

Corpus Christi Freshers' Information Booklet 2010/11

www.corpus.cam.ac.uk/mcr

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What is 'the college'?

<http://www.corpus.cam.ac.uk/mcr/oldhouse>

You are a member of Corpus Christi College, one of the thirty one colleges within the University of Cambridge. Colleges are academic organisations that represent a cross section of the larger university body, and are vibrant centres of living and learning. If you would like to know more about Corpus, Oliver Rackham's "History of Corpus Christi" is a great place to look. We'll also tell you a little more about the College later in the Guide, once we've covered some important introductory topics.

The MCR

MCR stands for Middle Combination Room. As described elsewhere, this is the room in Leckhampton House where graduate students can relax, socialise, read newspapers, and so on. However, the term also refers to the organisation to which all the postgraduate students at Corpus belong. Membership is free and automatic to all graduate students of Corpus, thus you are a member of the MCR. Congratulations!

The main purpose of the MCR is to keep things running smoothly from the point of view of the graduate student population of Corpus. We have an annual budget, spent by the MCR Committee on such things as social events, newspapers and magazines, sports equipment, and numerous other things that are free (or else heavily subsidised) for you, the MCR member.

The MCR Committee are always available to help if you have any problems or questions. For example, if you don't like the food, or you have special food needs, you should contact the Kitchen and Buttery Rep. If you have a nifty idea for saving the environment, our Green Officer would be the person you call. And so on, and so forth.

Once per term, the MCR holds an Open Meeting, which all members are encouraged to attend. At such meetings, major proposals are discussed and voted on, and everyone has the right to bring issues to the attention of the current committee. Elections for the MCR Committee are held each November, and you are most welcome - nay, encouraged - to stand for any position.

This Year's MCR Committee

| <u>Position</u> | <u>Name</u> | <u>Email Contact</u> @corpus.cam.ac.uk |
|--------------------------|--------------------------------|---|
| President | Norah Fogarty | mcr_president |
| Vice President | Elizabeth Leake | mcr_vicepresident |
| Secretary | Sonya Pemberton | mcr_secretary |
| Treasurer | Bryce Conduit | mcr_treasurer |
| Sports Representative | Rob Payne | mcr_sport |
| Computer Officer | Richard Pymar | mcr_computerofficer |
| Social Secretaries | Liza Mirelman Lauren Waszek | mcr_social |
| Kitchen and Buttery Rep | Kate Auckland | mcr_kitchenrep |
| Female Welfare Officer | Megan Cavell | mcr_womensofficer |
| Male Welfare Officer | Lindley Lentati | mcr_mensofficer |
| Green Officer | Lauren Waszek | mcr_greenofficer |
| LGBT Representative | Chris Bowman | mcr_lesbigayrep |
| Lodgings Representative | Simon "Paddy" Patterson | mcr_lodgingsrep |
| Leckhampton Society | Sebastian Robins | leckhamptonsociety |
| Spouses' & Partners' Rep | James "JB" Brown | mcr_spouserep |

The Graduate Office

The Graduate Office, on E staircase on the College's central site, is your first port of call if you have problems or questions before arrival or subsequently. Ann Hollingsworth (alh55@cam.ac.uk) will always be pleased to help, or direct you to the right person. The Tutors, Dr. Brookes, Dr. Sneath and Dr. Seffen and the Warden of Leckhampton, Prof. Ibbetson, are the Fellows who will be able to help you in connection with your academic, financial or personal welfare, and may be contacted via Ann.

Leckhampton

<http://www.corpus.cam.ac.uk/mcr/leckhampton>

Leckhampton is a separate campus for Corpus's graduate students. It is essentially a country house on the western outskirts of the city, rich in facilities for graduate students: sports grounds, a bar and dining room, a TV room, a library, a computer room and a swimming pool, all set around a beautiful sweeping garden. The central building in the Leckhampton campus is Leckhampton House, a fine Victorian residential building. Most students live in either the George Thomson Building (GTB), a large block next door, or in various houses on the neighbouring streets, Cranmer Road and Selwyn Gardens. There are also two houses for postgraduates on Barton Road, and flats at Brookfield. If you live out, please remember that Leckhampton is a wonderful communal campus for all of the MCR, not just residents, so make sure you make full use of it!

Leckhampton Facilities

The MCR

The MCR is located in Leckhampton House, and is the focal point of postgraduate life at Leckhampton. It is a common room where students gather at all times of the day to work, relax, eat, and socialize. Many social events, large and small, are held in the MCR throughout the year.

Bar

In the MCR, Leckhampton House: open from 19:00 to 21:00 Mondays to Fridays. Food is available as well as drinks. The bar makes an ideal atmosphere in which to relax and meet other like minded postgraduates.

Newspapers and Magazines

Leckhampton enjoys subscriptions to many popular newspapers and periodicals including The Independent, The Times, The Guardian, The Economist and Time Magazine.

Computers and Wireless Internet

Leckhampton House has wireless access (see communications section for costs). In addition, the MCR also houses a communal computer - great for checking email, signing up to MCR events and Wikipedia (for those heated MCR arguments). There is also a computer room in the GTB with Windows PCs and a printer; you will need your blue university card to enter.

