

Freedom of Information Requests
 Jan 2015-Dec 2015

Responses are shown in bold

All references to the website apply to the version that was current at the time.

Question	Date received
<p>I am writing as part of a Varsity investigation into tutors and tutor training across the undergraduate colleges. I would be extremely grateful if you would be able to tell me</p> <p>a) How many tutors there are at your college b) How many of these tutors received the welfare training mandated by CUSU in 2014 c) The college's policy on training all tutors as opposed to new tutors only d) What role tutors play within the college</p> <p>Response: a) The College has 15 Tutors b) 2 Tutors attended the training for 'New Tutors'. c) The College supports the ongoing training of Tutors, both formally through workshops and briefings organised on an intercollegiate level and within College, and informally by providing various opportunities to draw on the experience of other members of the large Tutorial team in considering issues and - where appropriate - particular cases. d) For the role of Tutors, please refer to the website: http://www.fitz.cam.ac.uk/college-life/welfare/tutors</p>	<p>27 Feb 2015</p>
<p>I would like details of your policy regarding Halal meat products within your food and catering facilities.</p> <p>*This may be in (but not limited to) communal dining rooms, halls of residence, restaurants, cafes, shops, student union facilities or any other food outlet.</p> <p>1. Do you only serve or sell Halal meat products or is Halal only available upon request? 2. Please list which products are Halal? For example: all Chicken products are Halal or all Chicken and Lamb are Halal but Beef is not and so on. 3. Where a specific meat product is Halal, are non-halal meat alternatives provided for those that wish to abstain? For example: all Chicken products are by default Halal but a non-halal chicken product is available upon request. 4. Are Halal products clearly labelled as such at the point of sale or service? 5. Are you able to verify, or do you have a policy to check, that any animal used in your Halal meat products was stunned before slaughter? 6. Do you or any of your suppliers hold any form of Halal certification from bodies such as; Halal Food Authority (HFA), The Halal Monitoring Committee (HMC) or any other organisation and if so, please state who and supply a</p>	<p>28 Feb 2015</p>

<p>copy of the certificate?</p> <p>Response:</p> <ol style="list-style-type: none"> 1. We only provide certified Halal food on request. 2. Chicken, Lamb and Beef specifically to those that request it. 3. There is always a choice of food available. 4. No because they are only provided on request. 5. We only purchase Halal meat from suppliers that stun before slaughter and have purchasing agents that are able to verify this. 6. No but our suppliers have copies of certificates from their suppliers. 	
<p>Please provide the following information regarding annualised costs for home students in their first year during the academic years 2013/14, 2014/15 and 2015/16. Each cost below should be given for each of the 3 academic years requested:</p> <ul style="list-style-type: none"> * the annual rents for full term accommodation - minimum, maximum and mean * total kitchen fixed charge or similar * typical (mean) heating charge if not included in rent * typical electric charge if not included in rent * typical water charge if not included in rent * typical laundry charge if not included in rent * typical internet / wifi service if not included in rent * caution money or dilapidations deposit or similar * any other charges or fees imposed by the college on home students. <p>Please itemise any such charges.</p> <p>In addition, what percentage of first year rooms have ensuite facilities?</p> <p>Response: All questions have been answered with regard to all first year students, whether from home or abroad, as the College does not make a distinction.</p> <p>Annual rents for 2015/16 do not include rooms that are being refurbished. The annual rental cost will depend upon the term of the rental agreement - minimum 29 weeks, maximum 51 weeks.</p> <p>1. Rents quoted are per week.</p> <p>2015/16: Minimum rent £101.50; Maximum rent £143.50; Mean rent £109.</p> <p>2014/15: Minimum rent £95.50; Maximum rent £115; Mean rent £102.32</p> <p>2013/14 Minimum rent £89; Maximum rent £124.50; Mean rent £99.84.</p> <p>2. Total kitchen fixed charge per term:</p> <p>2015/16 (living in) £153; (living out) £62.40; (living out with dependant family) £28.20</p> <p>2014/15 (living in) £141; (living out) £57.50; (living out with dependant family) £26</p> <p>2013/14 (living in) £131; (living out) £53.50; (living out with dependant family) £24</p> <p>3, 4, 5. Heating, electric and water charges are inclusive in rent for all years specified.</p>	<p>24 Mar 2015</p>

