Office of Postdoctoral Affairs

The Office of Postdoctoral Affairs (OPdA) is here to help you make the most of your time as a postdoc at Cambridge. We provide information and resources to help with your career development, entrepreneurship, College affiliations, and many aspects of your life and work in Cambridge.

You can find a full listing of events and resources on our website, get in touch with us directly at contact.opda@admin.cam.ac.uk, or drop in to see us at one of the Postdoc Centres at the Biomedical Campus, Mill Lane, and Eddington.

We provide:
- free meeting rooms, event venues & quiet working spaces
- events, workshops, networking and career development
- support, advice and representation

We run induction sessions for new postdocs

You will also receive our weekly Postdoc Bulletin email with upcoming opportunities that we hope will be of interest to you.

Mentoring for Researchers

In June 2016 the OPdA launched a pilot mentoring scheme for postdoctoral staff at the University of Cambridge. The scheme offers an individualised formal academic matching model with a mentor drawn from outside the core discipline area.

“I thoroughly enjoyed it, I learned more from my mentee than they from me, I think!”

“We connected very well and it was clear for both of us what we were expecting from the mentoring programme. I don't have any problems talking to my mentor.”

Look out for more information on opda.cam.ac.uk/further-support/mentoring in 2017 if you would like to find a mentor through the scheme.

To find out more please email mentoring.opda@admin.cam.ac.uk
The Office of Postdoctoral Affairs (OPdA) was established in 2013 as the lead University organisation relating to the postdoctoral community.

This was a recognition of the vital and growing significance of postdoctoral staff to the University’s success – and part of major commitments that the University has made to postdoc support.

With its unique overview of the postdoctoral community in Cambridge and beyond, the role of the OPdA is to enable each individual postdoc to realise their potential in their own ambitions and in contributing to the University and society as a whole.

**Our aims are:**

To provide a central point of reference for information about the situation and experience of postdocs to assess need, coordinate delivery and measure progress

To communicate to postdocs information about all the resources and opportunities that are available to them and how to access them

To ensure that postdocs and their families have access to a range of pastoral and other support relevant to their wellbeing

To ensure that postdocs have opportunities to develop their careers in different ways

To ensure that postdocs have opportunities to network as a community and are embedded as a cohesive part of the University community

To ensure that the importance of postdocs is recognised more widely and that postdocs are heard and represented at different levels of University governance and management

To create and support relationships between the University and industry, public and charitable sector that support opportunities for postdocs and create an entrepreneurial spirit

To ensure that the University meets or exceeds best practice in supporting postdocs

To facilitate the delivery of HR excellence to postdocs as a specific staff grouping.

**Providing information for postdocs**

We work closely with other parts of the University, and information about all of the resources provided for postdocs, by the OPdA or others, is available on the OPdA website: [www.opda.cam.ac.uk](http://www.opda.cam.ac.uk). You will also receive a weekly bulletin email from us with details of upcoming events and opportunities particularly aimed at postdocs - if you do not wish to receive this you can unsubscribe at any time.

Of particular interest to you may be the Postdoc Events Calendar, found on the OPdA & PdOC websites, which collates most of the events organised across the University which are specifically tailored to postdocs.

We also operate the Postdoc Centres, based at the University’s three main sites within the city. These centres provide free meeting rooms, event venues and quiet working spaces to postdocs. They host events, workshops, networking, and career development opportunities for postdocs. You can also drop in to see the OPdA team, who are based at Eddington and Mill Lane, if you need support or advice.

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**Come and see us or get in touch!**

- contact.opda@admin.cam.ac.uk
- 01223 336 661
- @opdacam
- www.opda.cam.ac.uk
Postdocs of Cambridge Society (PdOC)
Essential Guide for New Postdocs

Quick Checklist:

☐ Sign up for the PdOC Newsletter
☐ Follow us on Twitter/Like us on Facebook
☐ Check your details in the HR employee self-service
☐ Set up your Hermes email
☐ Register for CAMbensDiscounts
☐ Look at your Pensions options
☐ Sign up for updates from PPD, RDP and Career Services
☐ Subscribe to the Reporter
☐ Subscribe to announcements about talks

✉ contact@pdoc.cam.ac.uk
📚 www.pdoc.cam.ac.uk
빠 Postdocs of Cambridge
🐦 @CamPostdocs
Postdocs of Cambridge (PdOC) Society Essential Guide for New Postdocs

Getting Started in Cambridge

Postdocs of Cambridge (PdOC) Society
doc.cam.ac.uk
contact@pdoc.cam.ac.uk
Cambridge University Senior Society for all postdoctoral research staff at the University of Cambridge, its Colleges and Partner Institutions. All Cambridge postdocs are welcome to join activities and events and there is no membership fee. Sign up for our weekly newsletter!

Office of Postdoctoral Affairs (OPdA)
opda.cam.ac.uk
In recognition of the importance of postdocs, the University established the OPdA to look after the interests of the community. OPdA hosts two Postdoc Centres at 16 Mill Lane and the Biomedical Campus (with a third opening at North West Cambridge in late 2017) where you can come for information, advice and various events.

Departmental Postdoc Committee Chairs’ Network (DPCCN)
pdoc.cam.ac.uk/dpccn
The DPCCN is a joint initiative from the PdOC Society and OPdA. The network meets termly to provide a wide ranging, representative postdoc ‘voice’ to prioritise needs and contribute to the University wide strategy for postdocs.

Accommodation Service
accommodation.cam.ac.uk
Register with the accommodation service to rent University owned accommodation, including at North West Cambridge, and search available properties from private landlords.

Newcomers and Visiting Scholars
nvs.admin.cam.ac.uk
The Newcomers and Visiting Scholars (NVS) help newly arrived University members and visitors, along with partners and families, to settle in and find out more about Cambridge.

Information for new staff
hr.admin.cam.ac.uk/hr-staff/information-new-starters
These pages aim to give you a flavour of the University, tell you what’s available in terms of personal and professional development and the many benefits of working in Cambridge.

Understanding the University

About the University
cam.ac.uk/about-the-university
representation@pdoc.cam.ac.uk
A description of how the University works, term dates, history and much more.

University Lookup Service
lookup.cam.ac.uk/
Search for staff (by CRSid, name, role, phone number, etc) at the University.

Cambridge University Reporter
admin.cam.ac.uk/reporter
The official journal of the University of Cambridge. The Reporter appears on Wednesday each week during Full Term. It carries notices of all University business, Discussions, and Graces; Council and General Board decisions; as well as brief information on awards, appointments, and job vacancies. Subscribe to receive a weekly email!

Postdoc opportunities for College affiliation
pdoc.cam.ac.uk/guides/PdOC_College_Affiliation
college-affiliations@pdoc.cam.ac.uk
There are 31 independent and autonomous Colleges which form part of the Collegiate University. The majority of postdocs are not affiliated to a Cambridge College during their time in Cambridge, but there are increasingly many opportunities for doing so. The PdOC Society’s guide is the most comprehensive overview.

Postdocs of Cambridge (PdOC) Society 2017
Staff Guide for academic, academic-related and research staff.
hr.admin.cam.ac.uk/hr-staff/information-staff/staff-guide

Essential guide for research staff on key policies, practices, terms of employment and facilities.

HR Employee self service
chris.cam.ac.uk/hr_live_ess/
Update your personal details and view your payslips online.

Pensions
pensions.admin.cam.ac.uk
pdoc.cam.ac.uk/guides/PdOCUSSPensions
You will be auto-enrolled into a pension scheme when you start, usually the USS. Here you can find information about your benefits and options.

CAMbens (Employee benefits)
hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits
University of Cambridge employee benefits includes health care cash plans, child care, bicycle and car hire schemes to shopping and insurance discounts.

Hermes webmail
webmail.hermes.cam.ac.uk/
All staff have access to a webmail account (CRSid@cam.ac.uk) that can be used on its own and/or forwarded to another institutional email account.

Childcare office
admin.cam.ac.uk/univ/childcare
welfare@pdoc.cam.ac.uk
The Childcare Office oversees the facilities and assistance offered to University staff and students with children.

University Counselling Service
counselling.cam.ac.uk
The Staff Counselling Service is available free of charge to all staff.

University Chaplaincy
hr.admin.cam.ac.uk/hr-staff/information-staff RELIGION-OR-BELIEF/chaplaincy
The Chaplain to University Staff works in formal partnership with the University's Equality & Diversity Section and has forged links with the other University chaplaincies and faith communities across the city of Cambridge.

Information for research staff
cam.ac.uk/research-staff
A guide specific to research staff including Living and working in Cambridge, Employment and Career Management.

Cambridge Enterprise
enterprise.cam.ac.uk
Works with members of the University to help commercialise their research and provide consultancy services to industry.

