student representation on College Committees on the College Moodle site for undergraduates.

College Officers

The President, Dame Barbara Stocking, has overall responsibility for the running of the College and its external relations.

The Bursar, Rob Hopwood, administers the College staff, finances, buildings and assets.

The Senior Tutor, Dr Kate Peters, has primary responsibility for academic provision and student welfare.

College policies and procedures

The College's constitution and governance are laid out in the College [Statutes and Ordinances](#), which are available on our website. Policies which relate to academic and student life are listed on the student Moodle pages for easy access. However, students are also encouraged to look at the wider College [principal policies](#), which are available on the College website.

The Student Body

The JCR. There are approximately 350 undergraduate students at Murray Edwards. There is a JCR Committee, elected every February, whose members represent undergraduate students to College Council and a number of key College Committees, including the Undergraduate Liaison Committee. The JCR Committee also organises social events, student welfare, student societies and many aspects of student life in College. They are very important in extending a warm welcome to our new students

during Freshers' Week, and organise the system of College parents. They have their own [website](#).

The MCR. We have approximately 240 graduate students. They also have an elected MCR Committee, which represents the interests of graduate students to the College Council and other Committees, including the Graduate Liaison Committee, and organises social and welfare matters for graduate students.

Student engagement. We strongly encourage all students to engage with College life – you can make suggestions and raise any concerns about the College through your JCR representatives. Your Tutor will also be able to provide information about how the College is run, so that your suggestions can be well targeted.

The Fellowship

We have approximately 60 Fellows. The Fellows of a Cambridge College are, in most cases, academics pursuing research and teaching in University Departments, although some are employed directly by the College to oversee supervision and direction of studies. All Fellows undertake 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.

ACADEMIC LIFE

All undergraduate students are supported by a College Tutor, and a Director of Studies, and the provision of separate tutors for pastoral and academic matters is a key part of the educational provision in all Cambridge Colleges. The Senior Tutor has overall responsibility for Tutors and Directors of Studies, and for academic matters within the College.

TUTORS

All students are allocated a College Tutor, who provides pastoral support and guidance to students throughout their time in the College. College Tutors have a number of areas of responsibility:

Pastoral support – Your Tutor is the first port of call for any help or advice you need with personal problems, such as settling in to College, accommodation problems, financial worries, health or disability-related issues, and concerns over anxiety, depression or other mental health problems. Tutors are not trained counsellors, but they know how the College and University work, and will be able to point you to appropriate sources of help and support if they are unable to provide it themselves. Discussions with your Tutor are confidential and information is not normally shared beyond the Tutor without the consent of students – for more details, see our [confidentiality statement](#) on the College website.

Financial and administrative support – Your Tutor helps you to liaise with key internal and external bodies in the University. For example:

- **Financial support** – your Tutor can advise you on sources of financial support in College and the wider University, and will discuss and support any applications you may need to make, including for travel funding and Gateway Challenges funding.
- **Change of course** – Tutors can advise on matters relating to changing courses.
- **Exams** – Tutors can advise and support you on issues relating to exams, especially if your exam performance was affected by ill health or other extenuating circumstances.

Academic progress – Tutors can offer support and guidance on study skills, help with diagnoses for learning disabilities, and the need for supported study, as well as any reasonable adjustments that you may require for exams or in your studies. Often Tutors advise on career choices and may write you a reference.

Contact with your Tutor – It is a good idea to get to know your Tutor as soon as possible, so that when you do need advice or support, you already know one another. All students see their Tutor for a regular meeting at the start and end of each term, and can contact them by email for a meeting at any other time. Often Tutors have drop-in times when students can see them without an appointment. Your Tutor will advise you of the best way to make contact.

It is always a good idea to let your Tutor know sooner rather than later of any concerns you might have, whether to do with academic matters, or health, social or financial concerns. The role of the Tutor is to help you resolve any problems that might affect your experience and your academic performance.