TV Room

The TV has Sky, and there's also a DVD player and Wii provided. With large, comfy couches and scenic windows, the TV room is also an excellent reading room. The TV room plays host to Sunday Tea and Sunday Movie every week. It is also possible to book the TV room to guarantee everyone watches your favourite TV show/sporting event/film using the log book kept in the room. Most importantly this room contains the beer fridge. The "Beer Fridge" is

Leckhampton's most useful USP, invoking jealousy in all visitors from other colleges. This title encompasses the large fridge, freezer and cupboards in the TV room, which are regularly stocked with a selection of drinks (alcoholic and non-alcoholic), chocolate, sweets, crisps, pizza, ready meals, ice cream and ice lollies, yoghurts and popcorn.

To purchase an item:

- Select the item of your choice and read the price from the price list on the fridge door
- Mark off the correct amount on the sign-up sheets (usually located next to the cupboards). You will need your crsd (the first part of your Cambridge email address), along with your name, to create a section for yourself on the sign-up sheet
- The amount will be appear on your college bill for that term
- If you don't have a college account or you have visitors, put the appropriate amount of money in the cash cow, located on the small table by the cupboards

A few (possibly obvious) rules:

- Pay for what you take
- Don't keep your own food in the fridge/freezer – it is liable to be binned without warning (or eaten!)
- If you spill anything in the fridge, clear it up
- Don't try to put anything through the ice maker (especially ice creams!)

You can also contact our new logistics officer, Lauren Waszek, at lw313@cam.ac.uk with any suggestions for new items!

Stephen Hales Room

For those not privileged to have their own departmental lab or office, Leckhampton House provides an exemplary space to conduct research and study. The Stephen Hales room (or 'Hales Room' for short) provides large tables and wireless internet access. Tea and coffee can be made in the TV room and brought through. The Hales Room is also home to Leckhampton's piano and to regular games nights.

Library

The library, located on the ground floor of the GTB, has been compared to that of a country house and has a diverse (i.e. slightly random!) collection of fiction and non-fiction which you may take out at your leisure by signing the log book provided. It's also a nice place to work, especially if you happen to see pheasants or deer wandering past. If you have any suggestions about what the college should spend its (not inconsiderable) book budget on feel free to write them on the list kept next to the log book.

Garden

Leckhampton's gardens are renowned in the area for their diversity and beauty. You have full access to them at all times of year. An outdoor swimming pool and croquet lawn are available in the summer, weather permitting; these are extremely popular with postgrads and their friends.

Leckhampton Contacts

Here is a list of the people involved in running Leckhampton:

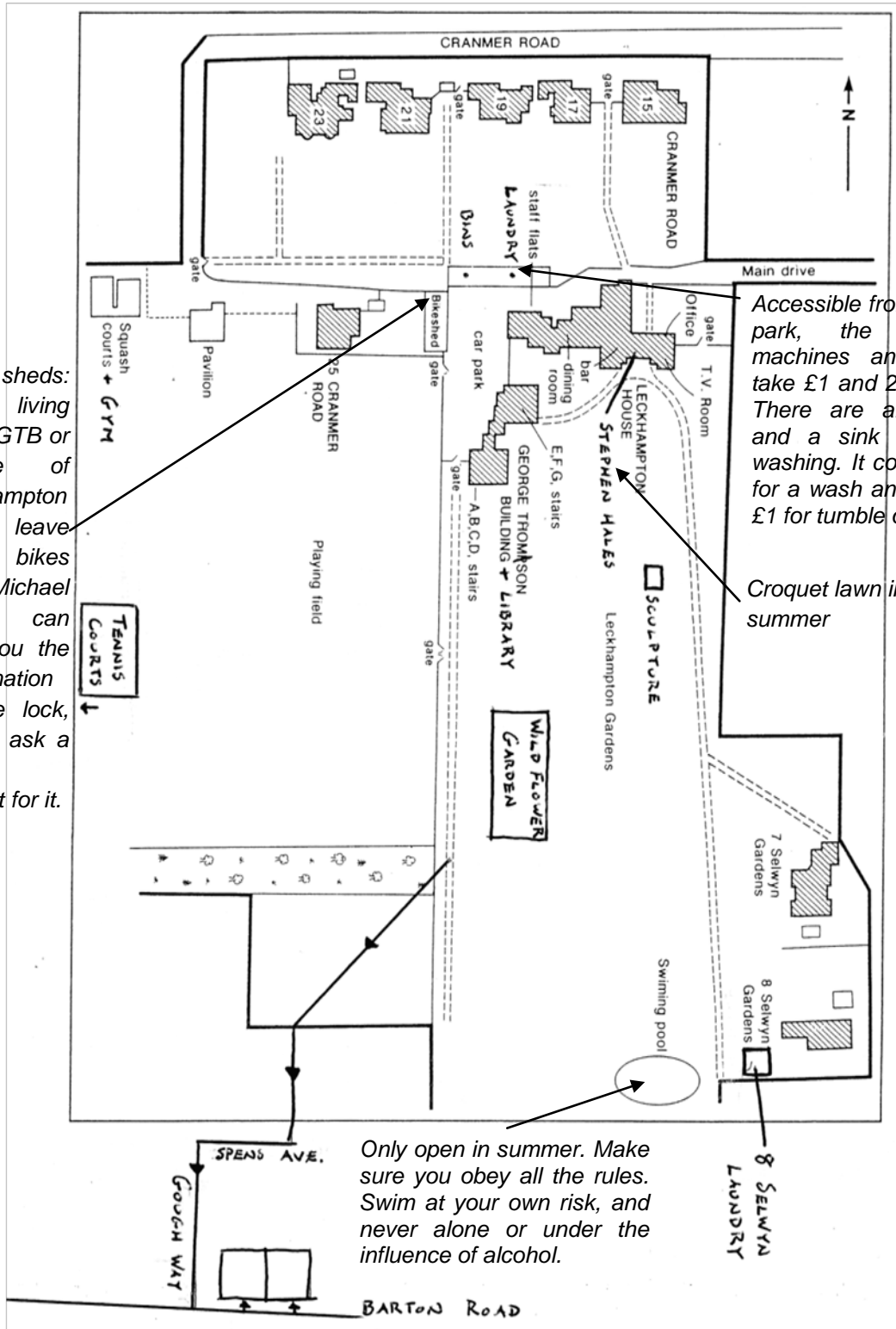
| | | |
|---------------------|---|---|
| Prof David Ibbetson | Warden | dji22@cam.ac.uk |
| Michael Martin | Site Manager/College Accommodation | mdm29@cam.ac.uk or accommodation@corpus.cam.ac.uk |
| Viv Newman | Housekeeping | vn215@cam.ac.uk |
| Mark Nightingale | Clerk of Works (Lives in Flat 1 and can let you in if you get locked out) | maintenance@corpus.cam.ac.uk |
| Neil Taylor | Groundsman | nt246@cam.ac.uk |