Talks.cam
talks.cam.ac.uk
If you want to know about talks in Cambridge that match your interests, talks.cam was created for you! Talks.cam provides a database of talks in Cambridge that anyone can browse and much more. Sign up to receive notifications of talks that you are interested in by email.

Researcher Development Programme
rdp.cam.ac.uk/postdocs
researcher-development@pdoc.cam.ac.uk
Include training in teaching, managing research projects, writing and in developing personal strengths in communicating and working with others.

Entrepreneurial Postdocs of Cambridge (EPOC)
opda.cam.ac.uk/get-involved/epoc
With support from the OPdA, Judge Business School (CIEL), Cambridge Enterprise, and other prominent partners, EPOC aims to create awareness of entrepreneurial opportunities for postdocs.

Postdocs of Cambridge (PdOC) Society 2017
University of Cambridge Training Providers

training.cam.ac.uk

This site provides a central point for staff and students of the University and its Colleges to search for and book onto a variety of training courses run by participating University training providers.

Personal & Professional Development

ppd.admin.cam.ac.uk

There are training and development opportunities for all staff, from those new to working at Cambridge to those who are more established on their career pathway.

Careers service

careers.cam.ac.uk

The Careers Service provides careers advice and information to all current University of Cambridge postdocs and contract research staff. Register to receive notifications of courses, workshops and events!

Job opportunities in Cambridge

jobs.cam.ac.uk

Listings of current University vacancies. If you are looking for a support staff role, you may be interested in the academic-related and/or assistant staff vacancies. You can also search for opportunities available within the 31 independent Cambridge Colleges.

Travel

Universal bus line

environment.admin.cam.ac.uk/what-are-we-doing/travel/catch-bus

The Universal bus service links Madingley Park and Ride with West Cambridge, the railway station and the Cambridge Biomedical Campus (including Addenbrooke's Hospital). Discounts apply for University card holders; show the driver your card and pay just £1 per journey (price current as of March 2017).

University Cycle to Work Scheme

hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/travel/cambens-cycle-work-scheme

The “Cycle to Work” initiative enables employers to lease bicycles and associated safety equipment to their employees through what is called salary sacrifice. More information about cycling in Cambridge is also available on this website.

University discount on train season ticket

environment.admin.cam.ac.uk/what-are-we-doing/travel/train

A 10% discount rate on the purchase of train season tickets and bulk-buy tickets is now available for staff of the University of Cambridge.

Leisure and Sports

Cambridge Sports Centre

sport.cam.ac.uk/facilities/university-cambridge-sports-centre

This brand new sports centre contains a vast sports hall, housing two full-size courts for basketball, badminton, boxing, five-a-side football, volleyball, netball and other court games plus much more.

Frank Lee Centre at Addenbrooke’s

frankleecentre.co.uk

For postdocs based at the Biomedical Campus the Frank Lee offers gym and swimming facilities for staff at Addenbrooke’s Hospital.

Miscellaneous/Other Information

Cambridge University and College Union

ucu.cam.ac.uk

Cambridge UCU deals with issues important to our membership at local and national level. UCU negotiates nationally on pay and conditions and protecting your pensions, improving conditions for contract staff, and restructuring of grades.

Cambridge AWiSE

camawise.org.uk

Cambridge AWiSE is a regional network that brings together women with common interests and act as a source of support, information and inspiration. AWiSE members work both in industry and academia, or are women returning to a STEM career after a break.

Equality and Diversity and Athena SWAN

equality.admin.cam.ac.uk/

The University of Cambridge is committed to equality of opportunity and to a proactive and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity. The University of Cambridge was a founder member of Athena SWAN Charter and the University won its first award in the inaugural round of March 2006.
The Childcare Office
Supporting University Families
University Nurseries
University Holiday Playscheme
Information Service for University Parents
Support with Childcare Costs

www.childcare.admin.cam.ac.uk
Childcare Office Services

University Workplace Nurseries

**Edwinstowe Close**¹
www.childcare.admin.cam.ac.uk/nurseries
edwinstowenu@childbase.com

**West Cambridge**²
www.childcare.admin.cam.ac.uk/nurseries
westcambridgenursery@childbase.com

University Workplace Nurseries’ Salary Exchange Scheme³
www.childcare.admin.cam.ac.uk/nurseries/
workplacesalaryexchangescheme

University of Cambridge Holiday Playscheme
www.childcare.admin.cam.ac.uk/
playscheme
playscheme@admin.cam.ac.uk

Information Service for University Parents
www.childcare.admin.cam.ac.uk/
parents
childcare@admin.cam.ac.uk

Support with Childcare Costs
*(inc. KiddiVouchers and Central Childcare Bursary Scheme)*⁴
www.childcare.admin.cam.ac.uk/
supportwithchildcarecosts

Other Services for Families

Cambridgeshire Childcare Information Service
www.familiesandchildcare.org.uk

Cambridge City Council
*(inc. housing, leisure)*
www.cambridge.gov.uk

Cambridgeshire County Council
*(inc. children’s centres, school admissions, early years funding)*
www.cambridgeshire.gov.uk

NHS (National Health Service)
*(inc. medical advice, GP & dentist listings)*
www.nhs.uk

Ofsted
*(inc. school reports and childcare inspection reports)*
www.gov.uk/government/organisations/ofsted

Join us at:
www.facebook.com/
childcareuniversityofcambridge/

¹ For University staff only
² For University staff and students only
³ Only for University staff who use the University’s workplace nurseries
⁴ For EU and Overseas students only

2016/2017
Live in a new community designed purposefully for you

700 new homes will be available for rent from June through to September 2017 for University and College staff on a new district called Eddington in the north-west side of Cambridge, less than two miles from the city centre. A further 200 homes will be available in March April 2018.

The site has been developed principally by the University of Cambridge to assist post-doctoral researchers and other staff members find suitable affordable housing near to Cambridge.

The homes are built to high levels of sustainability. The accommodation is a mixture of one and two bedroom apartments, which will be suitable for single persons, couples and families with one child.

The University Accommodation Service will be managing the process of allocating the homes.

For further information and to make an application, please visit the University’s Accommodation Service website at www.accommodation.cam.ac.uk

For more information about North West Cambridge please visit http://www.nwcambridge.co.uk/
Careers Service

Careers support for postdocs

Help with careers inside and outside academia

Specialist postdoc team - see over for details

Register at www.careers.cam.ac.uk/pdoc
Careers Service

Careers support for postdocs

Arts, Humanities & Social Sciences
PdocAHSS@careers.cam.ac.uk

Physical Sciences & Technology
PdocPhys@careers.cam.ac.uk

Life Sciences
PdocLife@careers.cam.ac.uk

Help with careers inside and outside academia

- One-to-one appointments
- Workshops and speaker events
- Postdoc careers website: www.careers.cam.ac.uk/pdoc
- Advice on exploring your options
- Interview preparation
- Access to real-life interview questions and feedback
- CV and cover letter checks
- CVs and Cover Letters book: written for postdocs

Register at www.careers.cam.ac.uk/pdoc
Finding Research Funding: Research Professional

If you are interested to find research funding Research Professional provides with an extensive database of funding opportunities searchable by discipline and funding type. Weekly funding newsletters and updates about developments in Higher Education can be easily set up for individual email accounts.

https://www.researchprofessional.com/rr/home

Free access is available from a Cambridge University IP address or after registration also remotely.

Creating Research Profiles: Symplectic – Elements

Elements is the University's research information management system, and provides a closed environment within which Cambridge researchers can create a profile and share information within the University of Cambridge community. Symplectic supports the REF and Researchfish submissions.

https://elements.admin.cam.ac.uk/login.html

Costing Research Projects: X5 – University Costing Tool

- The program allows a consistent approach to research costing
- Supports all research projects including complex projects that may involve multiple institutions and funders across the world and their different currencies
- Heads of Department have greater certainty of the costs involved, allowing better management of risks and departmental planning

http://www.research-operations.admin.cam.ac.uk/costing-and-pricing-research-proposal

Research Contracts

Many research projects require the University to negotiate an agreement with the other parties involved, making everyone’s rights and responsibilities clear and protecting the interests of all.

The Research Operations Office's role is to negotiate research contracts on behalf of the University and thereby to protect researchers from personal liability, the University’s mission and protect PI’s research.

Our negotiations generally cover specific contractual issues including:
- price
- intellectual property (IP)
- Publication rights
- Liability

Do not sign any research contract but contact the research contracts team for support. For tenders please contact us as soon as possible and before submitting an application. Applying to a tender confirms acceptance of the terms and conditions which may need negotiation in order to be acceptable for the University.

http://www.research-operations.admin.cam.ac.uk/research-contracts

Research Integrity – Ethics

The University of Cambridge is committed to achieving excellence in research and scholarship. The pursuit of excellent research and the fulfilment of our responsibilities to participants in research, research users and the wider community require the maintenance of the highest standards of integrity.

https://www.research-integrity.admin.cam.ac.uk/
Supporting Research Impact

Impact is at the heart of the University’s mission. Our world-leading research underpins a huge range of innovations which create prosperity, improve quality of life, protect the environment and enrich culture. How we achieve and demonstrate impact is also of great importance to research funders including HEFCE, the Research Councils and charities.

