

HOMERTON COLLEGE



Student Essentials

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INTRODUCTION

Dear Student,

This guide contains a wealth of information about all aspects of being a student at Homerton and Cambridge; it should be read in conjunction with:

- The [Student Accommodation Handbook](#),
- The [Cambridge Students website](#),
- The [Homerton College website](#).

This handbook describes the facilities provided by the College, and gives details of various College Officers and other staff members with whom students are likely to come into contact. It indicates what is and what is not expected of you as a student at Homerton, and where to seek help if problems arise. Please take the time to read through this guide carefully as it contains the answers to many frequently asked questions.

I wish you a happy, fulfilling and successful time at Homerton.



Dr Penny Barton
Senior Tutor

THE COLLEGE AND ITS MEMBERS

How the College works

The Head of the College is the Principal who is appointed by the Fellows, who are senior academics within the College. The Principal chairs most key College committees, including College Council. The Senior Tutor has overall responsibility for the day-to-day management of student academic and wellbeing matters and the Bursar for all financial and estate (buildings and grounds) matters.



**Lord Woolley of
Woodford**
College Officer
Principal



Dr Penny Barton
College Officer
Senior Tutor
Fellow



Dr Simon Brockington
College Officer
Fellow

Communication between the College and students

Staff from the Tutorial Office and Admissions Office correspond with all incoming students prior to their arrival in College, giving full details of the accommodation available (where applicable) as well as other aspects of life as a student in Cambridge. On arrival, all students, both undergraduate and postgraduate, are given an induction briefing from senior College Officers and other key staff of the college. A [Student Accommodation Handbook](#) is also published annually.

You are required to check your “@cam” email address **at least once per day**. This is a primary method of communication between members of the College (and university) and students. You are also strongly encouraged to communicate with the College via your “@cam” email account so we can verify your details.

You are also advised to regularly check the ‘[Our Students](#)’ section of the [College website](#), which is updated regularly by College departments. The website contains details of forthcoming events and daily news items as well as being an online resource for all areas of College life. There are also Student Bulletins published frequently (online and via email) – please read these as they also include important updates.

COLLEGE PASTORAL/WELLBEING SUPPORT

Please familiarise yourself with the support available to you in college:

The Senior Tutor

The Senior Tutor has wide-ranging responsibilities within the College across both educational and pastoral matters. The Senior Tutor has overall responsibility for the delivery of undergraduate student education, maintaining close contact with Directors of Studies, Tutors and Fellows and with an overview of the supervision system, and awareness of College teaching in different triposes subjects. They also have overall responsibility for student welfare provision within the College, maintaining close contact with the Tutorial Office, Tutors, Nurse, Counsellor (if applicable) and Student JCR/MCR Representatives.

The [Senior Tutor](#) is available to see any student by appointment, and such appointments may be made via Senior Tutor's Personal Assistant.

Your Tutor (Undergraduate Tutor or Postgraduate Tutor)

On joining the College, every student is assigned a College Tutor who helps them navigate life at Cambridge University. Tutors are often the first point of contact to talk through options for support in College, the University or the local community. They can give advice on academic, financial, health, family or personal issues. They can also provide a welfare referral service and direct students to additional support. It is very important to inform your Tutor as soon as you can if a medical issue or difficulty occurs that could impact on your study or exam performance. Undergraduate students will meet with their Tutor at the start of the academic year and they are normally available to see students in College during Full Term. A duty tutor is on call every night and can be contacted via the Porters' Lodge.

For academic matters, undergraduate students should keep in contact with their Director of Studies, but your Tutor can be contacted with any personal or financial problems. Postgraduate students can talk to their Tutor about any personal, financial or work-related problems. Students can also contact the Financial Tutor, Dhiru Karia (dk211@cam.ac.uk), who is available to assist with any finance related problem.

Student Health Advisor

Homerton has a part time [Student Health Advisor/College Nurse](#), Sandy Chambers. Sandy has extensive experience working in primary care as a nurse practitioner and emergency out of hours medical care settings. She is a registered nurse with a BSc Health Studies (Primary Care Nurse Practitioner) degree. She is also a First Aider.

Sandy offers a confidential service. She is available to help with a wide variety of health and welfare needs, ranging from help and advice with minor illnesses and injuries to support for emotional issues. She can supply a range of over-the-counter medicines. She can also provide solution-focused therapy for students.

Sandy also organises visits from Pets As Therapy (PATs) and works closely with HUS to assist with student health and welfare needs during the year. An independent mental Health Practitioner also works with a small number of colleges and is available for referrals.

Consultations and appointment information for our Student Health Advisor, is available [here](#). The records of the Student Health Advisor consultations are stored electronically. The software and database in use is housed in an external secure data centre owned and used exclusively by the providing company offering health industry standard data security. Further details can be found [here](#). As a registered nurse, all consultation records are kept for a minimum of 8 years after a student has left college, in line with current primary care nursing practice. For further information regarding how records are kept secure, please see [PPS Hosted Information](#)

Sandy can be contacted through email: nurse@homerton.cam.ac.uk, or telephone: 01223 747248

[College Counsellors](#)

Homerton provides a completely confidential counselling service for all undergraduate and postgraduate students. This gives our students the opportunity to talk about any issues they may be experiencing in a private and relaxed setting. Homerton students also have the option of using the [University counselling service](#) - in most years roughly equal numbers of Homerton students opt for in-house college and UCS counselling.

Our own Homerton College Counsellors, Catherine Snelson and Carol McIntyre-Jones are both trained counsellors and psychoanalytic psychotherapists. Carol mainly sees PGCE students as she can make herself available at times compatible with their less flexible timetables. We also have a diverse team of additional counsellors available to Homerton students, including counsellors independent of the college, male, and ethnic minority counsellors.

College counselling is available for both short- and long-term support for students, and students can normally be offered an initial appointment within a few days. The College also has the potential to assist students financially, to access specialist counselling elsewhere.

Students can contact counselling at Homerton via [email](#). To contact Catherine Snelson personally please email cs780@cam.ac.uk. PGCE students, please email Carol at cm489@homerton.cam.ac.uk.

If you would like to indicate any specific preferences or needs please email counselling@homerton.cam.ac.uk in complete confidence, after which a counsellor will be in touch accordingly.

[College Discrimination and Harassment Contacts \(CDHC\)](#)

At Homerton, the College Discrimination and Harassment Contacts (CDHCs) are in place to offer confidential support to students who may have experienced or currently be experiencing any form of discrimination, harassment, or sexual misconduct.

The CDHCs are able to signpost students to immediate and long term welfare support, as well as discussing reporting systems available to those who choose to report the incident(s).

You can also report an incident(s) using the [College Harassment Report Form](#). Contents of your report will be sent to the cdhc@homerton.cam.ac.uk email address. You can also email both Georgie and Eireann at cdhc@homerton.cam.ac.uk

The CDHCs for Homerton are:

Dr Georgie Horrell

gah27@homerton.cam.ac.uk

Georgie is a College Tutor and the Admissions Tutor for Arts, Humanities and Social Sciences. A literary scholar, she has academic interests in postcolonial and gender studies. She has a professional and personal commitment to equality and diversity in the College and the University.

