Welcome

On behalf of the Degree Committee and the Postgraduate Education Committee, we welcome to the Faculty of Computer Science and Technology and we hope you enjoy your time in Cambridge.

During your time as a research student, it is likely that you will have many queries. We hope that this brief guide will be of some help but if it you have further questions you are welcome to ask us, Lise Gough, Joy Rook and Marketa Green, the Graduate Administrators, by phone (3)34656, (3)34652 or (7)63843, or just pop in to FS03 and FS05 at the William Gates Building.

Graduate Education Team
August 2019
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1. Department of Computer Science and Technology

The Department of Computer Science and Technology was founded in 1937 as the Mathematical Laboratory on the part of the New Museums Site. The name was changed to Computer Laboratory in 1969 and the Computing Service was created in 1970 as part of the same department. The name changed formally to Department of Computer Science and Technology in 2017. We moved to West Cambridge in 2001. Our address is:

Department of Computer Science and Technology
University of Cambridge
William Gates Building
15 JJ Thomson Avenue
Cambridge, CB3 0FD

The Department of Computer Science and Technology is part of the Graduate School of Technology along with Engineering, Chemical Engineering and Biotechnology and the Judge Business School. See [http://www.tech.cam.ac.uk/Graduate/aboutgrad](http://www.tech.cam.ac.uk/Graduate/aboutgrad)

The department occupies the ground, first floor and most of the second floor of the William Gates Building. To help you find your way around the rooms are labelled by:

- Floor (ground-G, first-F and second-S)
- Corridor (north-N, centre-C, south-S, east-E, west-W)
- Number

For example room FS03 is on the first floor, south corridor. The large central atrium is known as The Street.

You will be allocated a desk in a room near your research supervisor. Research groups occupy one or more corridors. For example, the Natural Language and Information Processing Group (NLIP) occupies most of the GS corridor. The Systems Research Group (SRG) includes all of the FN corridor, part of the FE corridor and, upstairs, some of the SC corridor. Access to these rooms and the rest of the secure area including the library is by the University Card and card readers. The University Card also gives you access to the main doors 24 hours a day, 366 days a year. Your room will be left unlocked and you will not be issued with a key.

There is a small café on the ground floor which is open 09:30-16:00 Monday to Friday excluding public holidays. There is also West café (Costa) in the Hauser Forum at the end of JJ Thomson Avenue south of the West Cambridge site.

The nearest supermarket is Sainsbury’s which is located at Eddington where you can also find an ATM.
2. CPGS – Certificate of Postgraduate Studies

What is the CPGS?

The Certificate of Postgraduate Study (the CPGS) is used, in most cases, as an "end of first year assessment exercise." Students who intend to study for a period of between 3 and 4 years to obtain a Ph.D. Degree are not registered for that qualification on admission. Rather, they are registered for the CPGS and, after fulfilling the requirements, are registered for the Ph.D. Degree, backdated to their date of admission. Other potential Ph.D. students, not initially registered for the CPGS, will also be subject to a similar first-year assessment exercise: the first-year report and thesis proposal.

Regulations

1. Certificates of Postgraduate Study shall be awarded for advanced study and training in research in Computer Science.
2. The study and training shall include:
   a. courses of lectures approved by the Degree Committee for the Faculty of Computer Science and Technology;
   b. practical work carried out in one or more of the following ways:
      i. organized experiments or theoretical exercises of an advanced type,
      ii. assistance with a piece of research,
      iii. a small research investigation,
      iv. training in some technique.
3. At the discretion of the Examiners the examination for the Certificate may include (in addition to the submission of a dissertation and an oral examination as laid down in General Regulation 5) one or two written papers on subjects cognate to the lectures attended by the candidate.
4. The dissertation shall be of not more than 10,000 words in length, exclusive of tables, bibliography, and appendices.

Courses

All students in the first year of their research studies will be required to successfully complete 12 units from the Research Skills Programme. Other courses in the undergraduate Tripos and M.Phil in ACS may also be recommended by the supervisor. Those who previously took the MPhil in Advanced Computer Science are not required to complete all the Core Units element of the RSP course, but may choose to retake a Core Unit if they wish.

Research Skills Programme – see at https://www.cst.cam.ac.uk/local/phd/researcherdev

The Research Skills Programme is designed to provide advice on and training in a variety of practical skills required for research. The skills learnt will be useful in the student's individual project, other research-led modules, and in the student's future career.

CPGS students, who did not previously complete the M.Phil in Advanced Computer Science, are required to take all core units and a minimum of seven optional units. Ph.D. students in their second and third years are required to undertake at least eight optional units per year.
The core units are as follows:

- Online introduction to writing: What is academic English; Achieving Clarity in English; How to avoid plagiarism (CU0) – To be completed before Wed. 9 October
- Introduction to Academic Writing in the UK (CU1)
- Writing an Abstract (may include a submitted written exercise) (CU2)
- How to nail your literature review: Finding what you need (CU3)
- One-minute madness (CU4)
- How to prepare a research presentation (CU5)
- How to nail your literature review: Bringing it all together (OU5)

Highly recommended but optional

Optional units

Students should choose units that are most relevant to their research plans, and supplementary to their previous experience. A list of units on offer and enrolment can be found on the ‘Research Skills’ Moodle Page:
https://www.vle.cam.ac.uk/user/index.php?id=172731

Optional units will not require coursework to be completed or submitted beyond participation in the session itself. Some options will involve practical work, which will be carried out during the session. This will provide an opportunity for students to practice specific skills, but will not be formally assessed.

Signing up for Units

Registering for optional units can be done via the Moodle page above.

Languages

If you wish to take a foreign language (OU30), you will need to do a Lassie assessment at the start of Michaelmas Term to establish your level via http://www3.eng.cam.ac.uk/app/lassie. You should plan to set aside at least two contact hours as well as periods of self-study for two terms, and be prepared to be examined by written and aural exam in Lent Term. We will let you know how you’ve done in Easter Term.

Research Skills Log Book

Every student will be issued with a RSP log book (blue book). For every unit taken, you are required to log the date, title, facilitator, and after each lecture ‘stamp’ the book as a record of your attendance. You will be required to submit your blue log book before the final Examiners meeting. We would also like you to complete the sections asking what skills you have learnt, and things that you would like to investigate as a result of the newly acquired knowledge or skill.

Lecture slides

Slides from the units will also be available on Moodle within 48 hours following the lecture.

Wednesday Seminars

All MPhil students need to attend a minimum of 6 Wednesday seminars. These take place on Wednesdays during term time in Lecture Theatre 1 from 16:15 and last 30–60 minutes. Please see https://www.cst.cam.ac.uk/seminars for the list of seminars. Please log the seminars you attended in your blue Research Skills log book.

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1 Foreign languages are offered by the Department of Engineering’s (CLIC) Language Programme for Engineers (LPE). Students may choose to take classes (RSP code OU30) in the following languages at beginners, intermediate or advanced levels: French, German, Japanese, Spanish, or Chinese. See https://www.language-unit.eng.cam.ac.uk/
First-year report

At the end of the first academic year, a formal assessment of progress is made. In the Department of Computer Science and Technology, this takes the form of a first-year report: single document of no more than 10,000 words in length, exclusive of tables, bibliography and appendices. Students are also required to submit the blue Research Skills Programme Logbook and a tally sheet of other extra-curricula activity (including undergraduate supervisions). Reports may be soft-bound in comb-binding or stapled.

The document is principally a PhD Proposal. That is, a document that demonstrates a clear path from the candidate's current position to a complete PhD dissertation at the end of the third year. The document has two purposes: (i) to help the candidate to reflect on and plan their research project and (ii) to allow the Computer Laboratory to assess the student's progress and planned research.