DIRECTORS OF STUDIES

Each student is allocated a Director of Studies (DoS) in their subject. Your Director of Studies oversees admissions in your subject and had a role in selecting you for the College. They remain the primary point of contact with your Faculty or Department, and their role is to guide you through your academic career at Cambridge. As such, they will:

- advise you on the specifics of your course requirements;
- find you appropriate supervisors and help set up your supervisions;
- advise you on exam entry and regulations;
- offer guidance on subject specific study skills, including how to prepare for supervisions, coursework or essay writing, work load and exam preparation;
- offer advice and guidance if you have any subject-specific academic concerns; and
- discuss your academic performance and progress, especially with regard to your CamCORS supervision reports and exam results. (CamCORS is explained below.)

Contact with your DoS – You should see your Director of Studies at the beginning and end of each term, and keep in regular contact with them. As with your Tutor, it is a good idea to let your DoS know sooner rather than later if you have any worries or concerns relating to your course. If you have difficulty getting in touch with your DoS, please speak to the Senior Tutor or your Tutor.

SUPERVISIONS

The supervision system is at the heart of the education provided by the College. Supervisions are the medium through which you learn to work independently: by doing the preparatory work and discussing it, you learn how to argue and handle problems, to learn with and from others, to question your assumptions, and (very importantly) to meet deadlines. Supervisions rely on mutual respect between supervisors and students.

All subjects and Faculties organise supervisions differently, depending on the kind of learning appropriate to your subject. Your Director of Studies will help set up your supervisions and advise you about how best to approach them.

You can expect the following of your supervisions:

- To be given work to prepare in advance of the supervisions, which will form the basis of the learning you do in the supervision.
- If you hand your work in on time, it should be marked in time for the supervision, and you should receive constructive feedback on the work.
- You should also have a chance to ask questions and seek clarification in your supervision.

In order to get the most out of supervisions you must:

- Prepare thoroughly for your supervision and submit the requested work on time.
- Participate fully in the supervision and make appropriate contributions; engage fully with the discussion and try to answer the questions asked.
- Show consideration and respect for the opinions of both your supervisor and the other participants.
- Attend supervisions promptly and inform your supervisor as soon as possible if for any reason (i.e. illness) you will be unable to attend a supervision.

Feedback – As long as it is handed in on time, you can expect feedback on your supervision work, but it may come in different forms – some supervisors give you written feedback, some prefer to discuss it (there is some evidence that the latter is more effective). Often you won't be given a formal mark for the work you do as feedback is intended for guidance and development, not formal assessment. You should take notes during your supervision (and go over your notes as soon as possible afterwards).

CAMCORS – At the end of each term you will receive a supervision report from your supervisor[s] through an online reporting system called **CamCORS**. Your Director of Studies will see your CamCORS reports and discuss them with you at the end of term meeting. You will be able to refer to your CamCORS reports throughout your time here.

Concerns – If you have any concerns about your supervisor or the supervisions, you should discuss this with your Director of Studies, or with the Senior Tutor. The College also asks you to complete a feedback form at the end of term so we can monitor our teaching provision.

EXAMINATIONS

All students are required to sit and pass Tripos (i.e. University) examinations appropriate to the course they are studying. Most formal assessment is done through unseen written examination but there are other forms of project work, long essays and dissertations. This will be explained on your Faculty website and your Director of Studies will advise you. Many subjects hold mock exams in College in early January so you can hone your exam technique.

Please be aware that there is no provision at Cambridge for re-sitting Tripos exams, nor for requesting a script to be remarked. It is very rare to fail an exam, but if you do, it usually means that you cannot progress to the next stage of your degree.

If you are ill during the exams, or if your exams are adversely affected by an unavoidable difficulty, there are special procedures in place to allow you to apply to proceed to the next stage of your course. These are normally handled by your Tutor. If for any reason you are ill during the exam period, or if an exam is badly disrupted, you must notify your Tutor (or the Tutorial Office) as soon as possible and they will advise you.

Enrolling for your exams

Most students are expected to enrol for their exams via CamSIS (Cambridge Student Information System) in Michaelmas Term. You will be notified about this in plenty of time by the Tutorial Office. If you are unsure, please seek advice from your Director of Studies. It is very important that you meet this deadline.