Eireann Attridge

ea394@homerton.cam.ac.uk

Eireann is a College Tutor and works outside of College in the field of Access and Widening Participation. She completed her undergraduate degree in Education and English at Homerton and a masters degree in Education (Higher Education) at Lady Margaret Hall, Oxford and has a particular interest in the academic and social experiences of underrepresented students at university.

Porters

College porters are on duty 24/7 and are able to respond to emergencies. Students can find the Porters in person at the Porters' Lodge or contact them directly on internal telephones (dial 47111) around the College site.

Porters are able to let emergency services onto the site or assist students in acquiring travel to a hospital if necessary. We expect students to inform the Porters if they have called the emergency services to the College site.

Homerton Union of Students (HUS)

The [Homerton Union of Students](#) has elected student welfare officers (undergraduate and postgraduate) who are available for peer support in College and host events throughout the term to promote student wellbeing within the College community.

ACADEMIC SUPPORT

Directors of Studies - Undergraduates

[Directors of Studies](#) are responsible for the academic work of undergraduates and there is a Director of Studies for each subject. Most Directors of Studies are Fellows of the College, but in some subjects, the Director of Studies may be shared with another College. Their specific academic responsibilities include the following:

- Providing introductory material/reading lists in advance of the arrival of new students
- Meeting new students to explain the teaching system in detail
- Meeting students individually at the beginning and end of each term
- Advising on subject options, lecture courses, seminars and practical classes where relevant
- Arranging supervisions for their students
- Monitoring student progress from supervision reports
- Advising on and checking examination entries made via CamSIS
- Discussing examination results
- Writing references as requested by students
- Advising any student who is considering a change of Tripos
- Advising students on any academic matter giving cause for concern
- Advising on careers

Supervisors - Undergraduates

Central to the College teaching system is the arrangement of supervisions for the marking and discussion of worksheets and other work. Supervisors see you for regular supervisions, and this is usually with one or two other students. Supervisors are often postgraduates, some of whom may be relatively young. They have the advantage of recent examination experience in the same field, and they will see, mark and provide feedback on your work, and help you prepare for examinations. Some may be older very distinguished academics. You will work with many different supervisors during your degree course. As you will be working in very small groups with your Supervisor it is an opportunity to get to know people really well.

It is essential that students keep appointments with their supervisors. If you fail to keep an appointment, your supervisor will quickly contact your Director of Studies who may in turn contact the Senior Tutor. Students who repeatedly miss supervision appointments without good reason **may be charged £30 for each missed appointment**. Most supervisors will listen sympathetically if you have a good reason why work is late, but they will ask you to set an early deadline for its completion. It is vital that you talk to your Director of Studies or your Tutor if there is any danger that you might get behind with your work.

At the end of each term, your supervisor will write a report on your progress using CamCORS (www.camcors.cam.ac.uk), which is the University's supervision reporting system. You will be able to view your reports with your Director of Studies or Tutor and, where necessary, discuss areas to focus on for improvement.

Supervisors – Postgraduates

As a postgraduate student at Cambridge you will be a member of a world-leading University, with departments committed to achieving excellence in research and scholarship. You will receive close individual support from a knowledgeable academic in your field – your faculty or department will assign you a personal supervisor whose role is to guide your programme of study or research.

Supervisors are there to provide subject-specific advice relating to your research project and general academic advice to students. How often a postgraduate student would see their supervisor during an academic year is dependent on a number of factors including the nature of their course and dissertation, and how much prior knowledge and research experience they have.

Most students studying for a research degree also have a second supervisor or adviser who may be from a different faculty or department (if your research topic requires this). The adviser is not necessarily directly involved in the student's research project, but instead can provide independent monitoring of progress, provide general advice, and serve as a first port of call if any issues arise. You may also be allocated a mentor. This supporting team monitors your progress and may be involved in your assessment during the first year. Some departments and all Colleges also have a Postgraduate Tutor available for personal or professional problem-solving, and for feedback.

Your supervisor completes a report on your progress at the end of each term. They will also help you to clarify your ideas; ensure that you recognise and aim to meet the required standard; and point you in the direction of information and resources that should enable you to produce first-rate work.

Lecturers

Lectures are given by senior academics who are usually University Teaching Officers (UTOs). Unfortunately, there may be little opportunity to converse with them before, during or after a lecture, although you may be able to catch them at the end or in a practical or by email. However, you may well meet lecturers in your College and sometimes you will attend lectures given by your Tutor, Director of Studies or Supervisor. Most academics enjoy talking about their work and are always interested in students' questions.

Academic Skills and Personal Development Support

The College is dedicated to supporting your academic needs and enhancing your academic skills throughout your time at Homerton and Cambridge. Most Faculties run their own study skills courses, ask your Director of Studies for details. One-to-one support is available for any student who requires assistance with writing skills, maths support or time management and personal organisation. You should speak to your Director of Studies (DoS) or your Tutor in the first instance before getting in touch with one of the advisors listed on the website. Please see [Academic Skills and Personal Development for more information](#).

ADMINISTRATIVE SUPPORT

Tutorial Office

The Tutorial Office deals with admissions and tutorial enquiries and provides administrative support in these areas to all students, supervisors, Directors of Studies and Tutors. Whilst Tutorial staff may in most instances be able to help directly, you are strongly advised to consult your Tutor and/or Director of Studies or postgraduate course manager/supervisor about any major problems you may encounter.

Matters which the staff of the Tutorial & Admissions Office can help with include:

- Liaison with Tutors and Directors of Studies
- Liaison with the University Accessibility & [Disability Resource Centre \(ADRC\)](#) via the [College Disability Liaison Officer](#)
- Requests to take examinations under special conditions via the [Tutorial Officer](#)
- Queries and arrangements relating to examination entries and corrections, examinations to be held in College, co-ordination and accurate recording of results in student files

- Organisation and administration of Matriculation, Congregations (degree ceremonies) and General Admissions (undergraduate graduation)
- Provision of application forms, including: [vacation study and travel grants](#), [Postgraduate Research and Training Grants](#), [College parking permits and University Motor Proctor Licences](#), and [change of Tripos](#)
- [Student status letters](#) for students to use when applying to open a bank account, for research posts, scholarships, future employment and other organisations as required
- [Accommodation enquiries](#), residency contracts, extra nights booking and room ballots.

The Tutorial Office is located on the ground floor of the Cavendish building. Current contact details and office opening hours: [Tutorial Office](#).

The Finance Office

The [Finance Office](#) is responsible for the financial running of the College and its subsidiaries. Their responsibilities include tuition and college fee administration, including registering and confirming students' attendance on their course with the Student Loans Company (SLC) if taking a tuition fee and/or maintenance loan, provided the paperwork was submitted on or before Financial Registration; only after receipt of the necessary paperwork will the SLC release your tuition fee loan directly to the College and your maintenance loan directly to you. Any self-funders and overseas students will receive an invoice for fees at Financial Registration.