Researchers at the University have access to advice on impact activities, including how to plan, fund, evidence and evaluate these. [https://www.research-strategy.admin.cam.ac.uk/impact](https://www.research-strategy.admin.cam.ac.uk/impact)

Information on impact in the REF is available at [https://www.ref.admin.cam.ac.uk/impact](https://www.ref.admin.cam.ac.uk/impact)

The Research Office

The Research Office mission is to enable research excellence at the University and to support Principal Investigators, Departments and central offices in this endeavour. The Research Office has an operations and a strategy arm.

Operations

The Research Operations Office works with departments to:

- negotiate research contracts,
- check research funding applications,
- provide guidance and support for research project management, including audit and compliance, reporting and
- provide training for departmental staff, Principal Investigators and other research project staff.

In many cases departments will directly support Principal Investigators with their queries. Furthermore, each department has a named Research Support Advisor and Contracts Manager.

Information on impact in the REF is available at [https://www.ref.admin.cam.ac.uk/impact](https://www.ref.admin.cam.ac.uk/impact)

Contact Details:
[http://www.research-operations.admin.cam.ac.uk/about-us/contact-us](http://www.research-operations.admin.cam.ac.uk/about-us/contact-us)

Strategy

The Research Strategy Office supports the work of the Pro-Vice-Chancellor for Research, the Heads of the Schools and the Research Policy Committee in

- devising and implementing strategies and policies to maintain and increase the University’s research funding,
- shape the University’s response to a changing research landscape and the requirements of our funding partners and
- enhance Cambridge’s standing as a world-leading institution.

The Research Strategy Office team also works with researchers and research groups to

- help develop collaborative cross-disciplinary research activity,
- facilitate the development of institutional relationships with major research and industrial funders,
- support the University's submission to the REF,
- oversee certain strategically important cross-School grants and
- coordinate the University’s restricted calls process.

The Research Strategy Office works closely with Schools and Departments, the Strategic Partnerships Office, Human Resources, Finance Division, Development and Alumni Relations (CUDAR).

Contact Details:
[http://www.research-strategy.admin.cam.ac.uk/contact-us](http://www.research-strategy.admin.cam.ac.uk/contact-us)
The University launched a publicly accessible website to increase external awareness and engagement with its universal equipment sharing strategy. The site guides Cambridge staff and students to the Raven-authenticated searchable database of equipment and facilities, whilst members of the public are directed toward the openly accessible National Equipment Portal Database.

Since July 2014 the internal database has been accessed by over 9458 individual users, and there is good reason to engage with the project at an individual, departmental and university level:

“In an increasingly competitive environment, funding agencies look more favourably on paying for equipment when it will be shared. We also find that sharing is the only way to recover running costs so we can continue using and maintaining equipment post-warranty”

– Dr Katherine Stott, Facility Manager, Department of Biochemistry.

Why was the Database Developed?

Since January 2014 a two-page business case has been required in applications for items of equipment above the Official Journal of European Union threshold of £138,000 and Universities must check for opportunities to share equipment with internal departments and other institutions prior to submission of grant applications.
The database ensures transparency in terms of publicly funded resources, provides evidence of Cambridge’s commitment to equipment and facility sharing, allows students and researchers to determine equipment available within the University whilst planning current and future research projects, and increases the exposure of facilities used to recover equipment costs within Small Research Facilities:

“The provision of services to users outside of the Department is not compromising research but generates valuable income to the Facility and has resulted in several successful collaborations and authorships in publications”

- Dr Dima Chirgadze, Department of Biochemistry.

Internal guides are available that suggest how Equipment and Facility sharing can be evidenced in grant applications, as well as information on equipment recycling, disposal, and re-use, including references to “WARPi” – an online tool for exchanging items between departments.

http://www.equipment-sharing.cam.ac.uk/home

To search: access the site via Raven, enter search terms, select Equipment or Facility, Search

To keep up to date and learn about the latest funding opportunities, follow us on twitter:

https://twitter.com/cam_equip
Opening times

Mondays: 8.45am - 5.30pm
Tuesdays: 10.30am - 6.30pm
Wednesdays: 8.45am - 5.30pm
Thursdays: 10.30am - 6.30pm
Fridays: 8.45am - 5.00pm

The Service is open throughout the year except Bank Holidays and for periods at Christmas and Easter.

The Staff Counselling Service is located opposite Fitzbillies on Trumpington Street, in the courtyard behind the Pitt Building.

Staff Counselling Service
1st Floor, 17 Mill Lane, Cambridge, CB2 1RX
Tel: 01223 762160
Email: staffcouns@admin.cam.ac.uk
https://staff.counselling.cam.ac.uk
Group Activities

All members are welcome to join the groups listed below. For further information come along to one of the Tuesday morning meetings or check our website for dates and times.

www.nvs.admin.cam.ac.uk/group-activities

Some groups are bookable. * Group meets occasionally.

Art & Reading Group Co-ordinator: Tom Baer

10 am–12 noon, Graduate Union in 17 Mill Lane, for children under 4 and an accompanying adult.

Book Group Co-ordinators: Lindsey Payne & Marianna Fletcher-Williams.

Cambridge Connect Co-ordinator: Karina Wells & Simone Castillo

How to connect with Cambridge’s professional environment. Email Karina to join: karina.wells@intworld.com. OPD Centre, 16 Mill Lane – basement.

Choir Co-ordinator: Marianna Fletcher-Williams

NV’s Choir singing workshop and performance.

Cinema & Drama Group Co-ordinator: Elfrida Heath

Meets at a cinema or theatre for chosen performances, followed by informal discussions in a local café.

Cookery Group Co-ordinators: Elsa Strietman & Naheed Kandil

Cooking at home with shared recipes. Cost £5.00–£8.00 depending on ingredients.

Cultural Discussion Group Co-ordinator: Samantha Sintes

Thursday 10 am–12 noon during term time. Discussions on various topics and issues from a multicultural perspective. OPD Centre, 16 Mill Lane – basement.

Eddington Group Co-ordinator: Melendra Sutliff Sanders

Volunteers and local residents will meet once a month for conversation and English improvement. Children welcome. Meet in the OPD Centre, 105 Eddington Place.

English Language Conversation Group Co-ordinator: Margaret Callingham

Tuesday during term time 9.45-10.45 am. University Centre, Dining Hall, 2nd floor.

From Spade to Plate Co-ordinator: Karina Wells

Sowing, growing and harvesting fruit and vegetables from the garden to create a delicious vegetarian meal to share with the group in Karina’s kitchen. Held twice a week. Cost £5.00.

Knitting Group Co-ordinator: Janet Edwards

Thursday 10 am–12 noon all year, even outside term time. The Community Room at West Cambridge, Charles Babbage Road, CB3 0FS.

Tea Parties Co-ordinator: Alice Fleet

Afternoon Tea. Traditional English tea parties 2 or 3 times in a term.

Walking Group Co-ordinator: Liz Hodder

Tuesday during term time. A guided walk around the city centre with an NVS City Blue Badge Guide. Start time varies and is announced during the morning meeting.

Yoga Class Co-ordinator: Margaret Schofield

Tuesday 1.30 pm–2.30 pm during term time. OPD Centre, 16 Mill Lane – basement. £3.00 if booked ahead or £4.00 at the class.

Contact us

Administrator: Ella Assem Nicol
Email: Ella.Assem.Nicol@admin.cam.ac.uk. Telephone: 01223 761594
Registered online at: www.nvs.admin.cam.ac.uk
Registered members can book events online at:
www.ticketsource.co.uk/newcomers-and-visiting-scholars

Events Programme – Michaelmas Term 2018
Tuesday 2 October to Friday 30 November

Join NVS today

Newcomers and Visiting Scholars

Registered members can also join the Facebook group – search for ‘University of Cambridge Newcomers and Visiting Scholars’ in Facebook.
Welcome – join NVS today
Newcomers and Visiting Scholars (NVS) welcome all those who are attached formally to the University of Cambridge, whether here alone or with family. We particularly like to welcome those newly arrived to Cambridge. Come along to the University Centre, Granta Place, CB2 1RU to find out what we do.

Register as a member
You must have registered as an NVS member before you can book an event and enjoy:
• Special tours and events within the University
• A range of group activities
• Children’s activities
• Trips and tours. We recommend booking trips and tours well in advance to avoid missing out.

There is no charge for membership. You can register online at www.nvs.admin.cam.ac.uk and click on ‘Register with us’. Or you can register at our Tuesday meetings during term time.