Leckhampton Map

<http://www.corpus.cam.ac.uk/mcr/leckmap>

On the following page there is a schematic diagram of Leckhampton. The numbered squares are houses on either Cranmer Road (top) or Selwyn Gardens (bottom). Other sites of interest are marked:

Bike sheds: Those living in the GTB or outside of Leckhampton should leave their bikes here. Michael Martin can give you the combination for the lock, or just ask a fellow student for it.



Accessible from the car park, the washing machines and dryers take £1 and 20p coins. There are also irons and a sink for hand washing. It costs £1.40 for a wash and roughly £1 for tumble drying.

Croquet lawn in summer

Only open in summer. Make sure you obey all the rules. Swim at your own risk, and never alone or under the influence of alcohol.

Social Life at Leckhampton

There are many events organised by the MCR Committee in and around Leckhampton on a weekly, yearly and in-betweenly basis for MCR members to enjoy. If you have any events or activities that you'd like to see run, then please don't hesitate to contact our social secretaries, Liza and Lauren (mcr_social@corpus.cam.ac.uk).

You are also welcome to put on your own events in Leckhampton. All MCR members are welcome to all events – we look forward to seeing you there!

Weekly Events

<http://www.corpus.cam.ac.uk/mcr/weeklyevents>

Tuesday: Sit Down Meal

7pm in the Dining Room

A great occasion to bring guests to Leckhampton, meet the fellows, or simply get a good two-course meal and coffee in an informal setting.

Thursday: Buffet Dinner

7pm in the Dining Room

A relaxed occasion whereby you can experience Leckhampton's take on food from around the world, one week you could be in Mexico, and the next you could be in Italy, France or America.

Sunday: Tea

4pm in the TV Room

A selection of teas, cakes, scones and Sunday newspapers.

Sunday: Film Night

8pm in the TV Room

From tragedy to comedy, highbrow to Hollywood, a multitude of films have been screened in this nearly decade long tradition. Send suggestions/requests to Sonya (mcr_secretary@corpus.cam.ac.uk).

Monthly / Termly Events

<http://www.corpus.cam.ac.uk/mcr/monthlyevents>

Leckhampton Society

9pm in Leckhampton Dining Room

The society gives an informal opportunity for members of the Leckhampton community to tell the rest of us about their work. There is also free wine and cheese provided to fuel the intellectual discussion. All members of the MCR are automatically members of Leckhampton Society (nicknamed 'LeckSoc') and therefore encouraged to attend the talks, which take place monthly. If you'd like to give a talk about your own work contact the LeckSoc Rep (leckhamptonsociety@corpus.cam.ac.uk).

Stephen Hales Society

9pm in Leckhampton Dining Room

This society provides a forum for fellows to present their work at Leckhampton. It follows the Research Associates Dinner which is a good place to meet members of Corpus's research community.

Exchange Formals

7pm in Colleges across Cambridge

There are normally one or two of these per term; they involve going to another college for formal hall (or inviting postgrads from other colleges to attend our formal hall). This is a great chance to meet postgrads from outside Corpus and have a nose round their colleges.

Postgraduate Super Hall

7:30 pm in Main College

This happens outside term time when all the teeny tiny undergrads have gone home. This means that we have hall to ourselves, and can invite more guests.

Annual Events

<http://www.corpus.cam.ac.uk/mcr/annualevents>

Complementing the stream of events that happen on a weekly and monthly basis, many large annual events are run at Leckhampton. Regardless of how busy everyone has been, the entire Corpus graduate community traditionally gathers at these annual events, as they provide us with a wonderful opportunity to reconnect, support and socialize with each other. These are impressively festive occasions that are not to be missed!

| | |
|--------------------------|---|
| <i>September/October</i> | Freshers' Fortnight, Hallowe'en Slack |
| <i>November</i> | Bonfire Night |
| <i>December</i> | Christmas Dinner and Pantomime |
| <i>January</i> | Re-freshers' Week, Burns Night |
| <i>February</i> | St. Valentine's Day Slack |
| <i>March/April</i> | Postgraduate Superhall, Easter Egg Hunt |
| <i>May</i> | Supervisors' Dinner, Free Hat Slack |
| <i>June</i> | Croquet Tournament, Leavers' Dinner |
| <i>July/August</i> | Staff & Student BBQ, Postgraduate Superhall |

Sport

<http://www.corpus.cam.ac.uk/mcr/sport>

Sport forms an integral part of graduate life in Leckhampton, ranging from social tennis matches and after-dinner croquet to more serious competition in a range of sports at intercollegiate and inter-university level. College sport is generally organised by members of the JCR, but in certain sports – namely, football, volleyball and cricket – the postgraduates have their own teams.