<p>6. Linen hire and laundry of bedlinen 2015/16 £23 per term; 2014/15 £21 per term; 2013/14 £21 per term. Alternatively students may use the token-operated College laundry. Tokens cost £1.50 for washing machine and 40p for drier. Cost of tokens applies from 2013 onwards.</p> <p>7. Internet/wifi charges: 2015/16 inclusive in rent up to 100GB usage per quarter - over this allowance a charge of 33p per GB applies. 2014/15 refer to College website. 2013/14 £15 per term plus 33p per GB above a minimum usage.</p> <p>8. Deposit £150 returnable on graduation. This charge has remained constant throughout the years specified.</p> <p>9. Personal possessions insurance: 2015/16 figures not yet available; 2014/15 refer to website; 2013/14 £10 per year if on a 29 week room rent contract, £13.50 per year if on a 39 week room rent contract. Fitzwilliam Society 2015/16 same as current year; 2014/15 refer to website; 2013/14 £8 per term for 3 years. Accident transport fund: 2015/16 £10; 2014/15 refer to website; 2013/14 £10 per year.</p> <p>There are currently no fully en suite first year undergraduate bedrooms.</p>	
<p>Question: the total amount spent on gas and electricity (for lighting and heating etc) at your university in the last academic year 2013-14.</p> <p>Response: the total amount spent by Fitzwilliam College on gas and electricity in 2013/14 was £356,120.</p>	9 Apr 2015
<p>Under the freedom of information act please may I request an up to date project directory of all companies, suppliers and sub-contractors involved in the Student Accommodation Fitzwilliam College Huntingdon Road, Cambridge, Cambridgeshire, CB3 0DG. The Scheme comprises internal refurbishment works on three floors.</p> <p>Response: Information supplied by phone on our behalf by Edmond Shipway.</p>	24 Jun 2015
<p>I am looking for information about complaints made by staff, students and members of the public. Please could you provide me with the following:</p> <ol style="list-style-type: none"> 1. The number of complaints made by individuals over the last three years (up to and including June 2015). Could you please break this down by academic year. 2. In each instance, please can you specify whether the complainant was a staff member, student or member of the public, and the details of the complaint made. If the complainant was a student, please could you provide the year they were in at the time, and if a staff member, their job title. 3. In each instance where the complaint was made against a specific individual, can you specify whether the individual the complaint was made against was a staff member or a student, and if a staff member what their job title was, and if a student 	15 July 2015

<p>what year they were in at the time.</p> <p>4. For each case where a complaint has been made, please could you provide the college's response to the complaint and details on any action taken by the college in response to the complaint.</p> <p>5. Please could you provide a date for each complaint submitted. If FOI requests of a similar nature have already been asked could you also please include your responses to those requests.</p> <p>Response: Further to your Freedom of Information Act request of 15 July, I can tell you that the information you requested is not recorded by the College. There have been no similar FOI requests during the last 3 years.</p>	
<p>I am looking for information about the donations given to the college by individuals and companies. Please could you provide me with the following:</p> <ol style="list-style-type: none"> 1. A list of all donations the college has received in the past three years (up to and including June 2015), and the amount donated and by whom (and if possible, for what reason) the donation was given. Please could you break this down by academic year. 2. The three highest donations given to the college over the past twenty years (up to and including June 1995). <p>If FOI requests of a similar nature have already been asked could you also please include your responses to those requests.</p> <p>Response: 1. Information regarding donations during the last 3 years can be found in the College's Campaign report on the College's website: http://www.fitz.cam.ac.uk/alumni/publications</p> <p>Information linking the names of living donors with amounts donated is considered as personal data and is protected under the Section 40 (Personal Information) exemption.</p> <p>Donations made since 1 August 2014 are in the current financial year therefore the College is not in a position to confirm the allocation of gifts.</p> <p>2. The three largest donations since 1995 have been: £1,903,622 £1,119,239 £631,336</p> <p>3. Extracts from similar FOI requests are available on request from: bursar[at]fitz.cam.ac.uk</p>	<p>15 July 2015</p>
<p>Please provide me with the following information about college accommodation, for first-year undergraduate students in the 2015/16 academic year.</p> <p>The cost per person per year of:</p> <ol style="list-style-type: none"> a) The least expensive self-catered shared dorm, if these are offered. b) The least expensive fully or partially catered shared dorm, if these are offered. c) The least expensive self-catered single-student undergraduate college room. 	<p>24 July 2015</p>

d)The least expensive catered single-student undergraduate college room (please consider rooms where there is a catered option, as well as rooms that are catered as standard).

