This guide was produced by Fitzwilliam College Tutors and Staff of the Tutorial Office. Further information can be found on the website www.fitz.cam.ac.uk.
Welcome to Fitzwilliam College! The information in this handbook provides essential information you will need before coming into residence at the start of the Michaelmas Term: it highlights key procedures you will need to complete on arrival and introduces you to some of the key people with whom you will work over what we trust will be a very enjoyable, stimulating and successful three or four years. Please read it carefully before you arrive and keep it in a safe place for future reference.

I hope you are thrilled about the adventure on which you are about to embark. You may also be a little nervous, but so are all of your peers. This is normal! Your course will be difficult: it is designed to push you intellectually, to challenge and inspire you, week after week. But we selected you from a large field of applicants because we are convinced that you have the ability to succeed in your studies and to thrive in this College, with its longstanding traditions of rigorous intellectual inquiry, academic excellence and vibrant student life.

You will receive advice of all kinds as you begin your studies, and I encourage you to soak up as much of it as possible. Here is the most important advice I have to offer: Think in advance about what you hope to achieve here, both in your studies and in the many extra-curricular opportunities that we hope you will explore. Ask yourself at the start of every year, every term, even every week:
1) What do I want to accomplish?
2) What steps must I take in order to accomplish my goals?
3) And, most importantly: How should I organise my time in order to succeed in my studies and take advantage of all (or almost all!) that life in Cambridge has to offer? Each of you will have your own goals and each of you will develop your own strategies for achieving them. But what each of you must always remember is this: Time flies here, sometimes at what may feel like the speed of light. Use it wisely.

Every member of the College staff is delighted that you have chosen to come here and to make your contribution to this historic institution. Our job is to ensure that you are able to work to your very best in a supportive, lively, serious environment. Yours is to help sustain that environment, and to make the most of your opportunity to live and study here.

We look forward to seeing you in Cambridge in October.

Dr Susan Larsen
Acting Senior Tutor
Arrival

Timing

Freshers should arrive at our Storey's Way entrance (CB3 0DG) on Saturday 30th September no earlier than 11.00 am, unless you have been asked to arrive on an earlier date (see below). On that day there will be NO PARKING for arriving students. There will be ‘drop off’ bays in Storey's Way car park where students may unload their belongings. Car drivers will then be asked to leave. Parking is available at the Madingley Rd 'Park & Ride'. In order to get back to Storey's Way, please exit the Park and Ride site and turn right. There is a bus stop for the CITI4 bus which travels along Madingley Road and has a stop at the beginning of Storey’s Way.

Overseas students can arrive from 27th September. Some subject groups have pre-term activities and you will have been notified by email if you need to arrive on an earlier date.

Please note that all early arrivals will need to pay cash for their meals as your college cards will not be active until Saturday 30th September.

Immediately on Arrival

Go to the Porters Lodge where you can sign room contracts and collect your room key and ID card. Your ID Card will give you access to various facilities in College and in your Department. In College you will need the card to access your accommodation block, the bicycle compounds, North Lodge, Library and IT Centre, squash courts and gym (after induction) and to pay for meals and washing tokens in the Buttery.

From there, you will be shown to your room by JMA volunteers.

Don’t forget to empty your pigeon hole (post boxes near the Porters Lodge).
Essential actions during your first days at Fitzwilliam

**Email** is the principal means of communication so check your @cam inbox regularly. Contact the IT Department urgently if you have difficulties accessing your emails. You are likely to receive a large number of messages of greater or lesser significance, especially in the first week or two.

You will need to prioritise efficiently and must act immediately on messages from your Director of Studies, Tutor, Supervisors, Department or Faculty, and from College Officers such as the Senior Tutor, Bursar, Domestic Bursar, Housekeeping and Accommodation Manager, and Head Porter.

**Check the notice boards** in the lobby of Gatehouse Court, in the archway between O and P staircases and in the Central Building, for further information which may concern you directly. A Map of the College is at the end of this guide.

**Register with a local doctor** and then take your Doctor’s Registration Form to the Fitzwilliam College Nurse (whose surgery is next door at Murray Edwards College). The nearest GP surgery (Huntingdon Road Surgery) will be holding a registration session in college on Weds 4th October in Walker Room 11.