Any further invoices will be put in student pigeonholes and must be settled in the Finance Office within the set terms per the invoice and rules for payment, as issued to all students at Financial Registration.

Students who have departmental awards or a sponsorship must forward the relevant paperwork to the Finance Office in order to be invoiced correctly and receive payment in a timely manner.

The Finance Office reception is located in the Cavendish Building. Current contact details and office opening hours: [Finance Office](#).

Finance Tutor

We have a part-time Finance Tutor, Mr Dhiru Karia. He is available should you require assistance with financial difficulties, advice on budgeting and cash flow planning, or help with College and University grant and scholarship applications. Dhiru is located in CAV G10 and is available on Wednesdays between 4 to 7pm and Thursdays between 12 noon to 7pm during Full Term. If you wish to arrange a meeting you are advised to contact Dhiru on the above days via email dk211@cam.ac.uk or on 01223 747203

The IT Department

The [IT Department](#) is located in the Ibberson building. The IT Helpdesk can be contacted either by email on it-support@homerton.cam.ac.uk or on 01223 747109. The [IT Department webpage](#) has extensive information about the services available, including information about:

- CRSIDs
- Wifi access (via Eduroam)
- Accessing your @cam email address

- Printing/photocopying facilities
- Managed Cluster Service Workstations
- The excessive use guidance
- Audio Visual Equipment

The University Computing Service

This is situated in the Rodger Needham Building, West Cambridge. After matriculation, anyone is entitled to use the many facilities and services that the University Computing Service offers. All new students will receive a registration number and email address at the beginning of their course.

Facilities and services include:

- Being able to use Macs and PCs in the University Open Areas
- Being able to take IT Courses (run each term)
- Purchasing software at the University's negotiated price
- Receiving advice on hardware and software maintenance
- Contacting the Help desk over problems with University Services.

Problems with any computer personally owned by a student must be taken to the IT Helpdesk at Homerton.

Estates Department

The Estates Department take care of the College buildings and grounds as well as the management of the Porters' Lodge. To contact Estates to report a problem with your room, please email estates@homerton.cam.ac.uk or call 01223 747020.

The Dean

Dr Zoe Jaques is the College Dean, and is responsible for the maintenance of student discipline. She can be contacted directly by email on zj216@cam.ac.uk or via the Dean's Secretary on dean@homerton.cam.ac.uk.

The Praelectors

The Praelectors are responsible for presenting all students for their degrees at the Senate House, either as part of a Congregation or General Admission. Homerton College has two Praelectors: Dr Daniel Trocmé-Latter and Dr Elaine Wilson, both Fellows. You can contact them via the Praelectors' Secretary on praelectors@homerton.cam.ac.uk.

Schools Liaison Officer (SLO)

The SLO works with school-age students and teachers at state-schools in Homerton's Link Areas (Scotland, Buckinghamshire, South Yorkshire and a handful of West London Boroughs) to support and encourage students who are interested in pursuing Higher Education, or in applying to Cambridge. In particular, the SLO focuses on students who may be facing additional barriers in taking these next steps.

Homerton students have the opportunity to become a student-helper, to assist in a variety of ways such as student Q&A panels (for in-person school visits or via webinar), helping with Open Days, or by leading tours around Homerton. To find out more, visit the [Access and Outreach](#) pages, or contact the SLO, Lindsay Robinot-Jones, via email: access@homerton.cam.ac.uk.

Appointments with the Principal or the Senior Tutor

If you wish to make an appointment with the Principal, you should contact his Executive Assistant, Clare Ryan (CAV G02), email: cr569@homerton.cam.ac.uk, or by calling 01223 747132. Appointments with the Senior Tutor are made via her PA, Natasha Thomas (CAV I01), email: njc46@homerton.cam.ac.uk or by calling 01223 747214.

Alumni

After leaving Homerton, you will join a global community of Homerton alumni. The alumni membership fee is included in the registration fee paid when you first start your course, so that you automatically become a lifelong member of Homerton.

Students and alumni can find a lively and active online community on social media. You can follow the Alumni Office on Twitter ([@HomertonCollege](#)), Facebook ([@HomertonCollegeCambridge](#)), and Instagram ([@homertoncollege](#)).

COLLEGE FACILITIES

Library

Homerton College Library is available 24 hours, 7 days a week to Homerton students for quiet study, recreational reading, borrowing of resources and using the computers. If you need any help, the friendly Library team is on hand to provide support and guidance in the use of book and electronic resources and answer any queries. Just pop in and speak to us (9.00am - 5.00pm, Monday-Friday), email library@homerton.cam.ac.uk or call 01223 747260. There are also Student Helpers available between 1pm and 5pm on Saturday and Sunday during Full Term.

Their main aims are to provide material supporting undergraduates taking Part I of the Cambridge Tripos and to create a stress-free environment for studying, with the perfect desk and plenty of support when you need it.

The Library has a collection of c47, 000 items supporting learning and pleasure. Apart from books, it includes magazines, daily newspapers, journals and DVDs. All students can use the self-issue machine to borrow resources once their University card has been registered with Library staff. You can also use your library card to access your Library Account and renew your books online through iDiscover.

You are very welcome to suggest resources for our collection using our [Suggest A Book](#) and new additions to the collection are added on a weekly basis to the Library's Pinterest page. For regular updates about new resources and Library news at Homerton and throughout Cambridge, you can also follow the Library on [Twitter](#) or access our Library guides on topics such as plagiarism, referencing and electronic resources on the [Library blog](#).

Students at Homerton also have access to other libraries in Cambridge:

Faculty and Departmental Libraries of the University of Cambridge: ask your Director of Studies or Homerton Library staff about these facilities or contact the relevant Faculty Library directly.

University Library, West Road, Cambridge: This is a legal deposit library so by law, one copy of any book and journal published in the UK must be sent to the Library. All students may work there and borrow books- just remember to take your University card with you to gain access to the Library.

Cambridgeshire County Public Libraries: The nearest branch is at Rock Road, with the Central Library located in Lion Yard in Cambridge. You will need a proof of address and identity to register with the public libraries, and will then be able to borrow from them.

You can find the contact details and opening hours of all libraries in the University on the [Libraries Directory](#) or find alternative spaces to work using [Spacefinder](#).

Catering & Formal Hall

Homerton College provides dining facilities in the Hall and sandwiches and snack items in the Buttery. There are also vending machine facilities within easy reach of student rooms, providing snacks, confectionery and hot and cold drinks. [Please refer to the website for full opening times and information about the Epos Card Payment System.](#)

The catering team pride themselves on providing clearly labelled options such as gluten free or dairy free, and are also always happy to discuss individual dietary needs.