Specific learning disabilities and special arrangements

If you have a SpLD (specific learning disability) that means you may have special requirements for your exams (e.g. extra time or needing to use a computer) you will need to notify your Tutor and the Tutorial Office so we can put the appropriate arrangements for examinations in place. The Tutorial Office will notify you of the deadline for this, but it is a good idea to mention it to your Tutor as soon as possible.

If you think you may have a learning disability, but have not yet had a diagnosis, you should discuss this with your Tutor. It is possible to obtain a diagnosis through the University's [Disability Resource Centre](#), and the College can help with funding for assessments. Please discuss this with your Tutor as soon as possible in the academic year so we can put the necessary support in place and make appropriate arrangements in time for your exams.

THE TUTORIAL OFFICE

The Tutorial Office is responsible for academic administration. It is located in the main Administration Corridor, in Rooms AA3 and AA5.

The Tutorial Office can advise you on a number of things, for example:

- Registration details on CamSiS, such as change of address
- Exam registration, timetabling and regulations
- Special conditions for exams (such as extra time or using a computer)
- Applications for support funds, travel funds and other scholarships
- Applications to the Disability Resource Centre
- Official exam transcripts

Contact

Tutorial Office Manager: Beverley Watts [Room AA3]

Undergraduate Tutorial Administrator: Christine von Rabenau [Room AA5]

Tel: 01223 762203 tutorial@murrayedwards.cam.ac.uk

HEALTH AND WELFARE

Your Tutor can advise on any matter relating to health or welfare, but there are a number of other sources of help and support, listed here. There is also a Welfare and Wellbeing notice board on the main walkway, which is kept up to date with information and advice.

Registering with a doctor

The University requires all students to register with a Cambridge doctor. This is important as it means your medical records are held by the Cambridge GP. 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](#) (tel. 01223 364127), which is across the road from the College.

Representatives from the surgery will be in College to register students during Freshers' Week, in the first few days of term; however, you can register wherever you like in Cambridge. If you are a UK resident, you can continue to go to your home GP in the vacations.

For further information on doctors, dentists and other health matters, including a list of useful contacts, please see the [Student Wellbeing](#) pages of the College website.

College Nurse – Dee Williams.

The [College Nurse](#) is Mrs Dee Williams. She holds a surgery in College every week day during term time – her hours are advertised on the website and on the Welfare Noticeboard in the main walkway. You may drop in or make an appointment.

She is available to discuss, in confidence, any health issues related to physical and mental health. Her surgery is downstairs in Fountain Court, next to the Froud Room.

Contact: 01223 762239 or email nurse@murrayedwards.cam.ac.uk to make an appointment.

College Counsellor – Erika Erasmus

The College has a [counsellor](#), Erika Erasmus, who is available twice a week to see students confidentially in College. You should email for an appointment. Sometimes your Tutor might recommend this to you, but you can contact her directly.

Contact: counsellor@murrayedwards.cam.ac.uk

First aid / emergency

In an emergency, you should contact the Porter on duty (01223 762100), who will summon an ambulance, a doctor or the College Nurse as appropriate. The Porters are also trained first-aiders. If you have a major emergency you should contact an emergency service directly yourself (by calling 999). You should then inform the Porters' Lodge as soon as

possible so that the gates can be opened and the services directed appropriately on arrival, and so that the appropriate persons can be informed.

Medical Taxi Scheme

The College operates a Medical Taxi Scheme [Medical Taxi Scheme](#), which is funded in part by student contributions added to your College bill. The Medical Taxi Scheme aims to meet the costs of travelling to and from hospital, medical appointments or lectures when you are temporarily unable to walk or you are unwell. It is available to undergraduate and graduate students resident in College. If you require a medical taxi, it must be authorised by the Nurse, your Tutor or the Senior Tutor, or in an emergency the Porters.