**Register your bike** with the Porters. Fill in an online form after your arrival (there will be a link on the MyFitz page). This will generate an ID number which will be sent to you via email. Take this number to the Porters Lodge where the porters will create a label for your bike and issue a coloured cable tie for ease of identification as a current student.

**Verify your Personal Information** on CamSIS, to ensure that you (and your next of kin) can be contacted in case of emergency. A deadline (early in term) will be publicised when you arrive.

**If you are an Overseas students on a Tier 4 Visa**, collect your Biometric Residence Permit from the University Centre. You need to pre-book an appointment – see http://www.internationalstudents.cam.ac.uk/collecting-your-visa-brp.

**If you are an Overseas students** you must also have your passport and visa scanned on arrival at the College. Please come to the Tutorial Office from 2.00pm - 3.00pm on Weds 27th Sept, 8.00am – 3.00pm on Thurs 28th Sept, or 8.00am – 3.00pm on Friday 29th Sept. The process takes only a few minutes.

**All students are required to produce photo ID before Matriculation.** All incoming students will have to have their ID verified. This is easily done with your passport so please make sure you bring this with you. If you do not have a current passport then a photocard driving licence will be sufficient. If you do not have either of these documents please contact Gillian Skerritt in the Admissions Office admissions@fitz.cam.ac.uk so an alternate document can be discussed.
Compulsory scheduled activities in Freshers Week

Several days of Freshers’ activities, formal occasions and introductory meetings precede the start of your regular academic work. The following activities are compulsory:

**Welfare and Safety Talks** in the Auditorium at 10.30am on Monday 2nd October

**Fitzwilliam, a brief History**, in the Auditorium at 6.20pm on Monday 2nd October, followed by **Matriculation Dinner** in the Hall.

**Matriculation** in the Auditorium from 10:45 am on Tuesday 3rd October, followed by the **Matriculation photograph** on the Grove Lawn. Full details can be found in the Freshers Week timetable. This is the moment at which you formally become a member of the College and the University.

**Meetings** with your **Tutor** and your **Director of Studies**. Details on the timing of these meetings will be circulated at the beginning of term.

**Study Skills Workshop.** These are a chance to work in your subject groups and are run by Fellows of the College. All subjects except Natural Sciences (who will have covered this in the pre course) need to attend.

**Library Induction Sessions**, at which your card is validated, allowing you to borrow books. Sign-up sheets will be available in the Library reception during the first weekend. Some Directors of Studies will arrange for their students to attend as a group.

Finance and Awards

Fee status

In order to be considered as a ‘Home’ student for tuition fees purposes, you need either to live in an EU member state or to have indefinite leave to enter or remain in the UK. In addition, you need to have lived in the European Economic Area (EEA) for the last three years, not solely for educational purposes. Further guidance is published by the UK Council for International Student Affairs (UKCISA) at [www.ukcisa.org.uk](http://www.ukcisa.org.uk). For advice contact the Admissions Office.
In order for the College to charge you correctly it is essential that UK and EU students register with the appropriate student financial agencies through
www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance and supply the College with the resulting University Payment Advice document. All Overseas and privately funded students are required to provide, prior to their arrival in College, documentary evidence of their ability to cover their fees and living costs for the full duration of their course.

University Tuition Fee and College Fee

All students in Cambridge are charged a University Tuition Fee. In 2017/2018, the tuition fee for UK/EU students studying for their first undergraduate degree is £9,250 per year. Students from Overseas pay a higher rate, depending on the course: see www.cam.ac.uk/admissions/undergraduate/international/costs.html.

Home/EU undergraduate students who are eligible for loans and/or grants from Student Finance agencies will NOT be charged an additional College Fee, but this WILL be charged to Overseas students, those from the Channel Islands and Isle of Man, and any home or EU students who are ineligible for public support. Where payable, the annual College fee in 2017/2018 is £8,500.

Fees for Home and EU Students who are eligible for public funding

If you are a Home/EU undergraduate student who is eligible for public funding and have supplied the College with a copy of your University Payment Advice, you will be charged a University Tuition Fee only, on a Termly basis. Payment will be due by the eighth day of each Term, but if you have taken out a Loan for Tuition Fees (via the Student Finance agencies) you will effectively defer payment until you have graduated and are earning above a specified minimum salary.