At Leckhampton we have a full gym, a squash court, hard and grass tennis courts, a croquet lawn, an outdoor swimming pool and a large pitch which is used for football, cricket, rugby and lacrosse. Few other graduate communities in Cambridge have such impressive facilities right on their doorstep. The college also owns a boathouse at the river, about ten minutes away by bike, which is the hub for the considerable college rowing community.

The sports social, or 'squash', will happen soon after you arrive, and you'll be able to meet many of the team captains there. There will also be events organised for you to try out various sports early on in term – opportunities not to be missed! Visit the Sports and Societies Fair in Main College during Freshers' Week to find out more.

For those interested in University-level sport, please see <http://www.sport.cam.ac.uk/>.

Football

We have a particularly active football team which plays in an MCR league and cup that run every year. A number of our players graduated over this summer, so we are looking for new recruits. While we do try to win the games that we play, we try not to take it too seriously. No

matter how good or bad you are, if you would like to play, then you will be welcomed into a team which already has players of all abilities. Everyone who shows up to training sessions and games will always get on the pitch, and every year we have an annual dinner to celebrate both our achievements and our shortcomings.

The league runs for around 9 weeks in Michaelmas term, with a cup in Lent term. You can be as involved as you like, showing up for every fixture, or just when time permits.

Women should note that they as welcome to play as men are. If you are interested in having a go, email Rob (mcr_sport@corpus.cam.ac.uk).

Rowing

Rowing is one of the most popular sports in Cambridge, with many students getting involved for at least one term during their stay here. Whether you've been rowing for years or have never even been in a boat before, it's great fun and the college's boat club are always looking for new recruits from both the JCR and MCR. If you're interested in getting involved, email Daniel Ham (corpus.captain@cucbc.org) to find out more.

Gym Inductions

<http://www.corpus.cam.ac.uk/mcr/gyminductions>

These will be booked using the MCR website and are required in order to use the gym. If you have any problems, get in touch with the MCR Sports Rep, Rob Payne (mcr_sport@corpus.cam.ac.uk), who will help you out.

Other Social Sports

Informal sports sessions are organised from time to time. Frisbee, volleyball, cross-country running and croquet are all popular.

Postgraduate Life

Food

Dining in Leckhampton

<http://www.corpus.cam.ac.uk/mcr/dining>

Mondays to Fridays, meals are served in the bar, with orders taken between 7pm and 8:50pm on Mondays, Wednesdays, and Fridays, and between 8pm and 8:50pm on Tuesdays and Thursdays. Expect to pay £2.25 for a main course and £1 for dessert. You can pay using your blue university card or cash.

On Tuesdays a traditional 'sit-down' meal is served in the dining room next to the bar at 7 pm. This consists of a set main course (vegetarian alternatives are available), dessert and tea or coffee, plus of course the all important after dinner mint. These meals must be signed up for by 9am on the day of the dinner, on the MCR website. The price is £4.25 for KFC-paying students plus an extra £1.35 for non-KFC payers and guests (KFC is a termly charge for those living in Corpus accommodation which subsidises food, meaning you pay around £2 every day even if you don't eat in Leckhampton or main college. Sadly this is a Cambridge "tradition" and is something you have to pay for at all the Cambridge colleges).

The Leckhampton dining room was designed along a 1960s utopian scheme with no high table, no Latin grace and no gowns; the only concessions to formality are that everyone sits down at the same time and, pleasingly, a gong is struck when the food is ready. If the foregoing doesn't sound like your cup of tea, you can also choose from a smaller version of the bar meals menu on Tuesdays from 8pm until 8.50pm. These are available as normal, and don't require any booking.

On Thursdays a buffet style meal is served in the dining room from 7pm to 8.30pm. This consists of a meat or vegetarian option plus sides, all for approximately £2.50. You can turn up at any time, although the sooner the better, and it is not necessary to sign-up in advance. There may also be a limited menu of bar food available.

Eating in the Main College

<http://www.corpus.cam.ac.uk/mcr/maincollegefood>

College serves lunch and dinner every day except Saturday (Saturday features brunch from 12pm to 2pm), with breakfast served in the bar. It is also the venue for Formal Halls, the quintessentially Cambridge formal meal. For times, prices and dress code, check the website above.

Cooking for Yourself

<http://www.corpus.cam.ac.uk/mcr/cookyourself>

There are kitchens scattered throughout the Corpus graduate residences. For safety reasons, college does not permit cooking in student rooms. You can buy food at various places around town. The nearest reasonably sized supermarket is Sainsbury's in Sidney Street. The nearest corner shops are the two in Newnham –the Co-op in Grantchester Street and Derby Stores round the corner on Derby Street. Links, locations and more information are available from the above website link and Google Maps.

Communications

<http://www.corpus.cam.ac.uk/mcr/coms>

Internet

Email

You will be provided with an email account on Hermes (the University email service) and an account on the Raven authentication system used to access a number of important services. You should receive a notice about these from the University Computing Service shortly after you arrive. Check their website (www.cam.ac.uk/cs/newusers/) for a full description of facilities available from the Computing Service.