In the document, the candidate should do the following:

- Identify a potential problem or topic to address for the PhD.
- Demonstrate that they are familiar with background literature. This may take the form of a survey of existing literature. This should be more than a list of papers that the candidate has read; there must be some critical assessment of past work, which will include identifying the key prior research, and identifying the strengths and weaknesses in previous work. This section of the document might be expected to form the basis of part of the candidate's final PhD dissertation.
- Describe initial work that has been done on the topic. Candidates should have already done some preliminary research. This may be early attempts at proofs, a detailed analysis of existing methods, a critique of existing systems, assembly and testing of investigative apparatus, conduct of a pilot experiment, etc. This section of the document may form the basis of a chapter of the final PhD dissertation. If the candidate has already produced an academic paper, this can be submitted as an appendix to the document; in this case the material in the paper should not be reproduced in the document but should be summarized briefly.
- Describe the research that will be undertaken in the second and third years of the PhD. This needs to show that there is a viable route to a dissertation in two years' time. In particular, it must state the specific research question that is being addressed, with a brief discussion of why it is an important question, why it is new, and why it is interesting. It is also necessary to describe the proposed method of attacking the question and list the major steps to completion through the next two years. Some candidates find it useful to structure this as a one-page summary of the proposed dissertation, with a tentative title, a paragraph setting the context, and three or four paragraphs describing chunks of the proposed research, each of which could be the basis for an academic paper and each of which could be expected to be a chapter of the final dissertation.
- Provide a detailed timetable, with explicit milestones against which the candidate will measure their progress.

The document should be checked by the supervisor before it is submitted. The document will be read by two other members of staff, who will interview the student about the content of the document. It should therefore give sufficient information that the assessors can satisfy themselves that all is well. It is expected that the interview will take place before the end of the first year.
Submission deadlines

- For students admitted in Michaelmas Term, 2 copies, soft-bound, by **June 30**
- For students admitted in Lent Term, 2 copies, soft-bound, by **October 30**
- For students admitted in Easter Term, 2 copies, soft-bound, by **January 30**

All submissions should be made to the Secretary of the Degree Committee in Room FS03 of the William Gates Building.

In addition, an electronic version (in PDF format) should be provided via the PhD report and thesis upload page. This deposits uploaded files on the departmental filer at /anfs/www-uploads/phd = \filer\www-uploads\phd.

Students intending to take up internships during the vacations which begin on, before or shortly after the submission deadlines must submit their report one month before departure to enable the examination process to be completed **before the internship begins**. No other extensions will be permitted unless otherwise authorized by the Secretary of the Degree Committee.

Oral examination

The student will be invited to discuss the documents with two assessors appointed by the student's principal supervisor. Neither of the assessors should be the student's principal supervisor though one may be the student's second advisor. Occasionally, the principal supervisor may be invited to clarify elements of the PhD Proposal and to attend the viva as an observer.

Where the initial PhD Proposal document is unsatisfactory, the assessors must ask for a revised submission and arrange a further discussion. Where the PhD Proposal is acceptable, it may still help the student to record suggested modifications in a final version of the Proposal. A copy of the revised document must be submitted to the Secretary of the Degree Committee.

The PhD Proposal document is internal to the Laboratory. However, since it is the basis for formal progress reports including registration for the PhD Degree and those made to funding bodies, assessors should endeavor to arrange a meeting where the documents should be assessed and discussed by the end of the student's first year at the latest. The Secretary of the Degree Committee should be informed of the result by the assessors via a CPGS report and by the supervisor on the Cambridge Graduate Supervision Reporting System as soon as possible thereafter.

The report will be considered by the Degree Committee which will make its recommendations on the registration of the student to the Board of Graduate Studies.

In those cases where the student's progress is wholly inadequate, the supervisor should give them a written warning by 15 September (or the appropriate corresponding date - 15 December or 15 March) that they are in danger of termination, with copy to the Secretary of the Degree Committee.

Word limit

The word limit is a maximum; it is not a target. Successful PhD Proposal documents can be significantly shorter than the limit. Writing within the word limit is important. It is part of the discipline of producing reports. When submitting reports (and the final PhD dissertation), students will be required to include a Statement of Word Length to confirm that the work does not exceed the limit of length prescribed (above) for the CPGS examination.
Originality

Attention is drawn to the University's guidance concerning plagiarism. The University states that "Plagiarism is defined as submitting as one's own work that which derives in part or in its entirety from the work of others without due acknowledgement. It is both poor scholarship and a breach of academic integrity." The Faculty's guidance concerning plagiarism and good academic practice can be found at https://www.cl.cam.ac.uk/teaching/exams/plagiarism.html.

4. Year 2

Research presentations

Presenting your research to a wider audience is an important skill. At the start of your second year, and once you have had your first-year assessment, we hold a mini-conference for students to present their research to their cohort, other research and masters' students, and to academic staff. The presentations are around 12 minutes' long with 3 minutes for Q&A. Training is provided in the first year via Core Units CU4 One-Minute Madness and CU5 Presentation Skills, and some students may benefit from taking OU34 Voice projection and OU35 English pronunciation for non-native speakers.

Second-year report

All research students must submit a second-year report, a single document to include a dissertation schedule, at the end of sixth term. This should be a single document, usually between 2000 and 4000 words. Reports may be soft-bound in comb-binding or stapled.

This document is intended to be a useful check for the student to allow them to see where they are relative to their original plan and to produce a coherent schedule leading to a dissertation by the end of the third year. It is also intended to allow both the supervisor and the Department of Computer Science and Technology to check, formally, the student's progress. Throughout the second-year report, the student should make appropriate cross-references to the first-year PhD Proposal.

The document should contain four parts:

1. A report on progress made in relation to that described in the first-year PhD Proposal. This should include an indication of where the student is relative to their original timetable, discussion of any significant changes to the original ideas and their implications for the research as a whole.
2. An outline of the dissertation. This can be most usefully done by providing a chapter-by-chapter outline. Each of the proposed chapters will have a title. The main chapters (those describing the actual research) will have a one or two paragraph summary of their content. For every chapter there will be a summary of what work has been completed and what work remains to be done during the third year (for example, "chapter written", "chapter drafted", "research complete but not written", "research in progress", "research not started").
3. A timetable that schedules the remaining work and indicates when the draft and final versions of the dissertation will be produced.
4. A list of any papers published (with URLs so that the assessors can read the papers), a list of any papers in press, submitted, or in preparation, and a list of any presentations given, whether or not the presentation is associated with a paper.
As with the first-year PhD Proposal, the student should submit two copies of the document to the Secretary of the Degree Committee (see **Important Dates**), and also upload a PDF version, for assessment and discussion by two readers who will usually be independent of the supervisor except where a suitably qualified assessor cannot be found. The two readers will *normally be the same* as those for the first-year examination, and will be given a copy of the first-year report to cross-check against the second-year report.

The two readers will submit their joint report to the supervisor who will then copy the text into the supervision reporting system and will be invited to comment. The report will be seen by the Degree Committee and students can read the reports via the CamSIS Student Self Service under the ‘Academic Tile’.

Supervisors and assessors should pay particular attention to the plan for the remaining research and timely completion of the dissertation, and may request a revised Schedule. The assessment should be completed by September 30 (or equivalent) and the Secretary of the Degree Committee notified of the outcome.

Where progress has been poor and it appears the chance of successful completion is low, the student should be given written notice of the danger, with copy to the Secretary, and warned that the lack of progress may lead to termination of funding.