How to book events and activities
• To book online, go to www.ticketsource.co.uk/newcomers-and-visiting-scholars
• To book in person, please come along to one of the Tuesday meetings.

B – Book event in advance.  C – Children are welcome.

Tuesday mornings at the University Centre, Granta Place, CB2 1RU
09.45 am English Language Conversation group begins.
10.30 am Welcome and Registration: meet the volunteers and group leaders. Refreshments, information stalls, book lending, children’s play area.
11.30 am Talk begins (see details below).
12.30 or 1 pm When there is a free guided walk around the city and colleges, the start time will be confirmed on the day. Meet in the main entrance.

Tuesday talks
Talks in the University Centre take place between 11.30 am-12.00 pm. No booking required. Outside term time informal meetings continue every Tuesday from 11.00 am in the Granta Lounge.

2 October Welcome to NVS and hear about group activities, followed by a talk from former NVS member, Virginia Friend and hear how she settled into life in Cambridge.
9 October Journalism at the BBC in the digital age, Amanda Farnsworth, Head of Visual and Data Journalism, BBC.
16 October Renewable Energy in the UK. How much energy currently comes from renewable sources and how is that changing our landscape? Professor Peter Verdun, Durham University.
23 October The Institute of Astronomy – past history and current research, Dr Carolin Crawford, Public Astronomer, Institute of Astronomy.
30 October Dirty Art: How London Fog became more respectable, Dr C.L. Corton, (Lady Evans) Cultural Historian.

6 November Cambridge Suffrage and Suffrage banners. Carolyn Ferguson, quilter and textile historian.
13 November Fig leaves, Farthingales and Fichus. From pre-historic times to modern day we look at how costume has evolved from purely practical coverings to protect from extremes of weather to the more decorative fashions of our time. Fran Saltmarsh, Costume Historian.
27 November Christmas celebration. Come and join us to celebrate the season. Father Christmas will be visiting and Christmas carols will be sung.

Special events and trips
To book a place apply online: www.ticketsource.co.uk/newcomers-and-visiting-scholars
Bookings open 1 October 2018

Friday 12 October Tour of Murray Edwards College gardens with Head Gardener, Jo Cobbs.
2.00 pm. £3 B C

Monday 22 October and Monday 19 November. Art and reading group for accompanied young children.
Graduate Union Building, 12 Mill Lane CB2 1RX.
10.00 am-12.00 noon. Free B C

October Exhibition: (date tbc)
Voters for women.
A visit to the Museum of Cambridge. 2-3 Castle Street, Cambridge, CB3 0AQ.

Tuesday 23 October Visit King’s College Chapel for evensong, followed by a pub visit.
Meet Janet at King’s College Porters’ Lodge. 5.00 pm. Free (children must be over 6 years old).

Thursday 25 October A ghost tour of Cambridge with Tony Rodgers.
Meet outside the University Centre, Granta Place, CB2 1RU. 6.30 pm. £3. Adults. £2 Children Free.

Wednesday 31 October Families Welcome Tea. Bring your family and meet other visitors and volunteers. Entertainment will include a puppet show and interactive storytelling presented by Melinda and Simon. University Centre, Coram’s Hall. 4.00-6.00 pm. Free.

Monday 29 October The History of the Senate House and the Ceremonial Year in the University with Tim Milner, Ceremonial Officer.
A morning tour. Full details given when booking. £3. £2 B C

Date tbc November Suffrage movement artefacts. Visit Newnham College with Carolyn Ferguson.
Who is the Service for?

The Staff Counselling Service is available free of charge to all staff who have a University contract of employment: academic, academic-related, assistant, research and technical.

Who are the Staff Counsellors?

The Service has a team of professionally trained, accredited, and widely experienced counsellors. All are used to helping people from many different backgrounds and cultures and with a wide range of personal issues.

What is counselling?

Counselling is not the same as giving advice. Rather, a counsellor seeks to help you focus on and understand the issues that concern you. By respecting your own values, choices and lifestyle, the counsellor can work together with you towards changing things in a way that is right for you.

Does my problem have to be about work?

No. If work is affecting your emotional or psychological health or if your emotional or psychological health is affecting your work, you may find counselling helpful. Staff come with work issues such as stress, bullying, work block or difficult relationships with colleagues. Or they come with personal issues such as bereavement, relationship difficulties, or for support with questions relating to their sexual orientation or gender identity. These are just a few examples.

What will I be offered?

You are entitled to eight to ten sessions of counselling. This includes an initial consultation lasting 45 minutes which will be offered within three weeks of us receiving your referral.

The initial consultation will be an opportunity to find out if counselling is the best way forward for you. For some, this one session proves sufficient, while others will require more counselling. Should you decide to proceed with counselling after the initial consultation, we will then advise you of the current waiting time.

Where it becomes clear that other support is more suited to your needs, or that additional therapy may be helpful, we will assist with signposting appropriate services.

Is counselling confidential?

The counselling we offer is confidential, which means we will not discuss your situation with anyone outside the Service, unless we have your consent to do so. Exceptions to this rule apply only if there are legal or statutory obligations to disclose, or if there is a risk of serious harm to yourself or to others.

If your work is being affected by personal problems it can sometimes be helpful for your counsellor to have a liaison role with others on your behalf. We would only make contact with your University Department, Human Resources or Occupation Health with your express agreement.

Arranging Counselling

If you decide you would like to speak to a counsellor you can apply by completing the Pre-Counselling Form on the secure website: https://staff.counselling.cam.ac.uk

You will need your Raven password to use this facility.

If you prefer to complete the Pre-Counselling Form by hand, please email us at staffcouns@admin.cam.ac.uk

Additional support

In addition to individual counselling, we now offer two groups to support clients who have had an Initial Consultation and are waiting for ongoing appointments:

- Wellbeing Group
- Stress and Anxiety Management Group

If you are interested in finding out more, please speak to the counsellor at your Initial Consultation appointment, or see our website for further details.

Further Information

Further information about the service along with a series of leaflets giving strategies to help with many common difficulties is available from the Staff Counselling Service website https://staff.counselling.cam.ac.uk
Commercialising University research

A guide for postdocs
Who we are and what we do

Cambridge Enterprise was formed by the University of Cambridge to help students and staff, including postdocs, commercialise their expertise and ideas.

We are here to help you find commercial applications for your research, whether you want to share your knowledge through consultancy projects, licensing intellectual property (IP) or starting a new company.

We work with all of our academic partners, from the fields of science, technology, engineering, maths and medicine, to the arts, humanities and social sciences.

We offer postdocs:

- a consultancy service to help you share your knowledge
- advice on choosing and developing a commercial path
- expertise in technology licensing and company creation
- guidance and support in building a commercial proposition
- access to experienced mentors and other key advisors
- proof of concept and early stage investment funding
- IP protection and management

www.enterprise.cam.ac.uk
Do you have an idea?

Many postdocs successfully commercialise their research via licensing or by forming a new company.

We can:
- help you develop your ideas and inventions into opportunities that are attractive to business and investors
- match you with industry mentors, wider community resources and other sources of University support
- advise on next steps and track future development

If you have an idea that you think may have commercial application, you can complete a disclosure form on our website and we’ll get back to you. Or get in touch with us directly and we’ll talk you through the process.

Do you want to be a consultant?

If you’ve been approached by an organisation and asked to be a paid consultant, we can help.

Consultancy Services handle the business negotiations, contracts, arrangements for use of University facilities, invoicing, debt collection, income distribution and all the other administrative tasks that can otherwise distract you from your work.

Using Consultancy Services offers you:
- a University-approved contract
- advice on how to avoid undervaluing your work
- cover from University insurance policies

Postdocs undertook 26% of our consultancy contracts from 2013 to 2015
Meet with us and network
Our frequent events for postdocs introduce and explain our services and can provide you with networking opportunities.

More information on our current offering, including collaborative events with the Entrepreneurial Postdocs of Cambridge (EPOC), can be found on the events page of our website.

Get connected in your department
If you would like to discuss commercialising your research with someone in your department, talk to our Enterprise Champions. A network of academics, researchers, facilitators and co-ordinators, they can act as a first point of contact in your department. They understand our offering and can help put you in touch with the right person.

Details of our Enterprise Champions can be found on our website.

Contact us

Dr Amanda Zeffman
Head of Consultancy Services
amanda.zeffman@enterprise.cam.ac.uk
+44 (0) 1223 763756

Dr Malcolm Grimshaw
Head of Physical Sciences
malcolm.grimshaw@enterprise.cam.ac.uk
+44 (0) 1223 765865

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University of Cambridge
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3 Charles Babbage Road
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+44 (0) 1223 760339
enquiries@enterprise.cam.ac.uk
www.enterprise.cam.ac.uk
@ucamenterprise

October 2015
UCU is the largest trade union and professional association for researchers, academics and academic-related staff in the UK. We negotiate terms and conditions of employment both nationally and locally.