Formal Hall

Formal Halls are special dinners that are held in the Great Hall every Tuesday during Full-Term and some Fridays for Postgraduate-only Formals. Formal Halls are waiter service of a three-course meal by candlelight; students dress smartly and Fellows wear academic gowns (as a student you are not required to wear academic gowns to the Formal Halls, but may do so if you wish).

Dinner starts with Grace at 7:30pm, and **you must be in your seat by 7:25pm.**

Tickets can be purchased in advance via [UPAY](#). Formal Halls are a good opportunity to entertain friends from other Colleges, as well as to get together with students, staff and Fellows of the College.

Bookings must be made by 2pm on the Friday before Tuesday Formal Halls, or 2pm Wednesday for Friday Formal Halls (Graduate).

All student bookings for Formal Hall at Homerton College are managed on the UPAY website. This is the same site you can use to top-up your College EPOS account and view and track transactions that you have made within College on your card.

RESPONSIBILITIES AS A STUDENT: Pre-arrival/Arrival

Matriculation

When you register with the College you will be asked to sign a Matriculation form online. This involves a declaration in which you promise to be bound by the Disciplinary Regulations and Procedures of both Homerton College and the University of Cambridge for as long as you are a member of these institutions.

The **Declaration** is:

'I understand that in becoming a member of the above College I accept the responsibility of membership of the College and University community and agree to abide by the statutes, rules and regulations of these institutions and to do nothing that is harmful to the work and 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. A description of the data and its uses is contained in the Student Handbook.

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.'

Terms of Residence

Undergraduates

All undergraduates have to 'keep term', by residing, *i.e. sleeping*, for the required number of nights of [Full Term](#)*. Undergraduates must be in residence for the prescribed number of nights within Full Term; this is 60 nights for Michaelmas and Lent Terms and 53 nights for Easter Term. However, these nights can usually be kept within the dates of Term** which can allow the possibility of being absent from Cambridge for one weekend a term. Undergraduates must be here by the first night of Full Term, usually a Tuesday, and may not leave the College **without permission** until the final Friday of Full Term. Undergraduates are expected to be here for classes every weekday and for some courses on Saturdays as well. Cambridge is not a nine-to-five university and some lectures, supervisions, and most social events take place in the early evenings or at weekends.

*Full Term is a period within Term. Dates of Term always run from 1st October to 19th December (80 days), and from 5th January for 80 days until 25th March. The Easter term varies according to the dates of Easter, but always runs for 70 days. The College makes a return every term certifying that students have 'kept nights'.

Very exceptionally, this requirement was waived for parts of the 2019-20 and 2020-21 academic years.

Absence

The following rules regarding absence from College should be strictly adhered to:

- I. The Senior Tutor should be informed (via seniortutor@homerton.cam.ac.uk) if you have to leave urgently or if you are unable to return to College for any reason

2. If you need to be absent from College during term time, you must seek permission from your Tutor stating a valid reason, and contact your Director of Studies and supervisors, or ask your Tutor to do so on your behalf. Please forward on any correspondence to the Tutorial Office
3. If you return to College after absence you should report your return as soon as possible to the Porters' Lodge and the Tutorial Office.

Weekends

Undergraduates are required by University Regulations to be resident in Cambridge for the number of nights contained in Full Term, but these can be kept during the dates that constitute Term. To be resident for a night you must be in your room by 6 a.m. in order to fulfil the University Regulations. Students resident in College who intend to be away for the weekend should inform their Tutor. This information is required for fire safety procedures. Students who are prevented by illness or accident from returning to College should inform the Senior Tutor immediately.

Three Year Residency

It is normally College policy to offer residential accommodation to students for all of their undergraduate years, if possible. First year students are required to be roomed on site; mature undergraduate students (25 or over) can request permission to remain in their family home by writing to the Senior Tutor prior to the start of their course. Students on three- or four-year undergraduate courses will normally be offered accommodation in College for each year of their course, subject to availability.

Postgraduates

All full-time postgraduate students are [required to be in residence](#) in Cambridge for a minimum of 3 terms and are required to live within 10 miles of Great St Mary's church, unless they have applied for [Leave to Work Away](#) or leave to live further away from Cambridge.

To keep your terms of residence, students must be in Cambridge for three quarters of the total nights of each term.

Michaelmas	Residence requirements = 60 nights
Lent	Residence requirements = 60 nights
Easter	Residence requirements = 53 nights

There are no residence requirements for part-time students.

CamSIS

The University has a centralised dedicated student record system known as CamSIS which is used for validating your personal information, processing your examination entries, and producing University Transcripts at the end of a student's course. CamSIS is used by most Faculties and Departments, as well as the main University Offices. CamSIS can be accessed using your CRSID and Raven password at the following website: www.camsis.cam.ac.uk.

It is important that the College maintains an up-to-date register of all student addresses and contact numbers. **It is your responsibility** to ensure that your address is accurate on CamSIS. If you get married or change your name for other reasons, a copy of your marriage certificate with your new married name, or a copy of the Deed Poll letter, should be given to the Tutorial Office as early as possible. They can also advise about other changes such as gender.

Postgraduate students can download information and application forms from their self-service pages e.g. to apply to work away from Cambridge, to live outside the city precincts and to request intermission if they are ill.

For full information regarding postgraduate procedures please see the Student Registry website at [Postgraduate student information | Cambridge students](#).

University Cards

The University card is issued to all students and staff of the University of Cambridge, and you should carry it with you when on site, and when visiting other site in the University. It incorporates three different types of technology; a printed barcode, a TDSi infrared strip and a smart chip. Also printed on the card are the holder's name and photograph, card expiry date and a unique identifier. The aim is to have one card with multiple uses – these currently include identification, access control to libraries and buildings, and diverse applications such as catering payment. At Homerton College, the University Card is used for the following:

- Student identification
- Library borrowing rights
- Site access using the Salto security system (all residences, IT department and Library)
- Purchase of food and drink in the College Buttery/Bar and Dining Hall. (EPOS)

Further information is available from [University Card | IT Help and Support \(cam.ac.uk\)](#). If your card has been lost, stolen or broken, please visit the Tutorial Office to request a replacement.

Illness in term time

The Student Health Adviser should be informed immediately of any illness during term time. If they are not available, you should contact your local GP. Outside of hours, contact the duty Porter.

International Students

If you need to apply for a new visa, or an extension to an existing visa, you are required to make an application under the UK Visas and Immigration's student visa legislation.

Requirements once in the UK

It is a requirement that the University must take a scan of a your passport, visa, proof of entry and, where applicable, biometric identity card, within 7 days of your arrival in the UK. To fulfill this requirement, you must either bring your passport to the Tutorial Office when you arrive, or hand it in at Registration, whichever is sooner. Your passport/visa/ID card will be scanned and returned to you.

If any changes are made to your passport and/or visa during your course, you are required to bring these to the Tutorial Office as soon as possible for them to be re-scanned. For this reason, students are asked to check their passport carefully to see if any amendments or restrictions have been added.