Computer Rooms

There is a computer room at Leckhampton on the ground floor of the GTB, and another in College on D staircase. You need your blue university card to enter both.

Your Connection

If you have a computer of your own, you can get internet access in your room through the college network. To use it you'll need to:

1. Connect your computer to the network socket in your room (probably beside the telephone socket) using an Ethernet cable (ask at the Computer Office in College – E staircase – if you don't already have one);
2. Turn on the computer and launch your browser; you should be taken to a network configuration page where you will need to enter some authentication information;
3. Read and check you agree to the JANET acceptable use policy (www.ja.net/services/publications/policy/aup.html) and University guidelines for network use (www.cam.ac.uk/cs/itsyndicate/rules/guidelines.html);
4. Your college bill will automatically be invoiced for the termly charge of:
£25 for just a cabled connection
£25 for just a wireless connection
£35 for both.

Because you'll be constantly connected to the internet, it's important that you take proper steps to protect your computer from attacks: install a virus scanner and a spyware detector. AVG Free and Spybot Search&Destroy are both free and very good. Alternatively, the University Computing Service provides anti-virus software free to members of the University – see <http://www-tus.csx.cam.ac.uk/virus/index.html>.

Some 60-80% of the chargeable Cambridge traffic is due to web browsing. Traffic through the JANET National Web Cache, however, is FREE. All users with connections in their rooms are asked to configure their browsers to use this cache: for details on how to do this, see <http://www.cam.ac.uk/WWW/ProxyServer>.

Help

If you have any problems the College computer officer, Anil Keeton (ak310@cam.ac.uk), or the MCR computer officer, Richard Pymar (mcr_computerofficer@corpus.cam.ac.uk) should be able to help.

MCR Email List

“Corpus-pgs” is a mailing list you can sign up to in order to hear about Leckhampton news and events from your friendly MCR committee members. If you are a postgraduate student at Corpus, you should have been signed up to the mailing list upon matriculation. We also encourage spouses and partners, visiting students, research associates, or anyone who has an association with Leckhampton to sign up to the list and participate in the social life during their time in Cambridge. To sign up to the mailing list, please visit <https://lists.cam.ac.uk/mailman/>, type “corpus-pgs” into the box and fill out the web form. If you have any problems, email the MCR Computer Officer.

Post

<http://www.corpus.cam.ac.uk/mcr/post>

You can have post sent to you either at college or where you actually live. If you fancy the latter option and you live in Leckhampton House or the GTB you should have it sent to Leckhampton House, where you can pick it up from the post table near the front door. Residents of the other houses can have things sent straight there (for postcodes, see <http://www.corpus.cam.ac.uk/mcr/post>).

That said, unless you find it very inconvenient to go down to college, it's probably better to have your post delivered there. That way you don't have to give people a new address every time you move rooms, and if you receive a parcel the porters will keep it at the “plodge” and leave a note in your pigeonhole telling you to get it. Do get things promptly: they have been known to send stuff back after a week or so. The porters also deal with things like forwarding your post when you leave or are away, filtering out obvious junk mail, and wearing ties that make them look as if they're in a barbershop quartet.

The College's address: Corpus Christi College
 Trumpington Street
 Cambridge CB2 1RH

Leckhampton House: Leckhampton House
 37 Grange Road
 Cambridge CB3 9BJ

Other house postcodes: Cranmer Road: CB3 9BL
 Selwyn Gardens: CB3 9AX
 Barton Road: CB3 9LH

Telephones

<http://www.corpus.cam.ac.uk/mcr/phones>

Each room has a phone jack in the wall, but you'll need to get hold of your own phone. There are several shops in town that sell them (e.g. Maplin on Regent Street, Argos on Fitzroy Street). Make sure the one you get has a green spot on the bottom to be compatible with the British system.

Phone services in students' rooms are provided by a company called Virgin. To get connected, you'll need a Virgin information pack. These should be available from the porters' lodge. Paying for calls is done on a mobile-style pre-paid basis and involves charging a card with credit. Feel free to seek advice of your aunt or uncle if you have any problems. Look out for emails about this when you arrive so you can find out when the packs get here.

An alternative to landline phones is to download and install Skype. Skype is internet telephony software you can use to make calls from a computer connected to the internet. Calls to other Skype users are free, and national and international call rates are usually cheaper than landline charges.

Housekeeping

Your room (unless you live in a "flat") will be cleaned by a college cleaner once a week. This should involve hoovering, dusting (depending how much clobber you leave around), cleaning of surfaces and the sink and the emptying of your bin. If you would like your bin emptied any other weekday, simply leave it outside your room. Communal areas should be kept to a reasonable standard of cleanliness throughout the week (if you don't have lots of lovely toilet paper and empty bins, tell someone), but obviously this depends on how clean us students are as well. If you don't wipe down the stove/microwave/oven after use, don't be surprised if the levels of grime accumulate. Encourage your chums as well, and try to keep that dishwashing cycle going smoothly.