YOU HAVE NEVER NEEDED YOUR UNION MORE THAN NOW
In the current economic situation it is more important than ever that you join your union. UCU is fighting hard to protect jobs and defend education across the sector.

Every member of staff who joins makes us stronger and better able to look after those employed in our colleges and universities.

YOU ARE NOT ALONE
If you have problems at work you can contact your branch for advice, representation and legal help. Experienced local officers are supported by full-time regional and national officials.

Your union tackles a range of issues – redundancies, reorganisation, fixed-term contracts, bullying, workload and inequalities are just some of the challenges we face on behalf of our members.

As a member you have a say in how to improve your workplace. Your local branch is consulted over a wide range of issues and policies – just get in touch and let them know your views.

AS A UCU MEMBER YOUR VOICE IS HEARD
UCU gives its members a voice. We represent the profession when speaking with ministers, MPs, professional bodies and other organisations.

We raise issues that are important to members such as professional standards, the need for proper education funding and for equal treatment of part-time and fixed-term employees.

YOU’RE BETTER OFF IN A UNION
Research has shown that union members are likely to get higher pay, more annual leave, better sickness and pension benefits, have safer workplaces and are more likely to be able to take advantage of flexible working.

You will benefit from a range of financial products at discounted rates and you can claim back income tax relief for part of your membership subscriptions.

As a member you also have access to the services of The College and University Support Network which offers 24/7 support by phone or online. However you need to join before encountering a problem – that’s why it’s important to join us today.

Join UCU today.
The more staff that join us the more we can achieve

www.ucu.org.uk

Join UCU today. It’s your career. It’s your union. Join today: www.joinonline.ucu.org.uk
Be a part of your local branch
WE ARE STRONGER TOGETHER

UCU is the union in Cambridge for academics, researchers at grade 5 and above, and academic-related staff at grade 6 and above. Its membership is open to postdocs, and postgraduate students intending to work in the HE and FE sectors. Nationally we represent all members of the USS pension scheme and negotiate on pay and conditions. Locally our branch works hard to support and campaign on behalf of our members.

JOIN UCU ONLINE TODAY
http://join.ucu.org.uk

Help and Advice: CUCU has helped hundreds of members with a range of issues at work. Many of these members thought it would never happen to them, but they were able to turn to Cambridge UCU for guidance.

CUCU has a team of experienced caseworkers. If you are being disciplined or taking a grievance against another member of staff you have a legal right to be accompanied by a union rep.
Contact: admin@ucu.cam.ac.uk,
www.ucu.cam.ac.uk/help-and-advice.html

Building the Union
Branch membership is growing amongst graduate students to professors and there is lots of activism and enthusiasm in departments and working groups. We want to keep up momentum to strengthen our negotiating power. Every member of staff who joins makes us stronger.

It’s your career, it’s your union: join today!

Local Working Groups
Cambridge UCU has several vibrant working groups that are active on many fronts:

Equality and Diversity With particular interest in the Gender Pay Gap, nursery provision and the University’s approach to the Race Equality Charter.
Contact: equality@ucu.cam.ac.uk

International Staff Aiming to secure reimbursement for prohibitive visas and health costs.

Anti-casualisation and precarity Pushing back on the growing use of precarious contracts.
Contact: casualisation@ucu.cam.ac.uk

Graduate Students Considering pay rates for College supervisions and whether these fairly reflect preparation time.
Contact: postgrad-rep@ucu.cam.ac.uk

You can claim tax relief on UCU subs.
See www.ucu.org.uk and search for ‘Tax’

To find out more about the work of the branch, email admin@ucu.cam.ac.uk or follow us:

facebook.com/cambridgeucu @CambridgeUCU

Exec Committee
Acting President (Vice President): Sam James, vice-president@ucu.cam.ac.uk,
president@ucu.cam.ac.uk
Secretary: Waseem Yaqoob, secretary@ucu.cam.ac.uk
Treasurer: vacant
Membership: Heather Stallard, membership-secretary@ucu.cam.ac.uk
Anti-Casualisation: Sandra Cortijo, casualisation@ucu.cam.ac.uk
Equality reps: Manali Desai, Joe Sutliff Sanders, Paulina Sliwa, equality@ucu.cam.ac.uk
Postgrad Rep: Rox Middleton, postgrad-rep@ucu.cam.ac.uk
Pensions: Richard Farndale, pension-rep@ucu.cam.ac.uk
Green: Joe Gluza, green-rep@ucu.cam.ac.uk
Ordinary members: Jana Bacevic, Will Hudson, Jennifer Marchant

LA Administrator: Rachel Hayes
Contact: admin@ucu.cam.ac.uk,
01223 764944, www.ucu.cam.ac.uk
As part of its commitment to the principles of the Concordat, the University will support researchers to maintain the highest standards of integrity in research by:

- providing clear policies and procedures, as well as training and guidance to help researchers better understand how to maintain high standards of research integrity
- having suitable mechanisms for reviewing ethical issues raised by research
- using transparent, robust and fair processes to deal with allegations of research misconduct
- defending researchers who live up to high standards in difficult circumstances and any individual who, in good faith, reports research misconduct at the University
- continuing to work to strengthen the integrity of its research through regular review and monitoring of its support, policies and procedures.

Anyone with comments, concerns or questions regarding research integrity at the University of Cambridge should contact the Pro-Vice-Chancellor for Research through the Research Strategy Office.

Email: researchintegrity@admin.cam.ac.uk

This document has been prepared by the Research Strategy Office for the academic year 2017-18.

**Policies and Guidelines**

Researchers should be familiar with the following internal and external policies and guidelines:

**Policy on the use of animals in research and teaching**
https://www.cam.ac.uk/research/research-at-cambridge/animal-research/our-policies/policy-on-the-use-of-animals-in-research

**'Whistleblowing' Policy**
https://www.hr.admin.cam.ac.uk/policies-procedures/whistleblowing-public-disclosure-university-employees

**Policy against Bribery and Corruption**
http://www.registrarysoffice.admin.cam.ac.uk/governance-and-strategy/policy-against-bribery-and-corruption

**ALL European Academies, The European Code of Conduct for Research Integrity**

**2nd World Conference on Research Integrity, Singapore Statement on Research Integrity**
http://www.singaporestatement.org/statement.html

**University Financial Regulations**
A message from the Pro-Vice-Chancellor for Research

The University of Cambridge is committed to achieving excellence in research and scholarship. The pursuit of excellent research and the fulfilment of our responsibilities to participants in research, research users and the wider community require the maintenance of the highest standards of integrity and ethics.

To maintain the high standards of research practice at Cambridge, the University will uphold the commitments outlined in Universities UK’s Concordat to Support Research Integrity. This pamphlet sets out the principles to which all research and scholarship at the University of Cambridge should adhere and provides guidance on where to seek further information and advice on specific research integrity issues.

The University expects all researchers, be they staff, students or visitors to the University, to abide by national, European and international standards of research integrity.

Honesty in all aspects of research, including:
- presentation of research goals, intentions and findings
- reporting on research methods and procedures
- gathering data
- using and acknowledging the work of other researchers
- conveying valid interpretations and making justifiable claims based on research findings

Scrupulous care, thoroughness and excellence in research practice:
- in performing research and using appropriate methods
- in adhering to an agreed protocol where appropriate
- in drawing interpretations and conclusions from the research
- in communicating the results

Transparency and open communication:
- in declaring conflicts of interest
- in the reporting of research data collection methods
- in the analysis and interpretation of data
- in making research findings widely available, including sharing negative results as appropriate
- in presenting the work to other researchers and to the general public

Care and respect for:
- all participants in and subjects of research, including humans, animals, the environment and cultural objects
- the stewardship of research and scholarship for future generations.

In addition to these core principles, researchers should ensure that their research is conducted according to appropriate ethical, legal and professional frameworks, obligations and standards. This includes seeking ethical approval for research where appropriate. Researchers are also expected to treat colleagues with integrity, honesty and collegiality, including the fair provision of references.

More information

University Research Integrity Website
http://www.research-integrity.admin.cam.ac.uk/

UUK Concordat to Support Research Integrity
http://www.universitiesuk.ac.uk/policy-and-analysis/reports/Documents/2012/the-concordat-to-support-research-integrity.pdf

Clinical School Research Governance Information
http://www.medschl.cam.ac.uk/research/research-governance-information/

UK Research Integrity Office
http://www.ukrio.org/

US Office of Research Integrity
http://ori.hhs.gov/

1. The definition of research integrity used in this document is adapted from Universities UK, The concordat to support research integrity (July, 2012).
PUBLIC ENGAGEMENT
How can our team support you?
Advice
Training
Festivals and events
Brokering partnerships
Cultural development
Advocacy and policy
Networking
Funding
Awards

“Public engagement is a cornerstone of the high quality research we do at the University, and is an important route by which we realise our impact on society”

Professor Chris Abell
Pro-Vice-Chancellor for Research

Find out how our team can support you
Subscribe to our monthly Public Engagement bulletin on our website

@ www.cam.ac.uk/public-engagement
Email publicengagement@admin.cam.ac.uk
Phone +44 (0)1223 766766
Twitter @UniCamPublicEng
Always bring your card
You’ll need your blue University or white Library card to scan at the entry gate. Forgotten your card? We may be able to accept photo ID – ask staff in the Entrance Hall.