WELFARE SUPPORT OUTSIDE COLLEGE

The [University Counselling Service](#) offers a range of services, including one-to-one counselling, group counselling and workshops; they also have a very helpful range of [self-help leaflets](#) aimed to support Cambridge undergraduates. Students can refer themselves to the University Counselling Service; but you may want to discuss any issues with your Tutor first.

Contact: 01223 332865 or counsellingreception@admin.cam.ac.uk

The [Disability Resource Centre](#) has advisors who can help with support for any disability, including Specific Learning Difficulties [SpLDs] and mental health problems. You can contact them directly or discuss any issues with your Tutor first.

Contact: 01223 332301 or disability@admin.cam.ac.uk.

[CUSU](#) (Cambridge University Students Union) also provides a wide range of help and advice, through the [Students' Unions' Advice Service](#).

Contact: 01223 746999 or advice@studentadvice.cam.ac.uk

STUDENT FINANCE

Please refer to the [Finance](#) section of the website 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](#).

Student Financial Support

If you find yourself facing financial difficulties, please consult your Tutor or the Tutorial Office. There are funds available from the College and across the University to help in cases of hardship. You can find more information on the [Student Support](#) section of the website.

Other Awards

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

Travel awards from between £50-£300 are offered in the Easter Term each year to assist students in travel over the summer. There are also funds to help with academic project work, research projects and internship placements over the vacation.

Gateway Challenges Funding is also available to students who have achieved the required number of credits in the Gateway programme. 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](#).

DISCIPLINE AND BEHAVIOUR

The College is a diverse community in which people live and work alongside each other: it is your home, as well as a place of work and study. We expect all members of College to treat each other with dignity, fairness and respect, and ask you to seek help and advice if you are affected by the behaviour of others. If you have any concerns, you should approach your Tutor or the Dean.

The Dean – Dr Sophie Turenne

The College Dean has general responsibility for matters of discipline in College.

One of the main roles of the Dean is to help students resolve problems relating to things like noise or other disruption to College residents. Much of this resolution can often be done through negotiation or a simple email notification: you can discuss any problems with your Tutor, or contact the Dean directly if you encounter a problem you can't resolve by yourself. Problems relating to disturbance or noisy behaviour should be reported in the first instance to the Porters Lodge, who can help to resolve situations.

The Dean is also responsible for the management of larger-scale student parties and events, and may restrict events if there is a risk of noise or nuisance to College residents.

Any serious breach of College regulations is dealt with according to the [Statutes and Ordinances](#) of the College, which outline our 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). The College's disciplinary procedures are currently being revised in line with those of the University, and will be published on the College website in October.

Harassment and Discrimination Contact – Dr Kate Peters

The College is committed to fostering a culture of dignity, respect and fairness for all. We have a zero-tolerance policy on bullying and harassment. Details of our [harassment policy](#) are on the College website (under Policies and Procedures).

Since 2018, the College has a Discrimination and Harassment Contact – currently Dr Kate Peters. The role of the Discrimination and Harassment Contact is to hear any concerns about discrimination, harassment or sexual misconduct and point you towards appropriate sources of support or intervention, including advising on reporting processes. For more information, see the University website's [Breaking the Silence](#).

Kate is very keen to hear from any student with concerns about any form of harassment or discrimination: if affected, please email: mkp30@cam.ac.uk or phone 01223 763801.

Complaints procedure

If you feel you have cause for complaint about some aspect of College life and have first 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 committees.

COLLEGE AND UNIVERSITY REGULATIONS

RESIDENCY

Cambridge University has residency requirements, which are set out on the [University website](#).

Keeping Term – Students are required to be in Cambridge for 60 days (or 59 nights) in Michaelmas (Oct-Dec) and Lent (Jan-Mar) Terms, and 52 nights in Easter (Apr-Jun) Term, and all students are required to be in residence at the beginning and end of Full Term. This is known as Keeping Term. You must keep nine terms by residence (six terms for an Affiliated Student) in order to qualify for the BA degree. If you spend too many nights away from Cambridge during Full Term, you will need to make them up from nights kept either before the beginning or after the end of Full Term. Special arrangements can be made in the case of illness or other serious issue, and your Tutor can advise you on this.