### 5. Year 3

**Progress statement**

The department expects that the PhD will be substantially completed by the end of the third year. Ideally, all practical work should be finished and the dissertation should be close to completion. To monitor progress, all research students submit a progress statement at the end of their third year. This comprises either (a) showing your supervisor a complete draft of your dissertation or (b) submitting a brief report of 500 words (maximum), giving an overview of your work since submission of your second year report and a schedule for the next one to three terms’ work. The 500-word report must include chapter headings, the status of each chapter, and a timetable for completion; that is: you should simply need to provide an update of the chapter-by-chapter description in your Second Year Report, along with a timetable for when you will complete the remaining work.

At the end of your third year, your supervisor will be asked to submit a progress review via the Cambridge Supervision Reporting System on CamSIS. If you submit (a), your draft dissertation, then your supervisor’s progress review must include a statement that he or she has seen the draft and an evaluation of its state. If you submit (b), the 500-word report, then this will be read by your supervisor, the Chairman of the Graduate Education Committee and the Head of Department. You must submit two copies of (b), the 500-word report, to the Secretary of the Degree Committee by 30 September (or corresponding date), and should **upload a PDF version**, unless your supervisor has seen (a), a complete draft of your dissertation, before that date.

Reports should be **stapled**, not comb-bound.
6. Year 4 - Submission

The department expects that all PhD students will submit during their fourth year. Instructions about what to do when you are ready to submit may be found at Submitting your dissertation.

Year 4 Finances

Most PhD students' funding will finish at the end of the third year. Some tenth term funding may be available from Colleges and from the Cambridge Trusts for those supported by the Gates Cambridge Trust, the Cambridge International Scholarship Scheme (CISS) or Cambridge Home and EU Scholarship Scheme (CHESS). Applications should be made directly to the Colleges or Cambridge Trusts.

A few students, notably EPSRC CASE, will continue to receive maintenance funding for a further six months. Hardship funding may be also available from the department. Applications should be made in the first instance to the Graduate Education Manager. Applications will be considered on a case-by-case basis and are at the discretion of the department.

Other sources of income include undergraduate supervision, of course, but students should bear in mind visa restrictions, the department's guidance of taking on no more than six hours of supervision per week in term time, and balancing your work load with finishing your dissertation.

Tuition and College fees are generally exempted after nine terms of a research degree. You may receive an email from the Student registry explaining that you or your sponsor are no longer required to pay tuition fees as you are in the ‘writing-up’ period.

Writing up

You should have submitted your third-year progress statement at the end of your ninth term. This will have given you the chance to reflect upon how much more work needed to be done, a firm outline of the chapters, and a timetable for submission. You may have already passed a draft of your dissertation to your supervisor. Some guidelines as to its format are available here as a reminder. Your supervisor should be active in providing feedback on your dissertation. He or she may recommend that you have others read your dissertation to help pick up typographical and other errors.

Overrunning - beyond four years

If there is any risk that you may not be able to submit your dissertation within four years of your admission date (or the date recorded on your CamSIS self-service page), you must talk with the Graduate Education Manager. Failure to submit will lead to being removed from the Register of Graduate Students within a few days of the 'end of registration date'. Deregistration will lead to the revocation of Tier 2 and Tier 4 visas, and a loss of College and departmental access.

Once deregistered, the ‘clock’ does not stop ticking. You may apply to be reinstated to the Register only once you have submitted your dissertation to the Student Registry.

It is possible to apply for an extension to the end of registration date although the Degree Committee will only consider applications in exceptional circumstances.
Submitting your dissertation

Appointment of Examiners

Your supervisor will need to arrange for the appointment of examiners about two months before you submit. Please let your supervisor know your expected date of submission and the title of your thesis. There is a form which your supervisor should use. Examiners are appointed by the Degree Committee upon the recommendation of the supervisor.

Submission

Please see https://www.cst.cam.ac.uk/local/phd/submission for a list of instructions and guidelines for submitting your Ph.D. dissertation.

7. Papers, conferences, workshops and travel

Papers and conferences

New research results should be disseminated through conferences, presentations, and journal publications. Writing and presenting papers is an important part of your training as a research student. Everyone – student, supervisors, and the department – wants publication submissions to be successful, so here are some practical guidelines for publishing your work.

- You must discuss possible publications with your supervisor to establish that there is good material for a publication and to help choose an appropriate conference or journal for the work. Make sure that contributions by others (and sponsors) are properly acknowledged.
- Start work in good time and do not leave submission to the final deadline.
- Every paper should be read by at least one colleague and one member of the academic staff before submission, and you will need time to accommodate any suggestions that they may make. Your supervisor may well want to see the revised version before submission as well.
- If appropriate, check that any intellectual property has been protected before publishing.
- Clearance from industrial sponsors may take even longer.

Funding conference and workshop costs

- Think about the cost of attending a conference before submitting a contribution. Students attached to research projects may be able to charge conference attendance to the grant. Check with the Principal Investigator.
- Students with industrial sponsors should ask their supervisors to seek support from the company.
- The department may be able to help with the cost, but it is important to apply well in advance.
- Complete the checklist (https://www.cst.cam.ac.uk/files/rs-expenses-cover.pdf) for expenses applications form and
- attach it to the standard expenses authorisation application form (Expenses Part 1 https://www.cst.cam.ac.uk/files/expense-claims.pdf) with a letter of support from your supervisor.
• Do not book accommodation or your flights until you have had your expenses authorised. Students may not book accommodation through AirBnB for conferences, workshops or other University business. See the Graduate Education Office team for guidance on this.

• If your travel could be considered to be fieldwork, you may be eligible to apply for a grant from the School of Technology see Fieldwork Funds (https://www.tech.cam.ac.uk/Graduate/fundingopportunities/FieldworkFunds).

Requests for support will be considered more favourably if the cost is shared with others, such as:
• a student travel grant from the conference;
• your College;
• the Cambridge Trust supporting your studies;
• the Cambridge Philosophical Society (but remember that applicants must have been Fellows for at least a year, so join early);
• professional bodies such as the Royal Academy of Engineering (for UK citizens);
• similar bodies for those from other countries.

If your paper is accepted, then:
• Get even more people to read it and take even more care revising it before submitting the final copy. If English is not your native language, make sure that the text has been carefully reviewed by someone fluent. Your reputation and the reputation of the department depend on it!
• Practise conference presentations on a few members of your research group. If appropriate, prepare a poster and some handouts. Poster design is quite hard; just walk round the Laboratory to see some very good examples and some less good ones. Seek advice from the authors of those you like.

• Register early, and book travel and accommodation in good time for reduced rates.
• Check any visa requirements in good time.
• Register for the University's travel insurance and complete a risk assessment form.
• Read the Travelling overseas checklist.
• A couple of weeks before you are due to travel, check the FCO Office, re-read the Travelling overseas checklist – circumstances abroad can change rapidly.
• Reception may be able to do some of the travel bookings for you, but Reception staff will need to see the approved expenses form.
• Other publications by the organisers are often available cheaply at conferences. Please talk to the Librarian to see if there are any earlier conference proceedings or other material missing from our collection that you could buy. Don't forget to donate your copy of the proceedings to the Library when you return.
Term Dates 2019/2020

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<th>Term</th>
<th>Full Term Starts</th>
<th>Full Term Ends</th>
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<tr>
<td><strong>Michaelmas</strong></td>
<td>Tuesday 8 October</td>
<td>Friday 6 December</td>
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<tr>
<td><strong>Lent</strong></td>
<td>Tuesday 14 January</td>
<td>Friday 13 March</td>
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<tr>
<td><strong>Easter</strong></td>
<td>Tuesday 21 April</td>
<td>Friday 26 June</td>
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Please refer to webpage http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/terms-study for the Terms of Residence rules.