It’s in the bag
You’ll need to leave rucksacks, large bags and computer cases in the locker room. Why not splash out on a 20p clear plastic bag available at the Entrance Hall desk?

Go wireless
Use your Raven log in to access our wireless internet or ask at a helpdesk.

Get the skills
Free research skills sessions run throughout this term – go to http://training.cam.ac.uk/cul for details.

Looking for something?
Search for resources using iDiscover (www.idiscover.lib.cam.ac.uk)

Save it for later
Need to reserve a book you’re using for later? Just fill out a reservation slip, leave it in the book and we won’t move it for three days. If you’ve finished with a book just leave it on any desk and we’ll re-shelve it for you!

Handle with care
Preserve our books for future generations. Use bookmarks rather than gummed notes and leave books unmarked by pen or pencil.

Let there be light
You’ll find light switch dials on the end of each book case on the open floors – just twist for light.

Phone zones
Please keep your phone on silent in the Library. You can text anywhere, but if you need to make a call please go to the Tea Room, Locker Room, Entrance Hall or Courtyards.

Printing and copying
Use your card to access photocopying, scanning and printing facilities. Please ask staff on the Reader Services Desk or General Enquiries Desk for details.

Making an exit
Have your card ready as you leave via the Entrance Hall; you’ll need to scan your card to go out. We’ll also check any bags or folders that you have.
Welcome to Cambridge University Library, one of the great research libraries of the world. The collections hold around eight million items spread across more than 200 miles of shelving and are growing all the time.

Catalogues and information
PCs giving quick access to the Library catalogue, ‘iDiscover’, opening times, a Library map and details about photocopying and scanning services are located throughout the building. These Library Information Points also provide tips on the classification scheme and links to the wide variety of training offered by the Library.

‘iDiscover’ is also available at www.idiscover.lib.cam.ac.uk and offers a keyword-focused search. The catalogue covers resources across the University of Cambridge and, whilst in the building, you may find it helpful to limit your search to results from the main University Library.

Once you have found the record for the item you require, take a note of the classmark (the unique number given to each book) and the location. This will either be on the open shelves (which you go to yourself) or the item will need to be requested from one of our nine reading rooms. Requests for books fetched to the Reading Room and West Room can be made via the catalogue prior to visiting the Library. If an item is on loan you can place a recall for it.

The catalogue holds records for all material published since 1978 and earlier items which were considered to be of academic importance at their time of receipt. Some pre-1978 items (for example novels) are only recorded in the Supplementary Catalogues, located in the Reading Room Corridor South.

In addition the Anderson Room (Music Department), Commonwealth Room (Official Publications Department), East Asian Reading Room, Manuscripts Reading Room, Map Room and Rare Books Room have separate catalogues for certain categories of material.

Borrowing
Members of Cambridge University, including academic staff and graduate and undergraduate students, have borrowing rights. Borrowable books are issued at the Reader Services Desk located in the Entrance Hall.
Handle with care
The Library’s books are valuable and often irreplaceable. Damage to them means that the information they contain may be lost to future readers. Please use bookmarks rather than folding a page corner, inserting a paper clip or gummed note or leaving a book face down.

Electronic and digital resources
Computers are located throughout the building, providing access to the internet (including access to over 400 databases and nearly 50,000 electronic journals to which the Library subscribes) and Microsoft Office. These PCs require a login.

If you are a current member of Cambridge University, your login will be your MCS/Desktop Services username and password. If you do not know your login details, please contact the Computer Officer in your College, Faculty or Department.

If you are alumni or are not a Cambridge University member, a login will be created for you when you join the Library. Please see the Reader Services Desk in the Entrance Hall if you require assistance with your computer login.

Printing can be requested from Multi-Functional Devices in the West Room, Photocopying Room and Commonwealth Room. Before printing you must add credit to your account (see following page).

You will be allocated 20 MB of space, found on the networked ‘O’ drive (additional space can be provided on request, if required). This is the default drive for saving files and can be accessed from any computer on the Library PC network. Do not save to the desktop, My Documents or any other location on the PC hard disk, as they are periodically deleted. You are responsible for backing up your own data (for example to a USB flash drive). USB flash drives are available to purchase at the Reader Services Desk.

Please log out when you have finished by pressing the Ctrl, Alt and Delete keys simultaneously, then click log out followed by OK.

Current members of the University can access electronic resources away from the Library by using a RAVEN password, issued by the University Computing Service.

Laptops You can use your own laptop in most parts of the Library. Laptops should be silent; please turn off all start-up and shut-down noises before you visit.

Wireless There are wireless hotspots in the Anderson Room, Catalogue Hall and adjacent rooms, Commonwealth Room, Manuscripts Reading Room, Map Room, Reading Room, Rare Books Room, South Wing, Tea Room and West Room.

University members use their RAVEN password to connect. Users from other higher education institutions use their Eduroam password to connect. All other users will need to apply for a password in the Reading Room or at the Reader Services Desk.

For further details please visit www.lib.cam.ac.uk/dra

Photocopying and scanning
Self-service Multi-Functional Devices (MFDs), used for photocopying and scanning are located in the Photocopying Room at the end of the North Wing Corridor and in the Commonwealth and West Rooms (for material restricted to those rooms). To use the MFDs you will first need to add credit to your account (see below).

Log in by entering both your username and password on the touch screen. When you have logged in to your account, your credit balance will be displayed on the screen.

Full instructions on the operation of the MFDs are available adjacent to the machines in the self-service Photocopying Room, Commonwealth Room and West Room. Please log out from the MFD when you have finished using it.

For further details please visit www.lib.cam.ac.uk/collections/departments/digital-content-unit

Adding copying and printing credit to your account
Credit can be purchased online at www.ds.cam.ac.uk/ul/kiosk

Kiosk computers in the Photocopying Room, Commonwealth Room, West Room and on the first floor balcony, may also be used to credit your account. During office hours, credit may be added to your account at the Reader Services Desk.

Prices excluding VAT (VAT charged at 20% to all except Cambridge students).

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<th>Self-service scanning</th>
<th>Printing</th>
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Security
Large bags and laptop cases are not permitted in the Library. Please use the Locker Room. Clear Library carrier bags can be bought from the Reader Services Desk. Please look after your valuables; don’t leave laptops or personal items unattended.

Still feeling lost?
You can ask any member of staff for further help. We also run a range of Research Skills courses.

For further details please visit www.training.cam.ac.uk/cul/theme

Follow us on: ‏@theUL Facebook
Research Facilitation
for Arts, Humanities and Social Sciences

For more information about research funding, internal peer review, advice on grant writing in the arts, humanities and social sciences, as well as relevant research support contacts across the University, please visit www.ahssresearch.group.cam.ac.uk/ and/or contact the School Research Facilitation team:

Dr Daniel Wunderlich (UK funding)       e: dcw35@cam.ac.uk  t: +44 (0)1223 761365
Dr Andrea Salter (EU & overseas funding) e: acs87@cam.ac.uk  t: +44 (0)1223 764079

Services offered by School Research Facilitators:

- Broadly, we are a demand-led service which can support research applications and enquiries at individual, Faculty and School levels by:
- Running scheme specific information sessions (e.g. ERC grants; Leverhulme Programme Grants; ESRC Future Research Leaders, …)
- Finding suitable schemes and providing funder information for large funding applications by UTOs
- Discussing individual research portfolios and funding trajectories
- Discussing research ideas and how to turn these into a research project
- Advising and commenting on drafts of research grant proposals
- Providing examples of successful applications where possible
- Organising mock interviews for grant applicants (e.g. ERC, large Leverhulme or AHRC grants)
- Facilitating Cross-School peer review for large and complex AHRC and ESRC applications
- Reviewing PI responses to peer reviewers’ comments
- Organising a Research Lunchtime Forum (termly; peer-to-peer; topics on suggestion) and other workshop sessions around specific issues e.g. impact
- Discussion/engagement with Departments/Faculties’ research strategy and targeted support for these
- Facilitating links across disciplines, including through engagement with the SRIs and SRNs
- Funder relations and research strategy more generally (assisting with funder visits; servicing the Social Science Research Strategy Group; Arts & Humanities Research Strategy Forum; consultations; etc.)
- Support on RCUK’s Pathways to Impact
- Coordination of institutional research support where appropriate (e.g. Public Engagement; Centre for Science and Policy; Cambridge Enterprise; pre-post award liaison with Faculty Administrators and Research Grant Administrators, School Research Grant Administrators and the Research Operations Office)
Open to Everyone!