The college also provides bed linen: a single duvet, a pillow, a mattress protector, a pillow protector, a duvet cover, two flat sheets and a pillowcase. The pillow case and sheets will be laundered weekly on the same day as the room clean. You are expected to remove the pillow case and sheets, then stuff the two sheets inside the pillow case, leaving them by the side of the bed. If you don't do this, you won't be given clean linen – drama! To guarantee getting fresh laundry you should do this by 9 a.m. (although once you get to know your cleaner, they can probably give you a more accurate time). It is also expected dirty linen is exchanged for clean linen at least every fortnight for obvious reasons (but mainly bed bugs); but unless you love asthma, allergies and creepy crawlies, take advantage of the exchange every week. Finally, if you manage to soil (you can pick your gross liquid/solid/combo of choice for this example) your linen, be nice and leave a note on it so that your cleaner can get out long metal tongs or a mini-crane to pick it up and save themselves.

Finally, if you have any queries or complaints your first and moderately sensible port of call is your MCR Lodgings Rep, Simon "Paddy" Patterson (mcr_lodgingsrep@corpus.cam.ac.uk). If you feel it is something extremely urgent, contact Housekeeping ([Viv Newman, vn215@cam.ac.uk](mailto:VivNewman, vn215@cam.ac.uk)).

Keys and Accommodation

Here's a message from our lovely Accommodation Officer and Leckhampton Site Manager, Micheal Martin:

The Leckhampton Site Manager is the first point of contact for Leckhampton residents. Many of the essential College departments such as the Finance Office, Graduate Office, Maintenance, Housekeeping etc. can and should be contacted directly, but if you are not sure who to talk to about something, please do see me or contact me. During working hours I should be contacted for any fire alarms, security issues or unexpected visitors to the

site. You should expect me to ensure all residents are warned in advance of any visits to houses or hostels by contractors. Cycles and cars kept at Leckhampton need to be registered with me, you may also book guest rooms with me. I am responsible for Leckhampton's keys, so I will issue keys at the beginning of your tenancy and ensure they are returned at its end (there is a £20 deposit)! Any loss or breakage of keys should be reported to me immediately. I report to the Bursar, but work closely with Professor Ibbetson, the Warden of Leckhampton to ensure Leckhampton's interests are taken into account at all times.

The keys include a bigger key with a rectangular end which lets you into Leckhampton House, the laundry room, the Bachelors' Parlour (BP) in college and all gates around Leckhampton but one; and an A20 key, also called a 'late key'. This lets you in the main gate in college (when that is locked after 11 pm), two other college gates, the post room, the chapel (from the side entrance), and the gate to Leckhampton garden next to the main house. The A20 key also lets you into the sports pavilion and the squash courts next to 25 Cranmer Road. For access to some places, such as computer rooms and libraries, you will need your blue University card. If you live out you should collect your Leckhampton and A20 keys from the Porters. Any students locked out of their rooms will be able to sign out an emergency set of overnight (or in the case of a weekend, until Monday morning) keys from the Porters' Lodge, subject to a £20 charge.

My other College role is that of Accommodation Officer, which is also relevant to Leck residents in that I co-ordinate the accommodation of students with the input of Tutorial, Housekeeping and Maintenance, under the direction of the Bursar. I maintain the inventories of room fixtures and fittings, issue and collect room condition report forms at the beginning of tenancies, check on the condition of rooms each year and take note of any damage that needs charging for. During the year I can be contacted for Accommodation-specific issues too.

My location during the morning is Leckhampton Office, then A2 (with Kate Williams and Jane Martin) in College in the afternoon. My phone number is; (3)35498 (this is the Leck Office number, but I forward it on to the phone in A2 when I leave for College, so no-one needs to use that one). My hours of work are from 8am to 1:30pm at Leckhampton and then 1:45pm to 4:30pm at College. Although actually, because my job keeps me on the move a lot, I am more than happy for most people to use my Mobile number, which is 07843 265669.

Maintenance

<http://www.corpus.cam.ac.uk/jcr/services/maintenance>

If anything in your Leckhampton room breaks or needs maintenance, including the replacement of lightbulbs, or if you notice anything you think needs maintenance in Leckhampton House, communal areas of your accommodation, or student common areas in Main College, you can fill in a maintenance request form either online via the JCR website or using paper copies available in the Porters' Lodge or in the maintenance book near the front door Leckhampton House. Please contact firstly Michael Martin (07843 265669) or failing that the Porters' Lodge if you have an emergency maintenance request, such as a burst pipe or power failure. You can phone the porters on 01223 338000.

If you have any questions regarding maintenance, or think your request has gone unanswered, please contact the Clerk of Works (maintenance@corpus.cam.ac.uk). Alternatively, the Maintenance Office is located in Stable Yard in Main College and is open from 8am–4.30pm, Monday–Friday. Please note that the length of time it takes to respond to a job request will depend on the severity of the job and the current workload of the maintenance team.

College bills

You will regularly receive college bills covering room rent, electricity, kitchen fixed charges (KFC) and college meals or drinks charged to your university card. Your college and university composition fees will also appear on said bills unless they are handled separately by your funding body. The first bill will arrive pretty much as soon as you do, and must be paid promptly. Thereafter, you'll get a bill towards the end of each term. They must be paid by the date indicated or penalties may accrue.

If you are having trouble paying a college bill, you should go see your Tutor (via Ann in the Graduate Office). To pay your bill, you can write a cheque (payable to Corpus Christi College) and leave it at the Porters' lodge, or you can go to the college Finance Office, located in A staircase. (Go through the first doors, and then through the door to the right. Go down the short passage, and the finance office is the last door on the left.) Payment by credit card incurs a charge; using a debit card or cash does not.