Fees for Overseas Students and for Home and EU Students who are unregistered or ineligible for public funding

Students from Overseas, and Home/EU students who are ineligible for support from Student Finance agencies, will be invoiced on arrival for University Tuition Fees and College Fees for the forthcoming academic year. Both fees are paid through the College. Payment will be due in full by the eighth day of Term (this year by 10th October 2017).
Other items on your College Bill

- Room rent charged per term (depending on the length of contract). Rent includes electricity, insurance, heating, and water. It also includes computer connection charges (but traffic charges may be incurred. See IT Charges for more information.)
- Fitzwilliam Deposit (returnable when you complete your course) - £150.
- Kitchen Fixed Charge – a termly charge £168 per term
- Minimum Meals Charge - a termly charge £96 per term
- Accident Transport Fund (also known as the College Taxi Scheme) - £10 per year
- Fitzwilliam Society £8 per term
- Linen Hire - £23/term, if you choose to hire linen from the College
- Meals eaten, College Bar expenditure, computer network and printing charges, telephone charges, etc. will be included on the second and all subsequent College bills.

Payment

College Bills (invoices) are issued at the beginning of each Term by email. Bills are due for payment by the 8th day of Full Term: 10th October 2017, 23rd January 2018, 1st May 2018. Payments can be made by the College’s online payment system, debit/credit card, cheque, cash, or direct bank transfer. There are fines for late payment, so if you have any queries or problems please contact Mrs Measham (college.bills@fitz.cam.ac.uk) or your Tutor straight away.

Funding Information

Information on bursaries and funds available from the College and University is available Online, and will be summarised in a booklet issued at the start of term.
Tutors

You will receive a letter on arrival at College informing you of your Tutor’s name and contact details. Your Tutor takes an interest in your wellbeing and progress and can offer help and advice on any matter - academic, social, financial, medical or personal. Your discussion can remain confidential if you so wish.

The Undergraduate Tutors are:

Dr Angie Tavernor
ast33@cam.ac.uk

Dr Sara Owen
sso10@cam.ac.uk

Dr Stephen Sawiak
sjs@cam.ac.uk

Professor James Elliott
jae1001@cam.ac.uk

Professor Ianthi Tsimpili
imt20@cam.ac.uk

Mr Francis Knights
fk240@cam.ac.uk

Dr Holly Canuto
hcc36@cam.ac.uk

Dr Matthew Neal
mrjn2@cam.ac.uk

Dr Robert Abayasekara
drea2@cam.ac.uk

You may also find it helpful to speak to the Acting Senior Tutor (Dr Susan Larsen – Room 9 in the Grove, the Chaplain (Revd Helen Arnold, Room K11b, chaplain@fitz.cam.ac.uk), the College Nurse (Dee Williams, shared surgery at Murray Edwards College, college.nurse@fitz.cam.ac.uk), the College Counsellor (Mary Cavender Attwood, counsellor@fitz.cam.ac.uk, appointments at the Kaetsu Centre, adjacent to Murray Edwards College,) the University Counselling Service (www.counselling.cam.ac.uk), the JCR Welfare Officer (jcr.welfare.officer@fitz.cam.ac.uk)

More information can be found on http://www.fitz.cam.ac.uk/college-life/welfare/tutors/contact
Directors of Studies

Your Director of Studies is responsible for supporting you in your academic life, offering advice on courses and facilities in your Faculty or Department and on University examinations, arranging supervisions and monitoring your progress. As a minimum you will meet at the beginning and end of every term. Your Director of Studies will also be available throughout term to discuss any issues relating to your academic work or supervisions, and will be keen to support you in your learning: get in touch straight away if you have any difficulties.

The Tutorial Office

The following members of staff can be found in the Tutorial Office (L staircase) and can assist students with a variety of issues including admission, confirmation letters and transcripts, grant and bursary applications, examination entries, Tier 4 visa matters, and graduation.