**Note that research students do not keep the same terms as undergraduates.**

Although research students are allowed to, and encouraged to, take up to eight weeks of holiday per annum (including public holidays and closure days), they are expected to be working on their research throughout the year.

**Report submissions**

After getting your supervisor to check your first and second-year reports and third-year progress statement, the reports should be submitted to the Graduate Education Office, FS03.

**First and second year** reports should be submitted according to the following schedule:

- Students admitted in Michaelmas Term, 2 copies, soft-bound, by June 30
- Students admitted in Lent Term, 2 copies, soft-bound, by October 30
- Students admitted in Easter Term, 2 copies, soft-bound, by January 30

**Third year progress statements** should be submitted at the end of the ninth term and stapled only.

Apart from the first year when the logbook should be submitted with your first-year report, logbooks and tally sheets are to be submitted in the first week of July.

**Induction**

Please see https://www.cst.cam.ac.uk/local/phd/phd-induction for up-to-date information about the first weeks of term and how to register in the Department.

**Degree Committee**

The Degree Committee oversees the approval of students as Graduate Students and the supervision of their work, the award of degrees, diplomas, and certificates in respect of graduate study or contributions to learning, and other cognate matters. Dates of relevant meetings may be found at https://www.cl.cam.ac.uk/local/committees/degree/.
9. Who’s here to help

The Degree Committee for the Faculty of Computer Science and Technology appoints a Principal Supervisor, and occasionally a Co-supervisor, and a Graduate Adviser for every research student. Occasionally, a co-supervisor or Graduate Adviser will be external to the Department. Students are advised to read carefully the Code of Practice which sets out what research students should expect during their study in terms of supervision, support and assessment. It also sets out what the University and those responsible for your study should expect of you.

The Principal Supervisor will write reports via the CamSIS reporting system. These reports are open and you can access them via your Self-Service web-pages. You will also have a College Tutor who will be available to discuss non-academic matters.

The function of the Graduate Adviser is to take an interest in and provide additional support for a student through, for example, literature suggestions, informal technical discussion, pointers to resources etc., as appropriate, with a formal commitment to an interview once a term. A student may have more than one Graduate Adviser.

The Graduate Adviser would normally be the person appointed by the supervisor to assess and discuss the student's first year report etc. The Graduate Adviser is also usually the person appointed to assess and discuss the student's second-year report and thesis schedule. Because of the conflict of interests, the Graduate Adviser may not be appointed PhD Examiner.

If a research student has a concern, we recommend a quick consultation with the Graduate Education Manager/Secretary of the Degree Committee. She will be able to advise where to seek appropriate help.

Additionally, the following people are here to help. Add "@cam.ac.uk" after the user ID.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Code</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof. Ann Copestake</td>
<td>Head of Department</td>
<td>GC10</td>
<td>aac10</td>
</tr>
<tr>
<td>Caroline Stewart</td>
<td>Departmental Administrator</td>
<td>GC07</td>
<td>cb210</td>
</tr>
<tr>
<td>Prof. Cecilia Mascolo</td>
<td>Deputy Head of Department</td>
<td>FN08</td>
<td>cm542</td>
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<tr>
<td>Prof. Alastair Beresford</td>
<td>Deputy Head of Department</td>
<td>SN10</td>
<td>arb33</td>
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<tr>
<td>Dr Tim Griffin</td>
<td>Graduate Students Coordinator</td>
<td>FN13</td>
<td>tgg22</td>
</tr>
<tr>
<td>Nicholas Cutler</td>
<td>Librarian</td>
<td>GN04</td>
<td>ncc25</td>
</tr>
<tr>
<td>Carol Nightingale</td>
<td>Dept. Secretary of Finance</td>
<td>GE03</td>
<td>cs219</td>
</tr>
<tr>
<td>Lise Gough</td>
<td>Graduate Education Manager</td>
<td>FS05</td>
<td>lmg30</td>
</tr>
<tr>
<td>Joy Rook</td>
<td>Graduate Education Assistant</td>
<td>FS03</td>
<td>jlr59</td>
</tr>
<tr>
<td>Marketa Green</td>
<td>Graduate Education Assistant</td>
<td>FS03</td>
<td>mg797</td>
</tr>
<tr>
<td>Louis Massuward</td>
<td>Building Services - Stores</td>
<td>Stores</td>
<td>lm342</td>
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<tr>
<td>Ian Burton-Palmer</td>
<td>Building Services Manager</td>
<td>GW04</td>
<td>ib253</td>
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<tr>
<td>Dr Graham Titmus</td>
<td>Systems Administrator</td>
<td>GC09</td>
<td>gt19</td>
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# Department of Computer Science and Technology

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Manager of the email system</td>
<td>postmaster ‘at’ cl.cam.ac.uk</td>
</tr>
<tr>
<td>Problems relating to computing systems</td>
<td>sys-admin ‘at’ cl.cam.ac.uk</td>
</tr>
<tr>
<td>Problems relating to Lab managed Win NT systems</td>
<td>win-admin ‘at’ cl.cam.ac.uk</td>
</tr>
<tr>
<td>Help with problems relating to printers</td>
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</tr>
<tr>
<td>Reception staff</td>
<td>reception ‘at’ cst.cam.ac.uk</td>
</tr>
<tr>
<td>Masters courses</td>
<td><a href="http://www.cst.cam.ac.uk/teaching/current/acs.html">http://www.cst.cam.ac.uk/teaching/current/acs.html</a></td>
</tr>
<tr>
<td>Phone list</td>
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## Student Support links

<table>
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<th>Support Area</th>
<th>Link</th>
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<tr>
<td>Welfare and well-being</td>
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</tr>
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<td>Disability Resource Centre</td>
<td><a href="http://www.disability.admin.cam.ac.uk/">http://www.disability.admin.cam.ac.uk/</a></td>
</tr>
<tr>
<td>University Counselling Service</td>
<td><a href="http://www.counselling.cam.ac.uk/">http://www.counselling.cam.ac.uk/</a></td>
</tr>
<tr>
<td>Accommodation Advice</td>
<td><a href="https://www.graduate.study.cam.ac.uk/terms-residence">https://www.graduate.study.cam.ac.uk/terms-residence</a></td>
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## Student Complaints links

<table>
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<th>Link</th>
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<tbody>
<tr>
<td>Student Complaints</td>
<td><a href="http://www.studentcomplaints.admin.cam.ac.uk/">http://www.studentcomplaints.admin.cam.ac.uk/</a></td>
</tr>
<tr>
<td>Code of Practice</td>
<td><a href="https://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code">https://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code</a></td>
</tr>
</tbody>
</table>

## 10. CamSIS – Cambridge Student information system

CamSIS is Cambridge’s comprehensive system for handling student information, records and transactions. It is the official repository of the student’s record from application all the way through to graduation, and is the sole source of official University and College transcripts. It is also the source of the statutory governmental reports that secure the University’s funding.

It is a single point of entry system, with no duplication of data, resulting in one record for each student. This makes maintenance of the record simple and straightforward and ensures the accuracy and integrity of the information.

All transactions, processing and updates to the student’s record are either carried out directly in CamSIS by University and College staff, the students themselves, or are downloaded into CamSIS by organisations such as the University and Colleges Administration Services. The interface includes an ‘academic tile’ with which you can:

- View supervision and self-evaluation reports and responses
- Contact key academic staff including your College Tutor
- View your thesis submission details
- Apply for things: leave to work away from Cambridge; intermission; and other changes to your status
- Request official verification letters
- Request a transcript
- Order a degree certificate
- View your ATAS statement (if applicable)
- And much more….