Bicycles

<http://www.corpus.cam.ac.uk/mcr/bike>

Very nearly everybody in Cambridge rides a bike because Cambridge is completely flat. The narrowness of Cambridge streets and high traffic density means it is important to keep bikes in good repair and to purchase helmets, lights and reflective gear if you plan to ride at night.

The first thing you need to decide is whether you want your bike new or used. Bear in mind that in Cambridge bikes are liable to be stolen, but also that the cheapest new bikes have little or no resale value and that if you get one, the used dealers may not take it off your hands when you leave. If you buy a new bike, buy a good, strong D-lock and use it. There are many bicycle shops in town; those on Mill Road tend to be cheapest.

Recycling

<http://www.corpus.cam.ac.uk/mcr/recycling>

At Leckhampton we like to be green, which mostly means we like to recycle. This table includes a list of all the items you are able to recycle on the college's sites, and where, as well as a few simple tips to save energy (and reduce your electricity bill) and water. You are also encouraged to directly contact your Green Officer, Lauren Waszek (mcr_greenofficer@corpus.cam.ac.uk) with any questions or suggestions you may have concerning environmental issues in College.

| Where? | What? | Some energy saving tips: |
|--|---|--|
| In the store next to the laundry | Paper & cardboard Glass (brown/green/clear) Cans and Plastic Bottles | If you have a standard shower it will use around 40% of the water required for a bath. |
| In the Leckhampton computer room | Batteries Inkjet print cartridges | Turn off your computer and appliances when not in use |
| On the main college site | All of the above Clothes Shoes | Try to avoid tumble drying your clothes when possible, and clean the lint filter when you do |
| In the TV room | Cardboard Glass (brown/green/clear) Cans and Plastic Bottles | Draw your curtains at dusk to help keep the heat generated inside your rooms |
| Cranmer Road, Selwyn Gardens and Barton Road | Blue box: plastic bottles, paper, glass, cans, tetra packs, clean cardboard Green bin: Compostable waste | When cooking, use a lid on saucepans where possible, so the contents heat up faster and require less energy. |

Further College Information

We've thoroughly introduced Leckhampton, probably the most important place in Cambridge beside your Department. However you may still be a little curious about Corpus Christi College itself. Also, you might have been wondering where all the undergraduates go!

Main College or 'Old House'

<http://www.corpus.cam.ac.uk/mcr/oldhouse>

The college has a dining hall, a chapel, and a library. There is also a bar and a Bachelors' Parlour, or BP, a quiet room put aside exclusively for graduate students - you! It is located on C staircase, opposite the post room and can be accessed with your Leckhampton key. The Graduate Office in E staircase is your first port of call for most things. There is a computer room on D staircase. You should go to the college Finance Office, in A staircase, to deal with financial issues. The porters can be a little intimidating, but if you have any questions about where to find a person or place in college, do ask them. Alternatively, you can check on the college website for more details for a virtual tour of main college (<http://www.corpus.cam.ac.uk/about-corpus/maps-and-tours/take-a-virtual-tour>).

The JCR

<http://www.corpus.cam.ac.uk/mcr/jcr>

The JCR is the organisation to which all Corpus students, whether undergraduate or postgraduate, belong. Again, membership is free and automatic to all students. In some respects, the MCR acts as a subsidiary of the JCR, in that they give us the money to do things. On the other hand, while you are a member of the JCR, most JCR activities are by and for undergraduates, and are not targeted at graduate students.

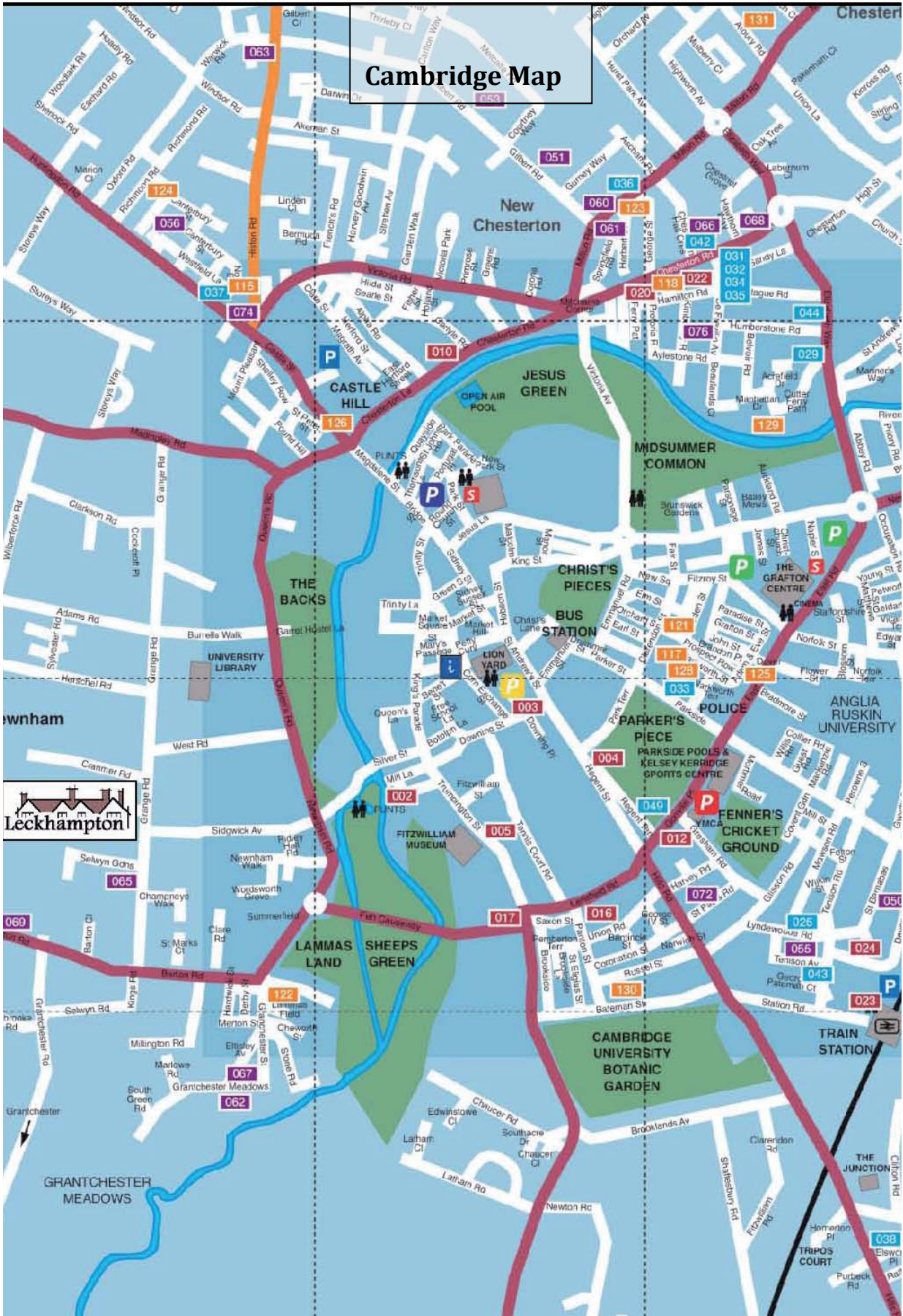
They also have their own website (<http://www.corpus.cam.ac.uk/jcr/>), which contains useful information and allows you to book the squash court.