Health and Fitness
at the University of Cambridge Sports Centre

Let us help you make changes that will last

from

£8

per week*

Discounts available for University of Cambridge staff and students

*based on an Off Peak Community membership
The University of Cambridge Sports Centre is 10 minutes by bike from the city centre. The Centre has 12 accessible car parking spaces, and other members of the Fitness, Strength and Conditioning Suite can use their membership cards to access any car park on the West Cambridge site between the hours of 06:30 - 08:30 and between the hours of 15:30 - 22:30 Monday to Friday. Parking is available all weekend.

**Facilities include:**
- Fitness Suite with state-of-the-art Technogym equipment
- Strength and Conditioning room with 8 Olympic lifting platforms
- Yoga and Pilates
- Circuit training
- Indoor Cycling
- BodyPump
- 37m x 34m Sports Hall
- Zumba
- 2 multi-purpose studios
- 5 competition standard Squash Courts
- 3 Eton Fives Courts
- 3 Rugby Fives Courts
- Health Checks
- Personal Training
Cambridge University Language Programmes (CULP)
- Courses in at least 14 languages, at a wide range of levels
- Programmes for special purposes/subject groups

Academic Development and Training for International Students (ADTIS)
- Pre-sessional summer courses
- In-sessional supervisions, workshops and seminars
- Bespoke provision for individual departments

Language Learning Advice & Independent Learning
- 1:1 advice on opportunities and language learning strategies
- Learning resource centre with 180+ languages
- Conversation Exchange, Conversation Hours, Friends without Frontiers

Online learning: LC Online
- Wide range of online learning resources developed in-house
Opportunities to develop languages skills for academic, professional & personal reasons

All students & staff of the Collegiate University are welcome to use the Language Centre

John Trim Centre Opening Times:
(Monday – Friday):
Full Term and CULP Teaching Weeks:
9am – 7pm     Vacation: 9am – 5pm

ACCESS INFORMATION
The Language Centre is fully accessible to wheelchair users. If you would like to discuss any other access requirements, please contact Advising Team using the details below.

For more information, visit www.langcen.cam.ac.uk

Or contact us at:
Language Centre
Downing Place
Cambridge CB2 3EL
Telephone: 01223 335058
Fax: 01223 763618
Email: enquiries@langcen.cam.ac.uk

2017-18  www.langcen.cam.ac.uk
Are you experiencing difficult relationships at work?

The Mediation Service may be able to help

Find out more:
http://www.admin.cam.ac.uk/offices/hr/policy/mediation/

Email: mediation@admin.cam.ac.uk or

Call: 01223 765544 / 765821
Dignity @Work

You may never need us, but we are here if you do

Everyone has the right to be treated with respect at work. If you feel you aren’t and need to talk about it, please contact dignitycontacts@admin.cam.ac.uk or call (7)65031 for confidential help and advice.
If you feel that you are experiencing difficult working relationships, including bullying or harassment, have witnessed bullying or harassment or you have been accused of bullying or harassment there are several people whom you can talk to about it:

- If you feel able to it would be advisable to address your concerns with the individual directly.
- If you feel unable to do this your line manager or Business and Operations manager will be able to talk to you about your concerns.
- Your HR Adviser
- A Dignity @ Work contact.

If you would like to talk confidentially to a Dignity @ Work Contact, you should call (7)65031 which is a confidential voice-mail number and leave your name and contact details, or email dignitycontacts@admin.cam.ac.uk with your name and contact details. Your message will be picked up by a Dignity @ Work Co-ordinator who will put you in touch with a Contact, ensuring that there is no conflict of interest. The Contact will then contact you to arrange an appointment.

For more information on the Dignity @ Work policy and what to do if you are experiencing difficult working relationships, including bullying or harassment, have witnessed bullying or harassment or have been accused of it please see the following link http://www.hr.admin.cam.ac.uk/policies-procedures/dignity-work-policy
The Cambridge Ambassador Programme
You, Your Event, Your City
Are you a member of a society, association or institute?

Have you considered bringing one of the meetings to Cambridge?

Become a conference ambassador for Cambridge and working together we can develop your ideas, help you collate and submit a winning pitch to ultimately host a successful event here in Cambridge.

We'll support you every step of the way, we'll arrange venue visits and hospitality for all decision-makers and we'll assign you a specialist contact to liaise with venues.

**We'll be there for you from the enquiry stage, throughout the event and beyond.**

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**Join the Cambridge Ambassador Programme and you’ll benefit from:**

- Practical, free help and support to help you to promote Cambridge as a destination to your organisation
- Recommendations and help to source a professional conference organiser (PCO)
- Assistance with planning, designing and submitting a formal proposal to the organising committee
- The opportunity to network with other Cambridge Ambassadors at exclusive events throughout the year
- Fully escorted site visits and hospitality for your key decision makers

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**Meet Cambridge**

12c King’s Parade, Cambridge, CB2 1SJ
T: +44 (0) 1223 768740
E: enquiries@meet-cambridge.com
W: meet-cambridge.com
Meet Cambridge
The Easy Way to Organise Your Next Event
When you’re given the job of planning a meeting, a conference or a dinner, it can sometimes be difficult to know where to start but we’re here to help make your job easier and quicker, we’ll save you time and resource so that you can get on with your day job!

Meet Cambridge is a small institution of the University. We’re owned and managed by the University and the Colleges. As a not-for-profit organisation our service is free of charge and offered with no obligation.

We’re a single point of contact for over 50 venues in and around the city.

The Benefits of Using Meet Cambridge

- Quick, easy and free service
- A single point of contact for over 50 venues
- Expert help and support
- An extensive network of event support services
- A free administration service for large events using multiple venues
- An online B&B booking facility for visitors and individuals
- Free marketing resources to help you promote your event
- Specialist help and support to produce conference bids
- Access to a range of extra information through our partnership with Visit Cambridge & Beyond

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E: enquiries@meet-cambridge.com
W: meet-cambridge.com
Play your part in making the University more sustainable – take part in the Cambridge Green Challenge.

FIND OUT MORE AT
www.environment.admin.cam.ac.uk
Policy Impact

A ‘how to’ guide for Researchers

WHAT

WHY

HOW

HELP
Policy Impact

Making your research agenda and research findings relevant to policy-making in a way that has an impact on how policy is formed, implemented or understood. Whether and how this happens is something that researchers (or groups of researchers) can influence and manage.
Policy

A set of rules or norms governing behaviour in a particular area of activity - established by an organisation (the “policy-maker”) accepted as having authority to set such rules or norms. The basis of this authority is usually, but not universally, statutory in nature. It may also include authority to enforce the rules.
Who Forms Policy?

- Law-makers at a **supra-national** level, such as the European Parliament
- Law-makers at a **national** level, such as the UK Parliament
- The **bureaucracies** that support law-makers, such as UK Government Departments and DGs of the European Commission
- Statutory bodies with **sectoral** responsibilities, such as utility regulators
- Statutory bodies with **regional** responsibilities, such as local councils
- Statutory bodies with **subject-matter** responsibilities, such as the HSE
What Shapes Policy?

<table>
<thead>
<tr>
<th>WHAT</th>
<th>WHY</th>
<th>HOW</th>
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<tr>
<td>Scrutiny of policy-makers by legislative bodies such as Select Committees</td>
<td>Consultation exercises by Government Departments</td>
<td>Debate and scrutiny during the passage of legislation</td>
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<td>Consultation exercises by Statutory Bodies</td>
<td>Government-supported enquiries and reviews</td>
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<tr>
<td>Reports from think-tanks, lobby groups or interest groups</td>
<td>Legal judgements</td>
<td>Crises or high-profile events</td>
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Why do it?

- To promote the value and usefulness of your research
- To strengthen the case for research funding
- To shape further research needs and priorities
- To showcase yourself, and your institution
- To strengthen links with other researchers
- To understand how to make your research more impactful
- To make your role more interesting and challenging
How can researchers access policy makers?

Submit research evidence to scrutiny bodies such as parliamentary Select Committees

Contribute to public consultation exercises by Government Departments

Correspond directly with MPs and Peers about your research

Contribute to public consultation exercises by Statutory Bodies

Contribute to government-supported enquiries and reviews

Contribute to briefing and debating packs for parliament

Contribute to reports from think-tanks or interest groups

Engage with government research staff such as parliamentary library staff and departmental analysts

Be opportunistic – when necessary, engage in debates and campaigns using your research
### Academic journal publications
- Civil servants report in surveys that they do read original journal articles.
- Open access journals are more likely than subscription-only journals.
- Academics may submit a journal publication to government.
- Research reports, evidence summaries and Policy Briefs provide synthesis of research.