Please login as soon as you can to familiarise yourself with the system and there is a guide via Moodle at https://www.vle.cam.ac.uk/pluginfile.php/14431041/mod_resource/content/9/story_html5.html (Needs a Raven Login.)

11. Libraries

Department of Computer Science and Technology
The library principally serves the staff and students of the Department of Computer Science and Technology, although other members of the University may use the library for reference purposes on application to the librarian. See https://www.cl.cam.ac.uk/library/ for further details.

Opening hours
At present the library is open and staffed between 9am and 5pm, Mondays to Fridays. The librarian is normally away for lunch from 1 until 2pm, and users visiting for the first time, or needing assistance, are advised to avoid those hours. Current members, including research students, of the department may gain access to the library outside of these hours using their University access card.

Colleges
Your College will carry varying numbers of relevant titles within their own libraries.

Other libraries – see https://www.libraries.cam.ac.uk/

Binding Machines

There is a binding machine available in the library and another in the Graduate Education Office. We also hold small stocks of comb binders, plastic covers and backs. You may need this when binding your first and second-year reports and your final thesis.

The librarian, or GEO staff, will happily give instructions on using the binding machines.
The Graduate Education Office is based in rooms FS03 and FS05 of the William Gates Building.

Graduate Education Offices, FS03/FS05:

- Letters (done on Fridays - please send an email to clphdadm well in advance)
- Funding, Expenses, and Risk Assessments
- Degree Committee administration, including student changes in circumstances applications such as leave to work away
- Submission of yearly reports and logbooks, tally sheets
- Friendly advice

**Opening hours**

Monday to Friday 8:30 - 13:00 14:00 – 16:45

Please note that tea-breaks between 10.30 – 11.00 and 15.30 – 16.00 are sacred to the Graduate Education team. We also take bank holidays as part of our annual leave.

If the Graduate Education Office is closed, you can drop correspondence off at Reception staff or leave it in the pigeonhole marked ‘Graduate Education Administration’ or drop it in the black post box outside FS05.

**Graduate Education Team**

Graduate Education Manager and Secretary of the Degree Committee

Ms Lise Gough (3)34656 Room FS05
cldegcom@hermes.cam.ac.uk

Graduate Education Administrator

Mrs Joy Rook (3)34652 Room FS03

Graduate Education Assistant

Mrs Marketa Green (7)63843 Room FS03

For day-to-day Ph.D. related business, please email clphdadm@hermes.cam.ac.uk.
13. Student Representation

Ph.D. Students are represented on the Faculty of Computer Science and Technology by a Junior Member. Elections for members are held in the November of each academic year. The Faculty receives the Minutes of the Staff Student Consultative Forum, the Committee for Advanced taught Courses, the Teaching Committee, and the Forum of Directors of Studies, and itself reports to the General Board of the University. The Faculty Minutes are sent to the Secretary General of the Faculties, the members and to Officers in the Department of Computer Science and Technology.

Copies are filed in the Departmental Secretary's office, currently Room GC07, William Gates Building. The junior members, two students on taught courses and one research student, attend the first part of each meeting during which unreserved business is discussed - that's the bulk of the business and includes things like the Head of Department's annual report, accreditation matters, examiners' reports, teaching matters related to the Tripos and M.Phil courses, the use of calculators in exams, new proposals for courses, etc.

Reserved business covers matters referring to named members of staff (e.g. promotions and leave of absence), and such things as the appointment of Examiners and the Form and Conduct of examinations.

Whilst the faculty representative elections are formally independent of the Graduate Union, under the terms of the GU Constitution (which has the approval of the University Council) the elected graduate representative is also a voting member of the GU governing council. Further information about the GU Council is available at http://www.gradunion.cam.ac.uk/representation/council.

Faculty meetings are fairly formal and reasonable dress is required!

Ph.D. students are also represented on the Staff Student Consultative Forum and the Graduate Students' Forum. Both of these groups are relatively relaxed occasions and provide the opportunity for student and staff representatives to exchange comments about facilities and teaching. The Graduate Students' Forum is made up of research student representatives from research students and the M.Phil course, the Graduate Students Coordinator and a member of the Graduate Education team. The Forum has the opportunity to suggest courses and activities that fall within the remit of the Researcher Development allocation as well as issues that are particularly relevant to research students in the Faculty. Meetings are held at lunch time once a term and the minutes are received by the Graduate Education Committee and Degree Committee.

The Staff Student Consultative Forum (SSCOF) is made up of student representatives from every year of the undergraduate course, a Part III student or M.Phil student, a research student co-opted from the Graduate Students Forum, and members of the academic, support and Student Administration team. Meetings are held at lunch time twice a term. See https://www.cl.cam.ac.uk/local/committees/staff-student/

Graduate Students also have a representative on the Graduate School of Technology Committee.

Elections for student representatives are held at the beginning of academic year.
Based at the Department of Computer Science and Technology, women@CL provides local and national activities for women engaged in computing research and academic leadership. The network was established because only one in four computing PhDs, one in eight computing academic staff and one in twenty computing professors are female, yet 33% of academic women, as opposed to 22% of men, aspire to leadership positions. The purpose of the women@CL network is to put in place a positive action programme for women in computing research, with a particular focus on interdisciplinary research, leadership and enterprise.

Our programme consists of a variety of local activities such as:

- **women@CL speaker lunches** are our popular monthly events, where we invite a female speaker to come and talk about her work, research, career issues and other interesting and relevant topics. We have a real diversity of speakers including women from academia, industry, start-ups, etc. Examples of previous events include career discussion panels and talks by Google, Microsoft Research, Intel, Cambridge Cell Networks, and many more. Speaker lunches are open to everyone, regardless of gender.

- **women@CL talklets** take place once a term. In these events we invite female speakers from within the Computer Lab to come and talk about their research. Talklet lunches are open to everyone, regardless of gender.

- **Big Sister, Little Sister programme (BSLS)** is a peer mentoring initiative, where new female members (little sisters) in the department are matched with existing female members (big sisters) in order to provide moral support and information for the newcomers. women@CL provide and fund social opportunities for Big and Little Sisters to meet. Events have included formal halls at a variety of colleges; meals out at local restaurants; bowling. The date for the first BSLS welcome event is on Thursday 17 October 2019 from 1-2 p.m. in FW11.

- **Coffee & Cake** are informal social gatherings held throughout the year for women in the department in order to encourage networking and create a welcoming environment.

For more information on our meetings and resources for and about women in computing, please visit the women@CL webpage [http://www.cst.cam.ac.uk/women/](http://www.cst.cam.ac.uk/women/).
15. Getting to the Department

 Students at the University of Cambridge are not permitted to have cars except under very special circumstances.

Walking or cycling

The William Gates Building is 2 km (1.3 miles) west of the city centre. From the city centre go west on Garret Hostel Lane, Burrell's Walk (past the University Library), Adams Road, the Coton Cycle-path, and then turn right into Clerk Maxwell Road then left beside the Centre for Applied Photonics and Electronics to the William Gates Building. The official university map should help you to trace this route. A map of the area surrounding the William Gates Building shows the final part of this route. Please see Appendix C.

If you are cycling, please take care. The EMBS has a useful website for cyclists, old and new, at http://www.admin.cam.ac.uk/offices/embs/travel/cycle/. We also strongly recommend purchasing a strong D-lock.