e)The most expensive self-catered single-student undergraduate college room.

f)The most expensive catered single-student undergraduate college room (please consider rooms where there is a catered option, as well as rooms that are catered as standard).

Please also tell me:

g)The *median* cost per person of a college room (shared or single-student). When calculating this, please assume that rooms that can either be self-catered or catered are self-catered.

h)The *mean* cost per person of a college room (shared or single-student). When calculating this, please assume that rooms that can either be self-catered or catered are self-catered.

i)The *maximum* cost per person of a college room (shared or single-student). When calculating this, please assume that rooms that can either be self-catered or catered are self-catered.

j)The number of places available at the least expensive (catered or self-catered, shared or single) college accommodation.

k)The total number of accommodation places available to undergraduates at your college.

l)Which of the following facilities are included in the price of the *least* *expensive* *(catered or self-catered) single-student undergraduate college room:

Gym

Games / TV room

24 hour staff

En-suite facilities

Wifi

TV licence

Other (please state)

m)Which of the following facilities are included in the price of the *most* *expensive* *(catered or self-catered) single-student undergraduate college room:

Gym

Games / TV Room

24 hour staff

En-suite facilities

Wifi

TV licence

Other (please state)

Please provide the above information based on a standard-length contract (i.e. without additional nights over holiday periods where this is an option).

I am also interested in the bursaries your students receive, so please tell me:

n) The number of first year undergraduate students in your college who received bursaries from your university or college in the most recent academic year.

o) The average bursary award for those first year undergraduate students who received bursaries in the most recent academic year.

Response: All room rates are quoted excluding catering; the College does not offer catered contracts.

a) No accommodation of this type is offered.

b) No accommodation of this type is offered.

c) and l) The least expensive self-catered single first-year undergraduate room costs £2943.50 per year on a standard 29 week contract. This includes use of gym and games/TV room, 24 hour staff, and wifi. Heating, water, cleaning and IT charges are also included. A personal TV licence and en-suite facilities are not included.

d) No accommodation of this type is offered.

e) and m) The most expensive self-catered single first-year undergraduate room costs £4161.50 per year on a standard 29 week contract. This includes en-suite facilities, use of gym and games/TV room, 24 hour staff, and wifi. Heating, water, cleaning and IT charges are also included. A personal TV licence is not included.

f) No accommodation of this type is offered.

g) The median cost of a first-year undergraduate room is £3045 per year on a standard 29 week contract.

h) The mean cost of a first-year undergraduate room is £3170.06 per year on a standard 29 week contract.

i) The maximum cost of a first-year undergraduate room is £4161.50 per year on a standard 29 week contract

j) The number of places available at the least expensive first-year undergraduate accommodation is 64.