Ms Tereza Svecova  ts663@cam.ac.uk  Tutorial Officer
Mrs Sue Free  sjf1000@cam.ac.uk  Graduate Officer
Miss Gillian Skerritt  gas29@cam.ac.uk  Undergraduate Admissions Officer

Examinations

Examinations are an important marker of your progress throughout your course, and they are the clearest and most immediate measure by which a potential employer or funder may judge you.

It is important to approach exams seriously, calmly and ambitiously. A thorough review of course notes can work wonders for the confidence, and offer a reminder of just how much progress has been made. Exams can be a powerful catalyst: many students find themselves propelled into the next stages of their academic work with a new clarity of focus and a more compelling and personal sense of intellectual engagement.

In many subjects College Preliminary Examinations are held in January, offering an early opportunity to ensure you are keeping pace with your course, to familiarise yourself with the style and level of Cambridge examinations, and to adjust your approach to work if required. For most students the first Tripos examinations arrive in April, May or June.

College Regulations require students to show evidence of satisfactory progress in their academic work, by their performance in each set of University or College examinations for which they are entered. Failing normally means that you will have to leave the College. Students have the right
to explain the reasons for their failure in person to the Master and Tutors and the Governing Body before such a decision is taken.

Around a hundred Fitzwilliam College undergraduate students each year receive Prizes and Scholarships in recognition of their excellent examination performances.

**Enrolling for Examinations**

Most students enrol online using CamSIS. Entries must only be made following consultation with your Director of Studies about paper choices. Before making entries, please ensure that you know your Raven password. Further information regarding enrolment and the very strict deadlines will be sent to you at the start of the academic year.

All the papers available in your Tripos will be visible to you once you reach the online enrolment page. However, if you wish to check the papers and rules governing your Tripos, take a look at the entry form templates available on the Board of Examinations website. www.admin.cam.ac.uk/offices/exams/entry/templates

If you have any queries, please contact your Director of Studies or Assistant to the Senior Tutor st.assistant@fitz.cam.ac.uk

Exam Verification Forms are processed in CamSIS in early Lent Term. Your entry will list the exam entries you have made and must be approved by the strict deadlines stated.

Printed Exam Confirmation Forms (yellow timetables) will be issued early in Easter Term. These will list your exams, dates, times and location. You must keep these safe and take them with you to each exam.

**Preparing for Examinations**

Information sessions and workshops are held each year in the College, in many Departments, and elsewhere in the University, to help you to prepare effectively. There are plenty of resources online, and your Director of Studies will be glad to offer you advice (in due course!).

**Calculators in Examinations**

The only models of electronic calculator that students will be permitted to take into the exam room are:

- CASIO fx 991 (any version)
- CASIO fx 115 (any version)
- CASIO fx 570 (any version).

Each such calculator must be marked by the Department in the approved fashion.

No other calculator may be brought into the exam room. This is a University regulation and cannot be varied by the Department. Please refer to the official Faculty Board notice for more information. Calculators will be checked at the beginning of every exam.
If your calculator is not shown above, or is unmarked, you will **not** be allowed to use it for your exams.

### Examinations Under Special Conditions

Under certain circumstances, candidates may be allowed to take their examinations under special conditions. Applications are always made through your Tutor. The closing date for applications relating to existing, diagnosed conditions is 31st January. It is important that you allow sufficient time to discuss your requirements with your Tutor.

### Scholarships and Prizes

Undergraduates who achieve a **First Class** in University examinations (or the equivalent in unclassed examinations) are awarded both a Scholarship and a Prize, with a combined value of £300 to a continuing student. These awards are available through the generosity of alumni and other donors.

At the end of each academic year the Tutorial Committee awards a number of other academic and non-academic prizes in recognition of outstanding scholarly achievements and impressive contributions to the broader life of the College.

### Plagiarism

Your attention is drawn to the University’s statement on plagiarism at [http://www.admin.cam.ac.uk/univ/plagiarism/students/statement.html](http://www.admin.cam.ac.uk/univ/plagiarism/students/statement.html), to which the College subscribes. Note that the penalties for contravention are severe. It is your responsibility to ensure that your methods of study and style of presentation allow you to give full credit to others whose work you cite or on whose ideas you draw closely. Your Director of Studies and Supervisors will gladly offer further advice in the context of your subject.