It is also a requirement of the UK Visas and Immigration that the University keeps a record of your continued engagement with studies as part of its visa sponsorship duties. This is to ensure that, in accordance with student visa policy, you are actively and consistently following your course of study.

If you are here on a Student Visa, it is extremely important you read the “[Your responsibilities on a student visa guide](#)” on the International Student Office website. You can contact the International Student Office for advice and/or further information on any of these topics, including apply for, or extending, visas at [International Student Office](#).

Council Tax

All full-time students are exempt from paying Council Tax. The Tutorial Office will send the Council a list of students who are not living in College. This list will contain term-time addresses so it is important that you update CamSIS with your latest address. The Council no longer require you to give them a Council Tax Exemption Certificate. M.Ed students are not eligible for Council Tax Exemption as they do not meet the minimum requirements for hours of study per week.

Please note: if you are living in a house with non-students, only your portion of the Council Tax will be deducted from the bill.

RESPONSIBILITIES AS A STUDENT: Academic

Academic Requirements: Examinations and Meeting Required Academic Standards

The College expects students to be diligent and conscientious in their academic work. An undergraduate student who has failed to pass an examination or who has failed to achieve the honours standard in a University Tripos examination will not be allowed to remain a member of the College and will be required to leave the University. Where there are mitigating circumstances an appeal can be made to the EAMC or Postgraduate Committee (see [Examination Appeals](#)), or in the case of a Preliminary examination an appeal can be made to College Council. It is a requirement of College Council that all undergraduate students must pass an examination before transferring from one academic year to the next. For more detailed information about examination appeals talk to your Tutor and ask for the College guidance notes on appeals.

Undergraduate Change of Tripos (academic course)

Your offer at Cambridge was based on the particular course you applied for. However, if you feel you chose the wrong course, it is sometimes possible to change, depending on a number of factors. If you are considering a change of Tripos subject, first consult your Tutor, your Director of Studies and/or the Senior Tutor.

An application form and further information for change of Tripos after Part I is available from the Tutorial Officer. Applications will be considered by the Educational Policy Committee, which will make a recommendation to college council. Each application is considered on its merits, but in most cases a student will be expected to get a good 2.1 at Part I before transferring to a different subject at Part II so as not to be disadvantaged in their final degree result. Your new Director of Studies will need to assure themselves that they have the capacity to teach an extra person, that you have the relevant background, and that you would have had a good chance of being offered a place on the course if you had applied originally. Please note that a preliminary examination does not count as a

Tripes and therefore students cannot change subject after a Prelim year. The deadline for applications typically falls in mid-June.

If your application for a change of Tripes is successful and you are taking a tuition fee loan from the Student Loans Company, the Finance Office will need to file a 'Change of Circumstance' with the SLC. Once processed, you should receive new SLC paperwork to reflect the Tripes change. You will need to send a copy of this to studentfinance@homerton.cam.ac.uk.

Intermitting / Taking a break from your course

'Intermission' is the University term for a break from your course on health or other significant reasons ('grave cause'). Depending on whether you have completed some elements of the course, you would be expected to return at the start of the subsequent Michaelmas Term, or a complete year later; arrangements for postgraduate students differ. If you think you may need to intermit please contact your Tutor or the Senior Tutor (for undergraduates) or the Postgraduate Tutor (for postgraduates) at an early stage so that the process can be fully explained before a final decision is made.

The grounds for intermitting are usually chronic or acute illness or similar grave cause, which make it impossible for the student to continue with their studies. In these circumstances, you would be required to submit medical evidence that you are so seriously incapacitated as to be incapable of continuing with your course.

Intermitting is thus intended only to relieve a student from disadvantage. It may not be used to allow a student to gain an advantage not available to others. Intermitting should not be regarded as a means of changing Tripes: undergraduate students contemplating a change of Tripes should consult the Senior Tutor and the relevant Director of Studies.

If you are thinking of withdrawing from your course, you should consult your Tutor or the Senior or Postgraduate Tutor as soon as possible, and they will be able to help you to weigh up the pros and cons.

Examinations - Appeal Procedures

If you are unwell in the run up to exams, or if your preparation for exams is hindered by ill health during the course of the year, you must make your Tutor aware so that an early warning can be put in place. After the examinations, any appeal on health grounds where there was not an early warning in place before the exams is much less likely to be successful.

Appeal procedures for Part I and Part II of the undergraduate Tripes are published jointly by the University and the Cambridge University Students Union (CUSU) titled: 'Undergraduate Examination Appeals: Guidance notes for candidates'. Copies are available on the CUSU website, <http://www.cusu.co.uk>.

Postgraduate Students beyond their Third Year of Research

Postgraduate students who have completed 9 terms of research (15 terms if part-time) will not normally be liable to pay the University Composition and College fees unless they are sponsored by a research council or another organisation for a 4 year programme.

Plagiarism

Please refer to the [University's plagiarism pages](#). The golden rule: the Examiners must be in no doubt as to which parts of your submitted work are your own original work and which parts are the rightful property of someone else.

Freedom of Speech

The College is strongly committed to the principle of freedom of speech and expression. It fosters an environment where all of its members can participate fully in the life of the College, and where each member feels confident and able to research, question and test received wisdom, and to express new ideas and controversial or unpopular opinions, without fear of isolation, marginalisation or discrimination. Equally, the College expects its members to receive and respond to intellectual and ideological challenges in a constructive and peaceable way. The College also acknowledges its statutory duties in protecting its members and other people from “radicalisation”, which in this context means being drawn in by others to support terrorism, or to commit acts of terrorism.

Anyone organising a meeting should consult the Code of Practice and accompanying Guidelines drawn up by the College, and will be required to declare their commitment to Freedom of Speech as part of booking College premises. Permission for meetings covered by the code should be obtained from the Dean.

Religious Observance

Homerton is a non-denominational College and respects and encourages all normal and established religious observance of whatever faith or background, or none. Although it has its origins in the Congregational church and still has constitutional links with the United Reformed Church, Homerton has no chapel or permanent place of worship, however there is a Prayer Room in ABC. Traditionally, students who wish to participate in a religious community do so at one of the various centres of worship in the city.

All religious activity is therefore organised on an informal basis, often in association with student groups and societies. Within the University there are flourishing [Student Union Societies](#) for almost every World Religion and all of the Christian denominations.

Where religious observance for a holy day in one of the world religious calendars clashes with the University or College timetable, students will be excused attendance at lectures but must notify their Tutor of their absence in advance. Special arrangements can sometimes be made for exams. The same applies for days or nights at the beginning or end of term when travel is prohibited on religious grounds. Special tuition to cover for missed/cancelled appointments will not be provided.

RESPONSIBILITIES AS A STUDENT: Being a good citizen of the College

Antisocial behaviour

All College members are expected to behave with courtesy and consideration towards our community of staff and students. This includes being considerate of others who may be trying to work or sleep when you may want to socialise: please go to the JCR/MCR or other social areas as applicable. Accommodation blocks are expected to be quite quiet after 11pm. If you are disturbed by noise from others, phone the Porters on 01223 747 111 or email porters@homerton.cam.ac.uk and they will attend and quieten things down without mentioning you.