Signing in and out – On arrival and departure at the start and end of term you must always sign in or out on the list kept at the Porters' Lodge. The Porters also keep a **Short Term Absences Folder**, and students are asked to sign in or out if you go away for a weekend. This is very important for health and safety as we need to know who is in residence.

Term Dates – Rather confusingly Cambridge University has two sets of term dates: Term Dates, and Full Term Dates.

Term Dates cover a fixed period of 80 or 70 days, and are for a fixed period every year. They are almost always as follows:

| | | |
|-----------------|-------------------------------------|-----------|
| Michaelmas Term | 1 October to 19 December | (80 days) |
| Lent Term | 5 January to 25 March | (80 days) |
| Easter Term | 10 (or 17) April to 18 (or 25) June | (70 days) |

Full Term Dates cover the shorter period of term in which lectures and supervisions are scheduled, and for which students need to be in residence. Please note that Full Term always starts on a **Tuesday**, and lectures always start on the first **Thursday** of term, so the weekly cycle of lectures runs from Thursday morning to Wednesday afternoon.

For the coming academic years, Full Term Dates are as follows:

| | Michaelmas Term | Lent Term | Easter Term |
|---------|--------------------|----------------------|----------------------|
| 2019-20 | 8 Oct – 6 Dec 2019 | 14 Jan – 13 Mar 2020 | 21 Apr – 12 Jun 2020 |

| | | | |
|---------|--------------------|----------------------|----------------------|
| 2020-21 | 6 Oct – 4 Dec 2020 | 19 Jan – 19 Mar 2021 | 27 Apr – 18 Jun 2021 |
| 2021-22 | 5 Oct – 3 Dec 2021 | 18 Jan – 18 Mar 2022 | 26 Apr – 17 Jun 2022 |

See the University's list of [Term Dates](#) for more information.

UNIVERSITY CARDS

All students are issued with a University Card on arrival at College. This acts as ID across the University and as a swipe card for access to buildings within the College, Departments and Faculty Buildings, and the University Library.

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. The card remains the property of the University. You must never lend it to anyone else. There is a charge for replacing a lost card.

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](#).

MATRICULATION

As a member of the College, you are also a member of the University. There is a formal ceremony, known as the Matriculation Ceremony, by which you become a member of both the College and the University. This takes place in the College on Monday 7 October at 17.15. As part of the ceremony, you sign the following declaration, which commits you to act in accordance with the College and University regulations.

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.

I understand that in becoming a member of Murray Edwards College, I accept the responsibility of membership of the College community and agree to abide by its statutes, rules and regulations, and to do nothing that is harmful to its work.

GRADUATION

At the end of your degree course, after successfully completing your final exams, you will be presented for your degree by the College. 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 degree ceremony takes place in Senate House in the University. Most undergraduate students choose to graduate in June (the main graduation ceremony, known as General Admission), but there are other graduation ceremonies throughout the year. Details of arrangements for Degree Days can be found on the [Graduation](#) pages.

Degree certificates and transcripts

One copy of your original degree certificate is issued without charge 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. For further details about ordering additional transcripts and degree certificates, please see the University website [website](#).

The MA

All those who receive a BA are automatically able to return six years after matriculating to receive the MA degree. Originally, this arrangement marked the end of the seven year apprenticeship to the Medieval Guild of Scholars which made up Cambridge University. Effectively it recognises seniority, but provides an excellent occasion to come back to College to meet old friends, your Directors of Studies and your Tutor.

ACADEMIC FACILITIES

THE ROSEMARY MURRAY LIBRARY

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, Kirstie Preest, can give advice and help on books and electronic resources. The Assistant Librarian, Sam Percival, is in charge of lending. Both can be contacted by email – library@murrayedwards.cam.ac.uk.

New undergraduate students are offered a tour of the library in the first week of term and are shown how to use the online catalogue. Please sign up for this!

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

Provision for disabled students in the Library

There is now an accessibility area in the library. We can provide students with coloured overlays and different coloured paper for printing (for students with dyslexia or visual stress), a magnifier and stand, a handheld magnifier, an ergonomic mouse and keyboard.