As with the MCR, there is also a room called the Junior Combination Room. It can be found in the main part of college, next to the new College bar in Library Court. Incidentally, never let the undergrads tell you that you're not entitled to be at JCR events or take advantage of JCR facilities. Occasionally they try this, the little scamps, but we don't let them get away with it.

Other Things to Enjoy in Cambridge

<http://www.corpus.cam.ac.uk/mcr/cambridge>

You can use the link above to check the MCR website's extensive information about other things to do in and around Cambridge, including how to access the College Punt, Prudence and how to rent use of the BBQ. We didn't want to overwhelm you with information in this Guide, preferring to focus on the things you really need to know when you arrive, so don't forget to check out the MCR website for more information and join our facebook group (Corpus MCR) so you'll always hear about the latest events at Leckhampton. To keep updated with JCR events in main college, there is also a "corpusEnts" facebook group and you can add as a friend our main college bar, the Pelican Bar, to find out about the new cocktail menu or any special deals or events.



Contact Information

<http://www.corpus.cam.ac.uk/mcr/contact>

More extensive contact information for specific problems can be found at the above link. We aim here to provide a shortlist of contacts for the most common and urgent of problems.

General advice

| | |
|-------------------------------------|------------------------------------|
| Ann Hollingsworth (Graduate Office) | (01223) 338038, alh55@cam.ac.uk |
| MCR welfare officers | mcr_mensofficer@corpus.cam.ac.uk |
| | mcr_womensofficer@corpus.cam.ac.uk |
| MCR Committee | mcr_committee@corpus.cam.ac.uk |
| Graduate Union | (01223) 337733 |

Accommodation maintenance problems

Write your request and room number in the maintenance book near the front door Leckhampton House. You can also fill in the form online:

<http://www.corpus.cam.ac.uk/about-corpus/contact/maintenance-request-form>

Emergency

| | |
|--|----------------|
| Police, Ambulance, Fire Service | 999 |
| Parkside Police Station | (01223) 358966 |
| Addenbrooke's Hospital (general enquiries) | (01223) 245151 |
| Trumpington Street Doctors' Surgery | (01223) 361611 |

Other college contacts

| | |
|---------------|----------------|
| Porters Lodge | (01223) 338000 |
|---------------|----------------|

Welfare

| | |
|---|----------------|
| University Counselling Service | (01223) 332865 |
| CUSU Linkline nightline service (term only) | (01223) 367575 |
| CUSU Beeline (sexual health advice) | (01223) 333179 |

Emergencies and key issues - A Reminder

If you discover an emergency situation, lose your key or lock yourself out of a room at Leckhampton during office hours on weekdays, firstly attempt to contact Michael Martin in Leckhampton House between 8.00 am - 4.30 pm (Mob: 07843 265669).

If Michael cannot be contacted or if outside of these hours, any emergency notifications should be directed to the Porters Lodge (38000). There are telephones with which to contact the Lodge at the following locations:

The Post-Table in the Leckhampton House lobby,
Outside the Kitchen's rear entrance,
Under the veranda by the back door of Leckhampton House &
Under the GTB, next to the library door.

College Maintenance has a regular call-out system operating from the Porters Lodge and will always attend out of hours for serious issues.

Any students locked out of their rooms outside of office hours will be able to sign out an emergency set of keys overnight (or in the case of a weekend, until Monday morning) from the Porters Lodge, subject to a £20 charge.

Many thanks,
Rob Taylor, Head Porter &
Michael Martin, Leckhampton Site Manager