Cycle route from William Gates Building to town and the Department of Engineering
Buses

The **Universal** (operated by Go-Whippet at substantially reduced fares for University Card holders) and **Citi 4** run from the city centre to the West Cambridge Site. The Universal bus usefully starts at the Sainsbury’s supermarket in Eddington, can be caught from opposite the WGB, and stops in the city centre as well as Addenbrookes Hospital. The timetable can be found at [https://bustimes.org/services/u-madingley-road-p-r-addenbrookes-hospital](https://bustimes.org/services/u-madingley-road-p-r-addenbrookes-hospital).

Anyone planning to make three or more journeys in a day on Stagecoach buses (other than the **Universal**) will find it cheaper to purchase a **Dayrider** ticket, which can be used on any Stagecoach route within the city.

See also [http://www.admin.cam.ac.uk/offices/embs/travel/bus/index.html](http://www.admin.cam.ac.uk/offices/embs/travel/bus/index.html) (maintained by EMBS)
APPENDIX A: Links

Ph.D. Resources
https://www.cst.cam.ac.uk/local/phd

Code of Practice
https://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code

CAMSIS Self-service page
http://www.camsis.cam.ac.uk/cam-only/log_in_students/

Student Registry
http://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students

Hermes Webmail Service – most students use Office 365
https://webmail.hermes.cam.ac.uk/

Information for Cambridge Graduate Students
http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study

Graduate Union
https://www.gradunion.cam.ac.uk/

University maps
http://www.cam.ac.uk/map/
APPENDIX B: Maps of William Gates Building
APPENDIX C: Map of West Cambridge site

1. Supermarket (Sainsbury)
2. Madingley Road
3. Merton Hall Farmhouse (Multi-Faith Chaplaincy Centre)
4. Whittle Laboratory, Department of Engineering
5. William Gates Building – Department of Computer Science and Technology
6. University Information Services Research Centre
7. University Residences
8. Institute for Manufacturing
9. Sports Centre
10. Hauser Forum (including West café)
11. Cycle path to Cambridge
APPENDIX D: Cambridge Colleges – a guide for graduate students
Adapted from https://www.graduate.study.cam.ac.uk/files/cambridge_colleges_-_a_guide_for_graduate_students.pdf and amended August 2019

Introduction

Graduate study at Cambridge should be a life-changing experience. You may become an academic pushing at the global frontiers of research and teaching, or a leader in a profession, public service or commercial enterprise for which a postgraduate course has equipped you with essential skills. Whatever your ambitions for the future, you will benefit from participating here as fully as you can in each of the communities, large and small, to which you belong. By doing so, of course, you will also contribute to the future of the institutions with which your life here is involved.

Most of those institutions will sound familiar to you. Departments, Faculties, Museums, Libraries and Laboratories: one or more of these will be where your course is taught, where your research is undertaken and supervised, by specialists in your discipline.

But like every Cambridge student and many of the academic staff, you are also a member of a College, where enthusiasts from every discipline meet and enrich each other across subject boundaries and generations, and you will remain a member of your College for life.

Throughout its history, Cambridge has had Colleges, which are intimate social and intellectual communities of scholars. They are educational charities, each with a particular mission and character, and they have evolved in response to different social pressures. They remain flexible, reacting to the changing needs of their members. But all are devoted to study and research across the range of disciplines and generations. They are governed by Fellows, who are mostly academics employed in the University. Those Fellows have chosen to take on the additional responsibilities involved because they believe in the values of community and interdisciplinary practice. Colleges promote and sustain these values through the care they offer to their students, individually and collectively. In addition, every member of a College takes pride in these often very beautiful places.

Colleges remain integral to the University’s educational and research environment today. They can offer you a home, and services that other Universities provide centrally. They also give you experiences and opportunities that are unique to Cambridge. A key element of College life is the Middle Common Room (MCR)\(^1\), a term widely used both for the graduate student body, and for the shared space and associated facilities that graduate students enjoy in College. Using such facilities and participating in your College’s graduate society can be rewarding -- and you can make a real difference by ensuring that the College knows about current and future student needs.

This document describes the benefits and responsibilities of College membership. If you embrace it, your College experience can be one of the most important and memorable you develop in Cambridge. You may choose not to access some of the services to which you are entitled, and you may not need to. But you do need to know they are there for you. The fee you pay the Collegiate University includes a College element that reflects the importance of College membership. This brief introduction to the basics of College life is intended to encourage you to make as much of your College as possible.

Some of the advantages of College membership are material, and obvious. These include induction in your first weeks, through printed and online material, and a series of social and orientation sessions; ongoing academic and pastoral support from your Tutor and Graduate Office; accommodation and catering; financial advice and assistance; social, cultural and sporting facilities; opportunities for research, teaching, and professional development, through interdisciplinary seminars or intergenerational networks of College members.

\(^1\) Not all Colleges have an MCR. Some Colleges have their own variant of this term, such as College Student Associations at Darwin and Wolfson Colleges.
Colleges administer formal processes, including matriculation (formally joining the University and College), monitoring international students’ status for visa purposes, and graduation. But they also work closely with the University’s central bodies to shape University policy on a range of educational and financial issues affecting graduates, and to negotiate with the University on behalf of their own students.

And some benefits of College membership are intangible, but just as real, and equally indispensable to your experience of Cambridge: conversations and friendships that take you out of your area of expertise and stimulate new ideas; the satisfaction of representing your fellow graduates in College or the University. The friendship and advice individual graduate students find in Colleges make these communities indispensable elements of your Cambridge life.

The College has obligations to you as a member of its community. But your membership also entails responsibilities for you: to respect its rules and conventions; to have regard to the rights and needs of others; to honour commitments. As a member of the College community, you will gain much by helping to make it function effectively.

**Pastoral, welfare and academic support through the Tutorial system**

As a graduate member of a College, you will have access to a Tutor – a College Fellow – who is there to give you advice about any pastoral, academic, financial or emotional problems you may be experiencing. This individual may be a part of a team of Tutors. Get to know your Tutor, and introduce yourself. Then keep all relevant contact details to hand, and update him or her with your progress and any difficulties you might encounter.

Your Tutor will try to assist you in cases of financial difficulty, both in exploring the availability of the College’s resources, and by tapping into the variety of centrally provided and external services available to graduate students.

Your Tutor is also a source of general advice and support on academic matters. He or she is always happy to listen to your experiences of studying and research, to offer advice where appropriate, and to introduce you to academic staff and students in College with similar interests. Your Tutor will have access to CGSRS (Cambridge Graduate Supervision Reporting System) reports submitted online by your supervisor concerning your academic progress, and to any self-assessment exercise you complete via CamSIS and will liaise where necessary with academic supervisors and departments/faculties, particularly if you are experiencing difficulties. If you are worried by what a report says, or want a different perspective on any aspect of your work, go and talk to your Tutor. In the rare cases when things go wrong, and you need to make a formal complaint or appeal against a University department, your Tutor may have an important role as advocate, and will guide you through the formal procedures.

More commonly, if you are ill or your work has been disrupted or you need to take time out for personal reasons, your Tutor will help you ensure that your application is presented properly to the relevant university bodies. Your Tutor will also be able to write tutorial references for you.

In most Colleges, there is a single individual (the Graduate Tutor or the Senior Tutor) who has overall responsibility for the whole community of graduate students. Tutors meet regularly within College, and Graduate Tutors meet their counterparts in other Colleges along with senior University officers, representatives of the Student Registry, the Graduate Union and the Colleges’ Graduate Secretaries. This means they can all share information to ensure a coordinated and effective response to issues affecting graduate students.