Welfare and wellbeing provision in the Library

Tea, coffee and biscuits are provided in the library at 3.00pm every Wednesday during Michaelmas and Lent terms. During Easter term, tea and coffee are provided every weekday at 11.00am; there are also craft hours, and well-being walks organised in collaboration with the Gardeners.

The Library also holds a large collection of wellbeing and skills books, which may be borrowed. There are also colouring books, sensory tables, DVDs and games (such as Dobble, Fake News, Scrabble) for relaxing.

DEPARTMENTAL AND UNIVERSITY LIBRARIES

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. You can book in for a tour of the UL and your Faculty Library at the start of term but you DoS will advise further on this.

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). Students from elsewhere may not use these College facilities, except when assisting students from Murray Edwards College.

Before arrival in Cambridge, all students are issued with a user-identifier (*CRSid*) for general use throughout Cambridge, an email address of the form *crsid@cam.ac.uk*, and a password for the PWF, **Raven** (an authentication service). The Raven password allows access to many services, including the University's Moodle site (virtual learning environment) where you will find many resources for your courses as well as other important College information.

The College's IT Manager (Andy Semark) can be contacted via pigeonhole or by email (support@murrayedwards.cam.ac.uk). The Computer Office is in room B2. 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.

The cost of internet use in the College's public computer rooms is 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 Information 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 your Accommodation charges - you need to bring your own computer. Network cables may be purchased from the Computer Office for a small fee. Advice, help and information about setting up your network connection are available from the IT Office or by emailing support@murrayedwards.cam.ac.uk.

LIFE IN COLLEGE

FOOD AND DINING

Canteen meals

Meals (breakfast, lunch and dinner) are served in the Dome. Opening times of the Dome are on the [website](#) and are also advertised on the Catering Notice Board in the main walkway. Murray Edwards Saturday brunch is a highlight of College life and is very popular.

There is an electronic payment system and you will be able to top up your card via the College website. The meals are relatively inexpensive. The Dome Servery always offers Vegan, Vegetarian, Fish and Meat option, and there is also a salad bar. If you have any special dietary needs or questions, please consult the Catering Department (catering@murrayedwards.cam.ac.uk): they are always happy to help.

Formal Hall

As well as regular canteen meals, there is a Formal Hall once or twice per week during term time – usually on Tuesdays and some Fridays. Formal Hall is a high quality dinner with waiter service, and is 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.

Cooking facilities

All rooms have access to kitchen areas where snacks and small meals may be prepared, and often students like to take their prepared food to eat in the Dome with their friends. Cooking is not permitted in study-bedrooms anywhere in College. The cost of maintaining the kitchen facilities is included in your accommodation charges.

Fridges

Students are allowed a personal fridge in their room; more details about the arrangements for this can be found [on the website](#). If you have specific medical requirements related to cooking facilities, please speak to your Tutor, or, if possible, to the Tutorial Office in advance of arrival. All fridges need to be agreed in advance with the Accommodation Manager, Pauline Walker –

Contact: accommodation.enquiries@murrayedwards.cam.ac.uk.

SPACES FOR STUDENTS

Bar and common areas

The Froud Room (at the bottom of the stairs in the Walkway) and the JCR (H staircase, between Old Block and Pearl House) both serve as Undergraduate Common Rooms with newspapers and TV/video.

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!

Parties

You may not hold a party (defined as a gathering with more than five guests) 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 (Sophie Turenne, st325@cam.ac.uk) will help advise on larger functions.

Noise

Colleges are densely occupied spaces where people live, work and study alongside each other. 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, the Dean, or your Tutor for help.

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.

OTHER PROVISION AND SERVICES

Art Collection, Art Room

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 to find out more about these.

Gym

There is a [College gym](#) at the lower level of Fountain Court near FC1, open to all members of the College; a small 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.