<p>k) The total number of first year undergraduate places is 136. The total number of undergraduate places is 426.</p> <p>All rooms are also available on a 34 or 39 week contract at the same weekly rental.</p> <p>n) 30 first year undergraduates received bursaries during the 2014-15 academic year.</p> <p>o) The average bursary award was £763.66 per student for those first year undergraduates who received bursaries during 2014-15.</p>	
<ol style="list-style-type: none"> 1. The amount the College has spent on travel grants for undergraduates in the financial years 2011/12, 2012/13, 2013/14 and 2014/15. 2. The amount the College has spent on travel grants for postgraduates in the financial years 2011/12, 2012/13, 2013/14 and 2014/15. 3. The details of any specific grants that are tied to an endowment (as in, the money cannot be spent on anything else). <p>Response:</p> <p>1. and 2. 2014-15 Undergraduate £33,145; Postgraduate £21,287 2013-14 Undergraduate £36,632; Postgraduate £21,369 2012-13 Undergraduate £42,186; Postgraduate £24,012 2011-12 Undergraduate £32,257; Postgraduate £18,534</p> <p>3. Information including details of the fund to which the grant is tied can be found on the College website:</p> <p>https://www.fitz.cam.ac.uk/sites/www.fitz.cam.ac.uk/files/FundRegulationsforFitzwilliamCollege-1.pdf</p>	6 Sept 2015
<ol style="list-style-type: none"> 1. The acreage of land, or an equivalent measure, that the college currently owns- the year 2014/2015 2. The location of land that the college currently owns- the year 2014/2015 3. Whether or not the college currently leases land or property from another college – the year 2014/2015 4. The estimated current worth of the college’s land holdings, both leased and unleased 5. The net profit of all college land, both leased and unleased, for the financial year 2014/2015 <p>Response: I take your question concerning land ownership to refer to holdings of un-built agricultural land and playing fields. This being the case, the College has no such holdings.</p> <p>With regard to your third question, the College does not lease any land or property from another College.</p>	11 Sept 2015
<p>Which accommodation is available for these students? Are they offered places in undergraduate or postgraduate accommodation or does your college own accommodation near Addenbrooke's or the vet school for these students?</p>	28 Sept 2015

<p>2. How do these students apply for this accommodation and how is it allocated, e.g. random ballot, group ballot?</p> <p>3. How often are you unable to offer accommodation to these students? Please give numbers for recent years.</p> <p>4. Does your college offer accommodation to students studying for clinical medical or veterinary degrees while registered at other colleges? If so, under what circumstances may accommodation be offered to these students?</p> <p>Response: 1. Undergraduate medical and veterinary students taking the clinical course (years 4-6) are offered a graduate room on our College site on Storey's Way, Cambridge or a room in one of our outside graduate houses, close to our college site. We have graduate accommodation on Glisson Road which is closer to Addenbrookes Hospital and our college is well located for the Veterinary School on Madingley Road.</p> <p>2. 1st year students are allocated one of our graduate rooms on our college site or in one of the outside graduate houses. Thereafter, they enter the graduate housing ballot where they can ballot for a room for the following year.</p> <p>3. We are usually able to provide accommodation for these undergraduate students, unless they choose to live in private accommodation.</p> <p>4. We do not offer rooms to students from other colleges for the duration of their course. However, if we have a spare room at the beginning of an academic year, we are happy to let the room to a student from another college for that year only as a visitor. We will always give our own students priority when allocating rooms.</p>	
<p>I would like to know the amount of money the College contributed towards paying for the College's Mayball or equivalent celebrations and the number of people who attended each of these events over the past five academic years, or as close as records allow.</p> <p>Response: The Fitzwilliam College Winter Ball is run by a separate student-led organisation. The College supplies certain services to the Ball, but does not retain the information which you have requested.</p>	13 Oct 2015
<p>How many persons employed by the college earned less than £7.85 per hour during financial year 2013/2014 and the roles they carried out.</p> <p>Response: During the financial year 2013/14, 24 members of staff, who were all employed as Housekeepers, earned less than £7.85 per hour. The 'Living Wage' in 2013/14 was £7.65 an hour; 23 of these members of staff earned less than £7.65.</p>	13 Oct 2015
<p>Can students access a short term loan from College if they are not in receipt of the Government grant and/or the Cambridge Bursary</p> <ul style="list-style-type: none"> - Can students access a hardship grant from College if they are not in receipt of the Government grant and/or the Cambridge Bursary - In the case that any student can, what is the pay-back schedule (if there is one) - Are rent prices flat, or vary dependent on room gradation 	18 Nov 2015

<p>Response: Students in financial hardship are referred to their Tutor in order to access hardship or support funds. Awards are normally in the form of grants although short term loans have also been made.</p>	
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In the case of a loan, the pay-back schedule is determined on a case by case basis, though it is normally expected that repayment is made during the course of the academic year in which the loan was made.

Rent prices vary according to the size of room and facilities offered. Information can be found on the College website:

<http://www.fitz.cam.ac.uk/college-life/accommodation/undergraduate/rent-and-contracts>