Barbecues

For informal barbecues, only small take-away barbecues should be used. Please inform the Porters that you are having a barbecue and if they let you, use the designated area that the Porters tell you to hold your barbecue: this is for health and safety reasons. Please ensure that all litter is removed (use the metal litter bins provided), and minimize noise levels after 11pm. For anything on a larger scale than this, you should seek permission from the Senior Tutor. The College staff will then assess the health and safety needs prior to agreeing that the event may take place.

Bedrooms

The Accommodation pages of the website include information about what items are included in student rooms. You may find that there are other items you would like to bring with you to help you feel at home, but please be aware that there are some restrictions, including:

- Electric scooters are not permitted (further information below, under “Bicycles”)
- Most electrical appliances require approval to be kept in College. Please refer to the Student Accommodation Handbook for more detailed information, and complete the [Electrical Item Request Form](#) if required.

Bicycles

The use of a bicycle is normal practice in Cambridge for students and staff alike. A good second-hand bicycle can be purchased for between £100-£130 and will always beat the traffic and more often than not beat the bus as well. Cycling is a good source of exercise and is environmentally friendly.

You **MUST REGISTER** your bikes with the Porters' Lodge.

A bike registration number will be placed in your pigeonhole 24 hours after registering online. **The Porters can loan you a Paint Pen to write your registration number on your bike. Your bike could be disposed during our annual bike cull if you don't write your registration number prominently on your bike.**

It is essential that bicycles are always locked in the cycle racks with a good quality D-lock or similar. If you follow this procedure your bicycle should be safe. But **BE WARNED**: over 300 bicycles a month are stolen from Cambridge in the first few months of each academic year.

The College does not accept any liability for loss or damage to student cycles left in the racks. Bicycles must be locked in the recognised areas where there are racks. Bicycles chained to Fire Escapes or left anywhere outside the cycle racks will be cut free and impounded by the Porters, and students will have to pay a fee to reclaim their bike. You may leave your bicycle locked in the designated cycle racks over the vacation periods on condition that it is numbered and registered with the Porters.

Bicycles must not be kept in College rooms.

Bicycles and Safety

Students should ensure they have basic safety gear such as reflective clothing, a helmet and lights when cycling. It is an offence to cycle on any public road without lights; further information is available from the Highway Code section on cyclists -

http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode/DG_069837.

Cycles, skateboards and roller blades are not allowed in the inner precincts of College nor on any of the footpaths.

Bike Cull

During the summer vacation (main Bike Cull) and throughout the year, Porters will place notices on any bicycles not registered, look abandoned or are in a state of disrepair. Bikes that appear to be abandoned or in disrepair could have several issues e.g. Flat tyres, rusted & seized chains, broken brake & cables, damaged gears or missing wheels etc. It is also obvious when a bike hasn't moved for a considerable amount of time and looks much neglected.

Enough time will be given for students to respond to notices and claim their bike (term-time). Any bicycles that have been removed by the specified date are assumed to be abandoned. Any abandoned bicycles are given to a local charity for refurbishment and resale (OWL Bikes – Papworth Trust). The College does not accept any liability for cycles that have been abandoned, or handed over to a local charity and resold. Bike culling will not take place during exam period to avoid disturbing or distracting students.

Scooters

Manual scooters ('kick scooters'/'push scooters') are considered under the same rules as bicycles, but please be aware that **electric scooters ('e-scooters') are not allowed on site**. Electric scooters will be seized in breach of the College rules and regulation in relation to portable appliances. A seizure notice will be issued and the affected student who should attend the Porters' Lodge prior to end of term travel day to collect and sign for this device prior to removing it permanently from the College.

Cars, Parking, Motorbikes & Public Transport

There is very limited parking available for students on the College site, and permits will only be issued to those who demonstrate a need to have their vehicle readily accessible to them. Undergraduates are not normally allowed to keep cars in Cambridge. If you wish to apply for a College parking permit, you will need to:

- complete the [online application](#)
- ensure you submit the relevant letter of support from either your GP or your College Tutor to dean@homerton.cam.ac.uk.

If you are living within 10 miles of Great St Mary's Church you will also need to:

- apply for a [University Motor Licence](#)

- Complete the [Tutor's Note](#) and send it to the Dean for approval (**not your Tutor as directed on the form**). Send the completed form to the Dean's Office on dean@homerton.cam.ac.uk
- Once you have received your signed Tutor's Note from the Dean, you will need to complete the [online application](#) when it opens on 2nd September.

Students who keep a car without a Proctor's Licence in Cambridge will be subject to a fine and run the risk of expulsion if the car is not removed.

There are excellent transport facilities available to students in Cambridge. Regular bus services run from the bus stop in front of the Porters' Lodge. Cambridge railway station is only a few streets away. Timetables for all local public transport services can be found at the Porters' Lodge.

Spaces

Parking spaces at Homerton are strictly limited. A Homerton Parking Permit does not guarantee a parking space, and there may be occasions when you will need to park elsewhere. The Proctor's Licence and/or Homerton Parking Permit must be clearly displayed on the windscreen. Owners of cars parked without the relevant permits will be subject to a fine imposed by the Dean. Students with Parking Permits must park in the Visitor's car park at the end of Harrison Drive. Students must follow the instructions of the Head Porter at all times.

Common Rooms

There are two common rooms for students, providing a comfortable social centre. The Junior Common Room (JCR) is for all undergraduate students and is situated in the Cavendish Building. The Middle Common Room (MCR) is for all postgraduate students and is in Morley House. PGCE students are members of both the JCR and MCR.

Conferences

While you are in residence you will become aware that you sometimes share College facilities with conference guests. The College is a charity that raises money to support education and research; the money raised by conferences reduces the charges for student accommodation and meals. It also contributes towards building maintenance and the long-term educational mission of the College and its upkeep. A student bed for a night at Homerton can cost you from £21, but conference guests can pay more than three times that amount for the same privilege and pay restaurant prices for their meals. The conference market in Cambridge is very competitive, but Homerton has a reputation as one of the best venues.

Conferences also provide the resources that enable the College to maintain student accommodation to high standards; the staff who look after you in term time also look after conferences when you are away. They take great pride in maintaining some of the best accommodation in Cambridge and like to be appreciated. Residential conferences and weddings are run only during student vacation periods, but day conferences run all through the year and some of the conferences will be important international research events. Occasionally, particularly at the beginning and ends of term, there is an overlap of conference activity when you may become aware of conference guests. We simply ask that you be understanding, courteous and helpful.

Dress Code

The College understands that this is, essentially, a student's home during the academic year. However, we would ask that you follow a couple of guidelines to help with the smooth running of College life:

- For health and safety reasons, you must ensure that you wear shoes throughout the College site, including inside buildings, and **especially** in catering areas. Please be advised that you will be asked to leave the Library, Buttery and Hall if you enter bare foot.
- It is requested that students are fully dressed when in communal areas of the College, and not in nightwear (i.e. pyjamas etc.).