Squash and Tennis Courts

The College has squash and tennis courts which students may use. You can book a slot through the College's Room Management System (RMS), which you will be able to access with your Raven password through the College website:

<https://www.murrayedwards.cam.ac.uk/node/3948>

Laundry

There are laundry rooms for **undergraduates**, with washing machines, tumble dryers and ironing boards, in Buckingham House, and in the basement of Pearl House.

Music

Four music practice rooms with pianos are currently available in the Coach House. You can obtain the code for these rooms from the Porters. There is also a piano and a keyboard in the Music Room.

Good pianists (typically Grade 8 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 should be practised in a music room and not in study-bedrooms.

Our Director of Music, Ewan Campbell, oversees a variety of musical activities in College, including a choir (Inter-alios) and an orchestra (Orchestra on the Hill) which are collaborations with nearby Colleges. These are all [detailed on the website](#). Anyone interested in participating should sign up to the email list on the website.

Photocopying

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

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. However, the city (and the University) have communities of most faiths and you will have a chance to find University faith groups during Freshers' Week. Please speak to your Tutor, or contact the Tutorial Office, if you have any concerns about adjustments that may be required relating to your religious observance, especially any that may impact on your attendance at lectures or examinations.

Security and the Porters' Lodge

Our porters have won awards for their friendliness, and often become a very important point of contact for all students. 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.

After the main doors are locked, please make sure that you escort any guests around the College, and do not allow strangers to 'tailgate' you, entering doors immediately after you.

Please report any concerns about security immediately to the porters.

Contact: porters@murrayedwards.cam.ac.uk; tel. 01223 762100. You can add this to your contacts.

Email and post

Most people in the College and University (staff and students alike) will assume that email sent to your University email 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** make arrangements for your mail to be 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 post box for outgoing mail near the Lodge which is cleared by the Royal Mail at 16.00 on weekdays and 15:55 on Saturdays; there is also a Royal Mail post box on Huntingdon Road which is cleared each morning. During Full Term there is also a free inter-collegiate mail service for students, with a post box near the pigeonholes.

Safety

All students are required to comply with any instructions from College staff with respect to health and 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.

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**. 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 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.

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.

QUICK CONTACTS

A full list of contacts is available on the College website at:

<https://www.murrayedwards.cam.ac.uk/contact/contact-us>

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|-------------------------------------|-----------------------|--|
| President | Dame Barbara Stocking | president@murrayedwards.cam.ac.uk |
| Bursar | Rob Hopwood | bursar@murrayedwards.cam.ac.uk |
| Senior Tutor | Dr Kate Peters | mkp30@cam.ac.uk |
| Deputy Senior Tutor | Dr Evaleila Pesaran | ep336@cam.ac.uk |
| Admissions Tutor | Dr Susan Haines | Sch36@cam.ac.uk |
| Dean | Dr Sophie Turenne | st325@cam.ac.uk |
| Librarian | Kirstie Preest | library@murrayedwards.cam.ac.uk |
| Assistant Librarian | Sam Percival | library@murrayedwards.cam.ac.uk |
| Head of Communications | Lexie Hoskins | Lexie.hoskins@murrayedwards.cam.ac.uk |
| Tutorial Office Manager | Beverley Watts | Tutorial@murrayedwards.cam.ac.uk |
| Undergraduate Administrator | Christine von Rabenau | tutorial@murrayedwards.cam.ac.uk |
| Accommodation Enquiries | Pauline Walker | Accommodation@murrayedwards.cam.ac.uk |
| Events Enquiries | Molly-Rose Galloway | Events@murrayedwards.cam.ac.uk |
| IT enquiries | Andy Semark | Support@murrayedwards.cam.ac.uk |
| Head Porter | Joy Broker | headporter@murrayedwards.cam.ac.uk |
| Porters | | porters@murrayedwards.cam.ac.uk |
| Harassment & Discrimination Contact | Dr Kate Peters | mkp30@cam.ac.uk |
| PA to the President | Louise Ovens | Louise.ovens@murrayedwards.cam.ac.uk |
| College Administrator | Sarah Greaves | Sarah.greaves@murrayedwards.cam.ac.uk |