Another key figure in many Colleges is the Graduate Secretary, in some cases known as a Graduate Officer or Administrator. Available in College during office hours, the Graduate Secretary works closely with Tutors, and will often be able to provide immediate answers to questions on routine but essential practical matters. S/he acts as a contact point for international students and advises on the availability of other members of the College’s support staff. Most Colleges have a nurse who can advise you on

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Routine medical difficulties; many also have a chaplain and/or a counsellor, who helps students of all faiths and none.

Together, this team of people provides an invaluable resource. They assist with problems that arise when a student has just arrived in Cambridge, and are available to help in the event of personal, domestic or family difficulties.

**Assistance and information for student parents**

For graduate students with families, the colleges work with the University to support a Childcare Adviser, who is based in the University’s Childcare Office (see https://www.childcare.admin.cam.ac.uk/), located at 21, Trumpington Street, Cambridge, CB2 1QA, Tel: 01223 332249. *Note that they do not operate a drop-in service.* The Childcare Adviser can provide information on University and local childcare options for children of all ages, as well as information on financial assistance and details of College family accommodation.

The Childcare Adviser also organises welcome meetings for students with children at the beginning of each academic year, and runs a parent email list to keep student parents up to date with relevant information and events. A number of colleges also have established nurseries to which student parents may have access.

Contact the Childcare Adviser:

Childcare Office, 21, Trumpington Street Cambridge, CB2 1QA
Email: childcare@admin.cam.ac.uk

For more information, see also the Cambridge Guide for Student Parents at www.admin.cam.ac.uk/univ/childcare/studentparentguide.html

**Accommodation and catering**

**Accommodation**

It is crucial for graduate students to have affordable and convenient accommodation. College-owned accommodation has long played the leading role in meeting this need. Living in College accommodation enhances social life and, together with communal catering, contributes to efficient study. But not all graduate students want to be housed in college accommodation; some prefer, particularly in their later years, to move into the town, renting a flat or sharing a house with friends or family.

Managing graduate accommodation is a complex business, and Colleges try their best to be flexible and fair in their use of this precious resource. Different taught courses start at different dates, and last for different periods of time. Doctoral students may start at several different points in the year, may finish at any time of year, and may spend periods working away from Cambridge. Doctoral students who overrun their allotted period, even if they no longer pay fees, may still hope to be accommodated by their College. Professional and part-time courses involve periods of residence that run on their own different rhythms.

Colleges always consult with MCRs to determine their priorities in allocating accommodation and the details of the contracts they offer. Giving good notice of your likely needs will increase your chances of being offered accommodation.

Your College will try, within its available resources, to meet accommodation needs at different phases of your career. For instance, if you are a single student new to Cambridge who has met the academic and financial conditions of your offer and requested accommodation by 31 July, Colleges will normally provide you with accommodation for your first year; you are however advised to confirm this in writing with your College. Partnered or married students and students with families have their own specific requirements. Here, it may be more difficult for colleges to match supply and demand. Colleges
nevertheless try to help families find accommodation, both through other Colleges and through the University’s Accommodation Syndicate and by advising on the private rental market.

Colleges vary in their approach to students from another College who might be renting their accommodation, but are not members of that College. Consequently students residing in the accommodation of a College other than their own should check what their entitlements are in terms of access to facilities such as dining facilities, gyms, library and IT. You should not assume that you are entitled to use any facilities in your host college apart from the room you are renting.

Catering
All colleges enable their members to eat and drink together informally as a matter of routine. Sharing a meal provides a chance for relaxation and a social focus away from work. The priority of college catering is to provide you with a range of food at reasonable cost at least during term time, and to provide some catering throughout the year (with the exception of well-advertised closure for staff vacation). Colleges also arrange occasional, formal dining events, some of which may also enable you to invite a guest or listen to a distinguished outside speaker.

Rent and catering charges
Payment of fees does not cover your rent if you live in College-owned accommodation or the costs of food. So far as catering is concerned, costs arise both as "fixed costs" (operating a kitchen and a dining hall, and employing the necessary staff) and as "variable costs" according to the number of meals provided. Colleges make charges for catering in slightly different ways. However they do it, they need to recover both the fixed costs and the variable costs. The former are often recovered by means of a "kitchen fixed charge", payable on a termly basis.

Academic enrichment, study and transferable skills
The focus of most of your academic engagement and advice will be your Faculty or Department. You should not expect formal teaching or organization of essential supervision on your research project to be provided by the College. (Colleges do however provide a Director of Studies for students taking Clinical Medicine, Clinical Veterinary Medicine and the MMath/MASt and the LLM.) But as multi-disciplinary communities, Colleges have a distinctive complementary role to play in helping you acquire general transferable skills, as well as in allowing you to test your ideas in conversation with those at a challenging distance from your area of expertise.

Colleges are relatively small, allowing members to get to know one another at any and every point of the day, in term and during vacations. Sharing a meal, a drink or a common room allows graduates, undergraduates and Fellows with a wide variety of academic interests and cultural origins to come together, stimulating the cross-fertilisation of ideas. The College setting can provide opportunities for you to organise and participate in informal seminars (where you can learn, for example, how to communicate your research to a supportive audience outside your subject); to run societies; and to network with alumni of the College or other College guests.

Colleges want to facilitate interaction between senior members and their graduate students. In some colleges, Fellows act as discipline-based mentors to a small number of graduate students – an arrangement which complements the more general pastoral role of Tutors, and the project-specific responsibilities of research supervisors. Some colleges provide opportunities for research presentations, poster exhibitions and the chance these bring to answer curious questions from peers in other disciplines. As the institutions are responsible for providing supervisions of undergraduate students in Cambridge, Colleges may also provide opportunities for graduate students to gain experience in small-group teaching, especially valuable for those wishing to pursue academic careers. Colleges and Departments also work together to provide discipline-specific mentoring and teaching opportunities. These opportunities take different forms across Cambridge, and may involve you teaching in and for another College. If you are interested in gaining such teaching experience you should discuss possibilities with your Tutor and with your own research supervisor.
Students benefit from life membership of their College. Some offer opportunities for internships, travel awards, research and professional placements. Most of them award post-doctoral Research Fellowships as a first rung on the academic career ladder. These posts may be funded from the College’s endowment or made possible through private gifts to the College, often from alumni.

All colleges provide library and IT facilities, complementing specialist departmental and Faculty holdings, and providing you with another quiet place to study. Colleges may also provide study skills or academic writing sessions, though you should look to the University’s Language Centre or your Department or Faculty for specific language work, either in the academic use of English or in a foreign language. However, you should not expect your College to underwrite the costs of additional English language teaching.

Financial support

General finance
You should have arrived in Cambridge with financial resources available in £ sterling to cover all course, research, accommodation and incidental requirements. The fees for almost all Graduate students (excluding the MBA and MFin, and some MSt courses) are collected by Colleges and include elements reflecting both University and College costs. If you cannot meet the financial obligations of the course your College may require you to leave the University temporarily (intermit) until sufficient sources of funding can be found. You are not allowed to undertake paid work outside the University or a college while you are studying full-time, and you should not expect to accrue additional income in this way.

Unforeseen hardship
All colleges do, however, provide some form of financial support if you encounter unforeseen and unforeseeable hardship. Causes might include the collapse of a commercial sponsor, or a sudden major illness. Colleges may be able to access sources of hardship funding, adjust rent or fee payment schedules, or make a loan or a hardship grant. Seek advice from your Tutor in the first instance, and expect to provide full details of your circumstances and how they have changed. They will be treated in confidence, and will enable the Tutor to help you as quickly and as efficiently as possible.