Gardens & Grounds

Please play your part in taking care of the College gardens and grounds by keeping to the designated footpaths and avoid cutting corners or damaging plants. Please also avoid any paths that may have been cordoned off. This is for your safety. Please clear away your glasses, plates and any rubbish after you have finished eating or drinking in the College grounds. The College has an interesting range of plants, trees and shrubs and if any students would like to know more, then please contact the Head Gardener on extension 47088.

Health Care and Support

If you are moving to Cambridge you are strongly encouraged to register with a medical practice at the start of your course. This can be done online. Most local doctors are familiar with the problems affecting students at Cambridge. This does not usually prevent undergraduates from visiting the family doctor at home in the vacations.

Health care is available in Cambridge from the National Health Service (NHS). Detailed healthcare advice for international and EU students can be found on the [International Student website](#).

The costs of repatriation after a serious accident are not covered by NHS funding; so you are advised to take out insurance against unexpected travel and medical expenses.

If you are coming to Cambridge from another part of the United Kingdom, please bear in mind that not all Area Health Authorities provide the same range of treatments. If you are in need of continuing treatment for a pre-existing condition you should ask your home GP to liaise with the Cambridgeshire Health Authority.

Please note that this advice is intended for guidance only. It remains the responsibility of any student who has concerns about health care provision to contact their local health care provider for advice.

Emergencies

Only dial 999 and ask for an ambulance in a life-threatening situation. For urgent but non life-threatening matters ring 111 or access [NHS 111](#) website for advice. NHS 111 option 2 will put you through to the mental health crisis team. Call the Porters' Lodge on 01223 747111 and tell the Porter on duty what has

happened. The Porters must be informed that the emergency services have been called to the site or they may be turned away.

In the event of illness that may require a visit from a medical professional, please advise them to report to the Porter's Lodge before entering student accommodation or any other part of Homerton College. If NHS 111 recommends attendance at hospital or other premises the Duty Porter will authorise the use of a College funded taxi at his/her discretion. The nearest Accident & Emergencies Department is at Addenbrooke's Hospital on Hills Road.

Student Health Advisor

Sandy Chambers is a fully qualified nurse, and is here to provide health and welfare advice and support to students. You can see Sandy if you are feeling unwell or have other health worries. She can give advice and treat minor illnesses and minor injuries and help with psychological issues. You can also discuss contraception, sexual health matters, immunisation and travel vaccination. Her telephone extension number is 47248, you can email her on sc606@homerton.cam.ac.uk, and [book appointments online](#).

Local Medical Practices:

Woodlands Surgery	48-49 Bateman Street	01223 697600
Lensfield Medical Practice	48 Lensfield Rd	01223 651020
Queen Edith Medical Practice	59 Queen Edith's Way	01223 247288
Trumpington Street Medical Practice	56 Trumpington Street	01223 361611
Trumpington Medical Centre Clay Farm	Hobson Square, Trumpington	01223 845185

NHS Direct

You should call the NHS 111 service if you need medical help and advice fast, but it is not a 999 emergency. You will be assessed, given advice and directed straight away to the local service that can help you best. Calls to NHS 111 are free from landlines and mobile phones. If you are calling 111 with mental health concerns choose option 2 and you will be put through to a specialist service.

Additional Support

It is important to remember that there is a wide range of support and pastoral care available to you, within the College and the University, including through the Tutorial system, the Student Health Adviser and the University Counselling Service, HUS but also in the wider world of the NHS and local health care provision. This is particularly important where long-term treatment is needed that may extend beyond the time you are studying at Cambridge. If you become concerned about the mental health and safety of others it is important to share your concern with your Tutor, the Counsellor or the Student Health Adviser.

Wellbeing

Homerton students are all supported by the College Welfare Team. This includes your Tutor, the Senior Tutor, the Student Health Adviser and College Counsellors. Further information about the different support services available is available on the [Homerton College website](#).

Insurance for personal belongings

Insurance is provided via Endsleigh for all students who live in College accommodation. All you need to do is [confirm your cover](#) before you arrive.

Mail

Incoming mail and messages are delivered to individual pigeonholes near the Porters' Lodge. Notes for members of Homerton can also be left for collection at the Porters' Lodge. Incoming parcels and recorded delivery items must be signed for and collected at the Porters' Lodge; you will need to produce your University ID Card to confirm your identity before items are handed over. You will be emailed advising you that you have a parcel to collect from Porters' Lodge.

Please ensure that you use your individual **Pigeonhole Number / CRSID** for your Homerton Address (see example below). This will help us identify the correct pigeonhole and successfully deliver your post and parcels.

Example:

Joe Bloggs, 120 / JB521,
Homerton College,
Hills Road,
Cambridge, CB2 8PH

Mobile phones

You are encouraged to bring a mobile phone to College. Please keep your Director of Studies and your Tutor informed of any change of mobile phone number, and please update your record on CamSIS if your number changes. **Mobile phones must be switched off during lectures and supervisions and MAY NOT be taken into formal examinations.** It is a serious offence to have a mobile phone on your person during an exam.

Music

Please be thoughtful about playing loud music in your room (see "[Noise](#)" below). Use headphones whenever you can. If you wish to practise a musical instrument (without headphones), please use one of the [College music practice rooms](#).

Noise

Accommodation blocks are expected to be quite quiet between 11pm and 7am. If you are experiencing a lot of noise from other students, please call the Porters (see "[Antisocial behaviour](#)").

Quiet Period

During the Easter term, when many students will be sitting examinations, the College instigates 'Quiet Period' where rules regarding noise after 11pm are strictly enforced, and any student breaking them will be referred to the Dean. Quiet Period tends to be in force for the whole of the Easter term, as some

Tripes examinations are held at the start of the term, and some are held on the last day of term. Notices regarding the dates and times of Quiet Period will be displayed in College and sent via email.

Room Changes

If you wish to move rooms, you must make an application to the [Accommodation Officer](#). Where a room change is possible, there will be an administrative charge of £20, which is payable in the Finance Office. This may be waived in exceptional circumstances.

Smoking Policy

In line with the Government ban, Homerton is a non-smoking/vaping College. It is the policy of Homerton College that all our buildings and communal areas are smoke and vapour-free, including external areas except in the designated smoking areas. Anyone found smoking/vaping within the College Buildings (including residential rooms), or who tamper with smoke detectors, will be subject to a fine from the Dean. Any repeated offences of smoking in College residences will result in further disciplinary action, including accommodation contracts being terminated.

Societies

College societies currently include, but are not limited to, the Jazz Band, College Choir, Environmental Society, Law Society, Music Society, Christian Union, Steel Pans, HATS (Homerton Amateur Theatrical Society), and the Allotment Society. If you would like to start a society, get in touch with the HUS President or drop into the office.

Homerton also has a wide range of sports clubs, including football, rowing, hockey, cricket, netball, rugby, tennis, badminton, squash, ultimate Frisbee and more.