### Results

On the day your results are due, they are published first on CamSIS and then at 4.30pm each day they are posted on the wall at the Senate House. Your Director of Studies will be able to interpret the marks for you as necessary.
The Olisa Library and IT Centre

www.fitz.cram.ac.uk/library

The Olisa Library has over 44,000 books, reference works, journals and resources and, in conjunction with the University, provides access to thousands of ebooks and millions of full-text articles in electronic journals.

We are open 24/7 for College members to borrow items, or study in a quiet environment.

There are almost 200 study spaces. Big desks, single desks, mostly for silent study but also some group study areas where you can chat and work – even beanbags. We have wireless internet access throughout, plenty of power points and some glorious views!

We have a lift, toilets and all of the building is fully accessible but if you want to drink and eat you have to go elsewhere – take a break in the coffee shop!

There are 2 computer suites and several fixed computers spread throughout the library or bring your lap-top or tablet and use the Wi-Fi. We also have 3 printers which also scan and photocopy.

Your University Card is used to borrow books, unlock the doors and to use the photocopiers, scanner and printers. This security measure helps to keep your property safe in the building.

During term, you may borrow up to 10 books, for 2 weeks, and renew them up to 3 times. There is a self-issue system so you can borrow books 24/7, whenever convenient but if you don’t borrow them properly you’ll set off the alarm and CCTV!

Arrangement of subjects ....

G        Ground floor: philosophy; mathematics; physical, chemical, biological and earth sciences; zoology, human and veterinary medicine; psychology and education

1        First floor: sociology and anthropology, archaeology, history, art, architecture, classics, music, languages and literature.

2        Second floor: criminology, law, theology, politics and economics.
The Library Office is staffed from 9am to 5pm, Monday to Friday and we are always happy to help with all sorts of queries.

College Librarian       Christine RobertsLewis       email librarian@fitz.cam.ac.uk

Library Assistant       Tracey Piggott           email library@fitz.cam.ac.uk

Tel: (3)32042

Welfare

Safety and Security

Please cycle with care, obey the rules of the road, wear a safety helmet and always use lights after dark. Using lights after dark is a legal requirement and failure to do so will result in an automatic fine from the police.

Like any other city, Cambridge can be dangerous – so please take sensible precautions. Personal alarms are available for any student, free of charge, from the Porters’ Lodge.

You are advised, where possible, to plan your journey and not to walk alone late at night. Should you find yourself alone unexpectedly, remember that the College operates a Taxi Scheme (see below).

Be security conscious – shut your window, lock your door whenever you go out and when you go to bed, and report anything (or anyone) which you feel looks suspicious to the Porters by calling at the Porters’ Lodge or telephoning 01223 332000 (832000 from your College room).

There is a Porter on duty all night, so please make them your first port of call if you have pressing worries which can’t wait until the next day. The Porter can, if necessary, contact a Tutor at any time.

Taxi Scheme

Students currently pay an annual premium of £10.00 per year to an in-house insurance scheme to cover the cost of necessary taxis. The primary use is where injury or serious illness prevents independent travel between College and Departments.

The College has an arrangement with Panther (01223 715715) whereby the taxi company will accept, in lieu of payment, a taxi slip authorised by the College (signed by the Duty Porter, Head of Tutorial Office, or the College Nurse). These forms have to be signed in advance of the taxi journey. The blue copy must then be returned to the Porters Lodge after use – failure to do so will result in the payment not being authorised and the charge will be added to your College account.

Another legitimate use of taxis is when students feel that returning late at night poses a genuine security risk, or in the event of an emergency. Obviously this cannot be known in advance and
students should either obtain an emergency slip from the Porters or pay the fare in cash, obtain a receipt from the taxi driver and ask for this to be refunded either on their College account or as cash from Accounts. A Tutor’s approval may be obtained if deemed necessary.

Details of the reasons why a taxi slip (or cash refund) is being requested must always be given to the member of staff issuing the slip.

This Fund is supported by students and it is obviously important that it is not abused. In the case of security risks and emergencies, Tutors will wish to judge the extent to which the situation was unforeseen. If a student is sent back from hospital in a taxi, the scheme will cover the costs.