PhD students who take longer than the normal allotted time to complete their theses should not expect their College to contribute financial support for the period of the overrun. You should do your utmost, working with your supervisors, to meet the target completion date set by the Student Registry, acting on behalf of the Board of Graduate Studies; if you need to renegotiate that date, consult your student profile on CamSIS, the University’s student records database.

Research-related expenditure associated with your research and career development
All colleges try to contribute towards the cost of exceptional individual research-related expenditure. This might include attending an international conference to present an academic paper, visiting an archive, undertaking fieldwork, or a medical/veterinary elective. You should expect to assemble a portfolio of funding to support these activities from your department, from the University itself (through the Student Registry), and your funding body or sponsor, as well as from your College. You might also be asked to dip into your own private resources.

Do not expect your College to contribute towards teaching-related costs (e.g. chemical reagents, equipment, essential photocopying) you incur as an integral part of your course, or towards travel on course-organised trips. These costs are normally supported by the Faculty or Department concerned. Please note, however, that sometimes they are specifically mentioned in the prospectus or offer of admission as additional costs to be borne by the student or otherwise.

Social, recreational and sporting facilities
Many social and recreational activities in Cambridge are College-based: concerts, plays, competitive inter-college sports, aerobics, dance classes, and social events, discos and balls. There is also an extensive and complementary range of specialised University-level societies. Musical activities often
play a prominent role in college, involving performance at a high standard. Clubs and groups exist for many other pursuits, both intellectual and practical, catering for a huge range of tastes and abilities. Colleges provide the infrastructure support: common rooms, TV and games rooms, bars, gyms, boathouses and sports fields, while students run many of the activities.

Whatever the mix of Fellows, graduates and undergraduates at your College, you can be as fully integrated as you wish into the social, recreational and sporting life of the community. And though many activities are located in your College, it is normal for students to attend events at other Colleges. Doing so enables you to appreciate the identity and individuality that is characteristic of Cambridge’s small College communities.

**Administration**

Colleges carry out most of the registration and financial procedures required in relation to your admission. They also deal with administrative matters concerning your status within the University, from when you formally register to when you gain your degree.

The Graduate Admissions Office, acting on behalf of the Board of Graduate Studies, (or for the MBA and MFin the Judge Business School) will supply you with an estimate of your likely costs and will request signed confirmation of your ability to meet the costs of coming to Cambridge. Colleges collect fees on their own behalf and for the University: these fees reflect the costs associated with the support for which you are eligible and the benefits and facilities they hope you will enjoy. Colleges also act as the channel by which the ‘maintenance’ or living expense element of scholarships, bursaries and loans reach the pockets of individual students. They liaise extensively with various funding bodies, as well as monitoring your own account with the College for catering and other services.

This financial relationship with your College imposes responsibilities on both sides. Colleges have duties to be clear about their own finances. They publish financial accounts, which are available on request; they also regularly consult with the MCR or graduate society on charges, and about the arrangement for paying them. Your College will take appropriate action if you get into arrears without prior negotiation, and special payment arrangements of debts to the College or the University may be required as a condition for your staying in residence. You may also be required to leave until you can produce the necessary funding. Non-payment of fees can lead to the termination of your course of study or research. So you are responsible for keeping your College informed of your financial situation, and are strongly advised to discuss serious financial problems with your Tutor at an early stage. Staying silent will not make these problems go away; confronting them makes them manageable – and your Tutor is there to help you.

**College Rules and Statutes**

Every College has rules about individual and communal discipline, as well as mechanisms enabling students to complain and to offer feedback about any aspect of their College. Observe the rules and make use of feedback mechanisms. The University also has a comprehensive suggestions and complaints procedure that students can access through the Student Registry. And the Graduate Union is always ready to offer advice and support to individual students.

If neither the College’s nor the University’s internal procedures have resolved a complaint, you can take it to the national body that investigates complaints, the Office of the Independent Adjudicator (see their website: [http://www.oiahe.org.uk](http://www.oiahe.org.uk)).

**Conclusion**

Colleges vary in the detail of their provision, atmosphere and culture, but work together to provide essential benefits to their members. The shared academic resources, experience and practical support that colleges make available to their graduate students add another dimension to the academic
provision of the University. You will gain most from your College by contributing as fully as you can to the shared intellectual and social life it offers.

**Summary of what you can expect from your College**

**Welfare and practical support**

- A Tutor to monitor your progress, to provide prompt information and advice on academic and pastoral matters, and to act as an advocate when necessary.
- An induction programme shortly after arrival, helping you understand how the College works, and how students fit within the wider context of the University, funding organisations, the city and so on.
- Tutorial references and other official letters (e.g. to confirm residence, student status, etc.) during and after your time in College.
- Assistance in response to special needs and disability.
- Advice and information concerning the provision of childcare in Cambridge.

**Accommodation and catering**

- Normally, the option of college-owned or college-managed accommodation for (at least) one year to those students, new to Cambridge, who have been confirmed for admission and applied for single accommodation by 31 July. This provision currently applies only to students coming to Cambridge without a partner or family.
- Advice and information on accommodation available elsewhere in Cambridge.
- College catering, formal and informal, at reasonable prices.

**Academic enrichment and support**

- Library (complementing the more specialised faculty and department libraries) and IT facilities.
- Opportunities to exchange experiences across disciplines and generations in an informal setting
- Assistance in communicating with University authorities on academic and other matters.
- For students taking certain courses (such as Clinical Medicine), direction of studies and supervisions.
- In combination with Faculty schemes and/or discussion with your supervisor, opportunities to supervise undergraduates and apply for College Research Fellowships

**Finance and funding**

- Advice on identifying and obtaining financial assistance, whether for ongoing study (e.g. funding a PhD course), fieldwork expenses, or presenting work at international academic conferences.
- Help in cases of unforeseen and unforeseeable financial difficulties (as distinct from failure to access funds which were guaranteed as part of the admissions procedure).
- Such help may be in the form of adjusted payment schedules or a loan, or, in cases of serious hardship, a non-returnable grant.

**A strong social focus**

- A student association or graduate society (typically the Middle Common Room (MCR)), run by students but with support from the College.
- Opportunities, typically through the College’s MCR, to run and participate in seminars and other events, and to develop presentational skills
- Opportunities for standing for election to the MCR and/or other representative bodies.
- Suitable facilities for students’ social, cultural and recreational activities (e.g. sports, music, etc.)
Administration

• Administrative services concerning a student's registration in the University and progress through it, from initial matriculation through to presentation for a degree.
• Advice, where needed, concerning relationships with funding bodies; and advice and where necessary action concerning a student's financial engagement with the College and the University.
• Mechanisms for feedback, suggestions and complaints, to the College.
• Membership of a network of old members, and of the College, for life.

What your College may expect from you

• Full and accurate information at admission, for example, about academic and other qualifications (including English language competence); and ability to pay for the course undertaken and other expenses while in Cambridge.
• Regular contact with the College, including the Tutor, and providing contact details when absent from Cambridge.
• Informing the Tutor of any material changes in circumstances.
• Prompt responses to requests for information from the College.
• Full engagement with the academic programme, and (where appropriate) participation in other aspects of College life.
• Meeting completion dates and similar targets.
• Meeting financial obligations to the College and University, paying fees and settling bills within the deadlines specified.
• Keeping to accommodation contracts or, if this becomes impossible for unforeseen reasons, negotiating any changes with the College.
• Respecting the rules and conventions of the College.
• Respecting the rights and needs of others in the College, staff as well as fellow students.