All students are also automatically members of the [Homerton Union of Students \(HUS\)](#) and the [Cambridge SU](#), which is affiliated to the [National Union of Students \(NUS\)](#).

Sports Facilities

A range of sports facilities are provided. In partnership with St Mary's School, the college has a new state of the art sports facility on Long Road. The facilities include two floodlit Astro turf pitches, three floodlit tennis and netball courts, cricket nets, high jump and long jump facilities, junior grass football pitch and in summer an athletics track, a pavilion with four changing rooms; small kitchen, seating area and medical rooms.

In addition to the Long Road facility, the college has a grass football pitch (on-site), tennis courts, croquet pitch (on-site) and a rugby pitch. Games Club Captains should keep in contact with the Head Gardener so that she can help with their requirements. Excellent indoor tennis court facilities are also available to you at low cost at the Lawn Tennis Association site in Purbeck Road, adjoining the College; ask HUS for details.

For facilities not available on-site, you have access to Hills Road sports centre conveniently located next door to the College, which has a range of tennis surfaces, squash court, indoor cricket nets and a sports hall.

Homerton has a 24-hour gym and dance studio with mirrored walls, ballet bars and a wireless speaker system. Membership is currently on an annual basis. For resident students, the membership is included in the terms rent. The Annual membership for students living out of college is £50. You can pay direct to Finance or by UPAY. If you are interested in joining the gym, please [complete the form on the Homerton Gym webpage](#).

Homerton College Boat Club (HCBC) is the rowing club at Homerton, HCBC recently constructed a new boat house in conjunction with the City of Cambridge Rowing Club and St Mary's School. This means Homerton students have access to a variety of boats and can proudly fly the College flag during the intercollegiate tournament '[the bumps](#)'. HCBC meet multiple times a week and can work around varying commitment levels, from students training once a week to every day. Training includes a combination of gym sessions and rowing on the river Cam. Current students can get involved by following the HCBC [Facebook](#) and [Instagram pages](#), or by contacting the current captains.

Travel Days (undergraduate)

On Travel Day at the start of term, your room will be available from 12pm and you must check in and collect your key from the Porters' Lodge on arrival. On Travel Day at the end of term, you must vacate your room and check out at the Porter's Lodge by 4pm.

If you do not check out of your room on Travel Day and you have not paid for extra nights, you will be charged £30/night until you check out, and you may face disciplinary action from the Dean.

Vacation guidance notes – Extra Nights

If you wish to stay up past a departure Travel Day or arrive early before an arrival Travel Day, you must book a room via the [Extra Nights link](#) and pay in advance online. The rate charged will be the same as your room's usual rate if the booking is connected to a term-time contract. If your booking is not connected to a term-time contract, you will be charged a higher rate. Further details are on [the Extra Nights page](#).

You may be asked to move rooms during the vacation to allow for general maintenance, redecoration, and/or conference activity.

Please be aware that out of University Term not all normal services are available, particularly cleaning and catering. You may therefore need to prepare your own meals in the gyp-rooms provided. You must be absolutely clear about the **start and end dates** of when you wish to remain in residence in order to satisfy Fire Regulations and to assist the Accommodation Office with room planning.

Normal Fire Regulations and Disciplinary Procedures apply the same as in term time.

TV Licence

You need to be covered by a TV Licence to watch live or 'stream' programmes live on an online TV service. You don't need a TV Licence if you only ever watch on demand or catch-up programmes on services other than BBC iPlayer - and if you never watch TV programmes live on any channel or TV service.

This applies to any device you use. Visit [TV Licensing](#) for more information.

Visitors and guests

All overnight guests are to be signed in at the Porters' Lodge. This is a legal requirement. Under no circumstances should guests be lent or given College keys, University cards or fobs. Visitors and children should not go into the residential areas of College unless they are accompanied. Visitors should also be signed into The Griffin, and accompanied by their host, if they wish to drink there. Visitors should be accompanied throughout the College. Unaccompanied visitors are likely to be escorted from the College grounds, without reference to their host.

Occasional guests must not exceed **three** successive nights in any student rooms in a seven-day period. Lengths of stay beyond this time must be paid for and the guest must be booked in to a separate room (if available). Students are wholly responsible for the behaviour of their guests at all times.

USEFUL WEBSITES FOR STUDENTS

Academic Support: Transkills

If you would like help with writing, note-taking, time management, maths exercises or many other study skills you can search the Transkills undergraduate Skills Directory at www.skills.cam.ac.uk.

Accessibility & Disability Resource Centre (ADRC)

www.disability.admin.cam.ac.uk

Cambridge SU (Student Union)

[Home \(cambridgesu.co.uk\)](http://cambridgesu.co.uk)

Careers

Your Tutor and Director of Studies can give limited advice on careers, but the University has an excellent Careers Service and website: www.careers.cam.ac.uk. It is recommended that you register with the Careers Services as soon as possible – it is available to you for the rest of your life.

College Council minutes

College Council meeting minutes are [published online](#).

Complaints Procedure

The Student Complaints Procedure is available here: [Policies and Documents \(cam.ac.uk\)](#).

Data Protection

Please visit the Homerton website for the most recent documents:
<https://www.homerton.cam.ac.uk/PublicDocuments>.

Discipline and Disciplinary Procedures

College student discipline is regulated by the College Statutes and Ordinances, available to view online <http://www.homerton.cam.ac.uk/PublicDocuments>. The relevant sections are:

Statutes

Statute 5: The powers of the Principal

Statute 24: The powers of the Dean and the Principal

Ordinances

Ordinance 16: The Dean, powers of exclusion etc.

Ordinance 25: Student Appeals

Schedules

Schedule 4.1: Student Disciplinary Appeal Procedure

Schedule 5.5: The Advisory Committee to the Dean

Grants

Grants and funding is available to students for a variety of purposes and needs. Further information can be found on the [Financial Support](#) pages of College website.

Equal Opportunities Policy

Homerton College is committed in its pursuit of academic excellence to equal opportunity and to an inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity.

Mutual Respect Policies

Please visit the Homerton website for the most recent documents:

For students: <https://www.homerton.cam.ac.uk/StudentDocuments>

For staff: <https://www.homerton.cam.ac.uk/PublicDocuments>

Possession and Misuse of Drugs

The Alcohol and drugs policy statement for students is available on the College website: [Policies and Documents \(cam.ac.uk\)](#).

Student information, e.g. Examination Timetables, Appeals, Support etc.

<http://www.cambridgestudents.cam.ac.uk/>

University Reporter online

www.admin.cam.ac.uk/reporter/

Alternatively, if you wish to subscribe to receive emails when a new edition is available online, go to -

<https://lists.cam.ac.uk/mailman/listinfo/ucam-reporter-online>

University of Cambridge Hardship Support

www.admin.cam.ac.uk/students/studentregistry/fees/funding/hardship/index.html

The University Counselling Service (UCS)

www.counselling.cam.ac.uk/