Policy On Alcohol

Alcohol is the UK’s favourite drug. Its misuse is a social problem nationwide. You should think about the effects that drinking has on your body and your mental state. Some students choose not to drink alcohol at all; many others drink safely without any problems or impact on their studies – but not all. The College’s policy on alcohol [http://www.fitz.cam.ac.uk/about/legal-documents](http://www.fitz.cam.ac.uk/about/legal-documents) is designed to advise of the potential dangers of the abuse of alcohol, to establish some guidelines for its use, and to encourage a culture of self-regulation and a respect and care for others and oneself.

Behaviour In College

You will be expected to know and to abide by the rules set out in the College Regulations. These will be issued to you on your arrival and can also be found on the College web site: [http://www.fitz.cam.ac.uk/about/legal-documents](http://www.fitz.cam.ac.uk/about/legal-documents)

Above all you should remember the following introductory note: “Even more important than the specific regulations is the spirit which lies behind them. This is that members of the College must at all times act with consideration for other members and Assistant Staff. Any action which might cause distress, annoyance or inconvenience to other members of the College or to members of the Assistant Staff may be treated as an offence, even if it does not involve disregard of a specific regulation.”
Terms and Residence

Michaelmas Term 2017

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<thead>
<tr>
<th>Residence Period</th>
<th>30th September 2017</th>
<th>9th December 2017</th>
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<tbody>
<tr>
<td>Full Term</td>
<td>3rd October 2017</td>
<td>1st December 2017</td>
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Lent Term 2018

<table>
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<tr>
<th>Residence Period</th>
<th>13th January 2018</th>
<th>24th March 2018</th>
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<tbody>
<tr>
<td>Full Term</td>
<td>16th January 2018</td>
<td>16th March 2018</td>
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Easter Term 2018

<table>
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<tr>
<th>Residence Period</th>
<th>21st April 2018</th>
<th>23rd June 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Term</td>
<td>24th April 2018</td>
<td>15th June 2018</td>
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</tbody>
</table>

You must normally keep nine terms in residence before you can obtain a BA. This means you must sleep in Cambridge for at least 59 nights during the Michaelmas and Lent Terms, and for at least 52 nights during the Easter Term. This is equivalent to the length of ‘Full Term’, so any nights spent away during Full Term must be made up by the end of the Residence Period.

If you want to go away for a whole night or more you require permission (an Exeat Slip must be obtained from the Tutorial Office).

You must sign the Exeat Book to confirm that you have kept term and sign your room key back in at the Porters Lodge by the end of your residence period.

Overseas Students

Under your Tier 4 visa sponsorship your responsibilities on arrival at College are to:

If you are an Overseas students you must also have your passport and visa scanned on arrival at the College. Please go to the Tutorial Office from 8.00am - 3.00pm on Weds 27th Sept, 8.00am – 3.00pm on Thurs 28th Sept, or 8.00am – 3.00pm on Friday 29th Oct. The process takes only a few minutes.
Ensure your contact details on CamSIS are always up-to-date.

Make contact with the Tutorial Office (L11) no later than 7 days from the start of every Term, bringing your University Card as proof of identification, and signing against your name. The College is obliged to report any missed contact to the University PBI (Points Based Immigration) Office.

Police Registration this can be done at the time of collecting your Visa

The Immigration Act 1971 requires foreign nationals from the countries listed below to register with the police:

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<thead>
<tr>
<th>Afghanistan</th>
<th>Iran</th>
<th>Qatar</th>
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<tr>
<td>Algeria</td>
<td>Iraq</td>
<td>Russia</td>
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<td>Argentina</td>
<td>Israel</td>
<td>Saudi Arabia</td>
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<tr>
<td>Armenia</td>
<td>Jordon</td>
<td>Sudan</td>
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<tr>
<td>Azerbaijan</td>
<td>Kazakhstan</td>
<td>Syria</td>
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<tr>
<td>Bahrain</td>
<td>Kyrgyzstan</td>
<td>Tajikistan</td>
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<tr>
<td>Belarus</td>
<td>Kuwait</td>
<td>Tunisia</td>
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<tr>
<td>Bolivia</td>
<td>Lebanon</td>
<td>Turkey</td>
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<tr>
<td>Brazil</td>
<td>Libya</td>
<td>Turkmenistan</td>
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<tr>
<td>China</td>
<td>Moldova</td>
<td>UAE</td>
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<tr>
<td>Colombia</td>
<td>Morocco</td>
<td>Kazakhstan</td>
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<tr>
<td>Cuba</td>
<td>North Korea</td>
<td>Turkmenistan</td>
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<td>Egypt</td>
<td>Oman</td>
<td>Ukraine</td>
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<td>Georgia</td>
<td>Palestine</td>
<td>Uzbekistan</td>
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<td>Hong Kong</td>
<td>Peru</td>
<td>Yemen</td>
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<td>Stateless or travelling</td>
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<td>on a non-national</td>
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<td>document</td>
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If your visa states ‘register with the police’ then this must be done within 7 working days of your arrival in the UK. Failure to register is a criminal offence and could result in your removal from the UK.

Useful Websites

CamSIS
www.camsis.cam.ac.uk

CamCORS (Supervision reports)
www.camcors.cam.ac.uk

Counselling Service
www.counselling.cam.ac.uk

Fitzwilliam College
www.fitz.cam.ac.uk

Junior Members site
www.fitzjcr.com
College Offices

Porters’ Lodge
The Porters are responsible for the general welfare and safety of College Members, and are on call 24 hours a day. Please feel free to contact the Porters at any time if you are concerned about yourself or another student or if you are being disturbed by unacceptable.

Telephone: 01223 332000
Email: porters@fitz.cam.ac.uk

Tutorial /Admissions Office – L 11
Mon – Fri: 8.00am – 12noon 12.30pm – 4.00pm
The Tutorial Office helps both undergraduates and graduates from application to graduation, including academic and welfare issues.

Telephone: 01223 332004
Email: tutorial.office@fitz.cam.ac.uk

Accounts Department – V 6
Mon-Weds: 9.30am – 12.30pm 2.00pm – 4.00pm
Thurs-Fri: 9.30am – 12.30pm 2.00pm - 3.00pm
The Accounts Department is open for the payment of College bills, collection of grant cheques and for financial enquiries.

Telephone: 01223 332008
Email: college.bills@fitz.cam.ac.uk

IT Office – U 1
Mon – Fri: 9.00am - 12:30pm 1:30pm - 5.00pm
The IT Office maintains the IT infrastructure including administrative computing, network connectivity, computer rooms and printing. It will also attempt to assist Students, Fellows and Staff with their IT related issues.

Telephone 01223 332025
Complete the online helpdesk ticket: help@fitz.cam.ac.uk

Housekeeping and Accommodation – L
Mon- Fri: 7:30am-3:30pm
Telephone 01223 332049
Complete the online housekeeping request form at help@fitz.cam.ac.uk
Domestic Bursar’s Office - I
The Domestic Bursar oversees the Catering, Conference, Accommodation & Housekeeping, Gardening and Maintenance departments.
**Telephone: 01223 332076**
Email: Domestic.Bursar@fitz.cam.ac.uk / db.secretary@fitz.cam.ac.uk

The Catering & Conference Office – G
Mon – Fri: 9.00am-1:00pm  2:00pm-5.00pm
The Catering department operate the Bar, Coffee Shop, Buttery, Dinners and all other catering requirements,
**Telephone 01223 332040**
Email: catering.manager@fitz.cam.ac.uk

The Maintenance Office – K
Mon-Thurs: 8.00am - 1:00pm  1:30pm - 4.00pm
Friday: 8.00am – 1.00pm  1.30pm – 3.30pm
**Telephone 01223 332031**
Complete the online maintenance request form at help@fitz.cam.ac.uk

The Steward’s Secretary - G
Mon-Thur: 8.00am - 12.30pm  1:00pm - 4.00pm
Friday: 8.00am – 12.30pm  1.00pm – 3.00pm
The Steward’s Secretary co-ordinates all events in term time for the Fellows, JCR, MCR and internal departments and assists the Steward.
**Telephone 01223 332021**
Email: lje34@fitz.cam.ac.uk