### ‘Knowledge-brokers’
- On university side they make links between researchers and civil servants (e.g., Cambridge Uni CSaP).
- NGOs, think-tanks and other third-party organisations provide coalition of support around research.
- On civil service side, role of departmental analytical service staff and government researchers who are knowledgeable and commission research.

### Dissemination by online resources and social media
- Using digital communications such as popular blogs (topic-based) and Twitter.
- University websites growing in importance.
- Social media outlets also link to conventional media such as practitioner publications and print journalism.

### Collaborations
- Networks outside academia (industry, NGOs, think-tanks) whose interests support research and policy recommendations.
- Networks can be used to test out analysis and policy recommendations and also lobby policy makers.

### Parliamentary Select Committee
- Academics provide written and oral evidence to committee inquiries.
- Government is obliged to respond to select committee reports.
- There are select committees for each department plus House of Lords.
- Parliamentary Office for Science and Technology (POST) seeks research for briefings and speakers for events.

### Expert Advisory Role
- Research expertise becomes known through role on departmental advisory committee and other public bodies.
- Advice and follow-up information and analysis is sought as trusted source.
- Research circulated through role on prominent expert committees such as international policy committees, award and funding bodies, esteemed societies.

### Commissioned research and briefings
- Open calls to research professionals for original or secondary research around specific topics or policy issues.
- Scoping and background research for committees and inquiries.
- Independent policy evaluations.
- Individual civil servants (and government researchers) seek expert opinion and written advice.

### Presentations
- Civil servants may attend subject-based academic conferences.
- Target professional and policy-orientated conferences.
- Seminars and events organised by NGOs, think-tanks at which civil servants attend.
- Direct presentation to government (or face to face meeting).

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**Policy Impact**
A 'how to' guide for Researchers
How to Engage with Policy Makers

- **Target** Identify the policy-makers where your research might be relevant, and learn the basics about what their agendas are and how they use research. And keep this knowledge up-to-date. Agendas can change quickly.
- **Timing** Understand the policy-makers’ process, and align the timing of your contribution to it.
- **Tailor** Make your input relevant and digestible. Do not “dumb down” – but assume that you are dealing with a non-technical audience. Help them “join the dots” to see how and why your research is relevant to them.
Target

- **Identify** policy makers in your field
- **Learn** about what their policy agendas are and how they use research evidence (government department, regulator, local or national body etc.)
- **Keep up-to-date** knowledge about relevant policy makers (follow on social media, read reports, attend meetings and conferences)
- **Strategies to engage** policy makers (present at meetings, publicise your research findings, invite them to speak to your group, send written material to them)
Timing

Understand the ways in which your research could impact policy process:

• **before**: get involved in agenda setting before new policy decisions are taken (look up departmental consultations; select committee enquiries)

• **during**: feed your research into policy decisions (contribute material to departmental reviews, evidence sessions, public meetings)

• **after**: participate in policy review processes (by department, committee) and your focus research findings around addressing current policy agendas
Tailor

- Make your input **relevant** and digestible
- Think about who you are talking to and what is the **scope** of your output (defining a problem, offering an approach, making specific recommendations)
- Assume you are dealing with a **non-technical** audience
- Write specifically for the **purpose** (e.g. submission to committee, consultation) and explain how and why your research is relevant to them (do not simply forward a copy of an academic paper, although you can provide this as further information)
Key Tips: Early Career Researchers

• Try to understand the motives and objectives of policy makers
• Think about contributing to a government body (committee, department) as a specialist adviser
• Do some background reading in order to understand the policy process better (see further reading and sources)
• Case studies show how varied impact can be; remain open-minded as to different approaches and processes
• Develop your networking skills and contacts, as the policy-making system is complex
• Talk to other researchers, NGOs and practitioners about your policy issue – be visible and persevere
Engaging with International Policy Makers

- **European Parliament** Researchers can access the European Parliament through its standing committees for specific subject areas. Meeting dates, papers, delegates and support staff are all listed here: www.europarl.europa.eu/committees/en/parliamentary-committees.html

- **International NGOs and Think Tanks** Organisations such as the Centre for European Policy Studies (CEPS) (www.ceps.eu) can help researchers build networks and disseminate their findings. Researchers can also engage with consultancy companies (such as Deloitte, BCG) that undertake government commissions.

- **The Centre for Research on Impact Evaluation (CRIE)** conducts policy evaluations. They also have a remit to make connections between EU policy-makers and the scientific community https://crie.jrc.ec.europa.eu

- **The European Science Foundation** publishes reports to influence policy makers which are accessible online by disciplinary area: www.esf.org and it has officers looking after these domains that could be contacted by individual researchers or research groups.

- **Professional Bodies** These are important to researchers in terms of building networks with the international policy community. They are interested in research findings related to their portfolio and are likely to be members of overarching international organisations that serve to conduct policy work, engage with policy makers and lobby governments. These bodies may already work with advisory boards and committees that could be of interest to researchers.
Key Tips: Writing for Policy Makers

- **Who am I?**
  My expertise, position, organization/institution. What sort of thing will people expect me to say?

- **Who am I talking to?**
  Government ministers, other parliamentarians, civil servants, NGO workers, practitioners. In which field?

- **Who else is listening?**

- **What is the scope of the output?**
  Defining a problem, offering a general approach, making specific recommendations, a combination. If working to a brief what have you been asked to produce? Have you tested the idea? Has it been applied elsewhere?

- **What else is going on in your world beyond this issue?** (provide context)

- **What else is going on in your audience's world?** (competing priorities)

- **Remember the ‘art of the possible’** - what resources, attention, political will is there likely to be for your recommendations (can you adapt? Can you engage other policy groups, NGOs to support your case)

- **What do you want your audience to do?**
  This is crucial. You are not simply presenting evidence, you are telling someone what you think they should do (or not do!). Be concise.

- **Consider policy writing to be a conversation.** Policy work is dynamic and integrative, arising from teamwork. It pulls together perspectives from people across disciplines and areas of knowledge and experience. In particular, for your work to be relevant, interesting and useful for policy makers, you need to engage in discussion with them from the very beginning.

(Credit: David Neal, Polygeia, University of Cambridge)
University Support
University offices and research support:

- Research Impact Teams and Coordinators
- REF Impact Team
- Public Engagement Office
- Centre for Science and Policy (CSaP)
- Public Policy SRI
- Training Opportunities
University Support
Research Impact Teams and Coordinators:

There is a growing body of university-based professionals who work as ‘knowledge-brokers’ between academic researchers and external policy makers and practitioners (industrial and commercial partners, NGOs, funders)

At Cambridge, research impact resources are organised around the Research Councils and school-based structure. Key resources are:

- School of the Biological Sciences – Bioscience Impact Team Further info: [www.bio.cam.ac.uk/impact](http://www.bio.cam.ac.uk/impact)
- Clinical School – Office for Translational Research (OTR) Further info: [http://otr.medschl.cam.ac.uk](http://otr.medschl.cam.ac.uk)
- EPSRC Impact Acceleration Account (IAA) Further info: [www.research-strategy.admin.cam.ac.uk/contact-us](http://www.research-strategy.admin.cam.ac.uk/contact-us)
- School of Humanities and Social Science and Arts and Humanities – Research Facilitators, Further info: [www.ahssresearch.group.cam.ac.uk/Research-support-contacts/SRT](http://www.ahssresearch.group.cam.ac.uk/Research-support-contacts/SRT)
- Department-based research grant administrators, Further info: [www.ahssresearch.group.cam.ac.uk/Research-support-contacts/research-grant-admin](http://www.ahssresearch.group.cam.ac.uk/Research-support-contacts/research-grant-admin)
University Support
Centre for Science and Policy (CSaP):

- CSaP works in a number of ways to promote engagement between public policy professionals and academics at Cambridge
- CSaP has established an extensive network of **Policy Fellows**, civil servants and policy makers who have attended a programme of meetings and events at Cambridge, as well as established contacts within Westminster and Whitehall who are interested in engaging with researchers
- The experience and diversity of this unique network provides fresh perspectives and critical challenges to conventional thinking, and helps research from all disciplines
- CSaP also advises academics on completing Pathways to Impact statements on research grant applications
- Researchers interested in engaging with policy makers, and including research impact on research grant applications can contact CSaP at: www.csap.cam.ac.uk
University Support

REF Impact Team:

- Based in the university’s Research Strategy Office, the team support researchers in relation to impact, and compile information for research funders and higher education funding bodies on impact.
- The team manage the university’s submission to the Research Excellence Framework (REF), which includes research impact.
- **Contact** the REF Impact Team at: impact@admin.cam.ac.uk
- You can record and store information relating to your research impact at the university’s **Impact Repository**. Access is via Raven login. Contact the REF Impact Team for access details.
- Placing copies of impact documents (letters of support, media references, report citations, event details) can help with recording impact for funding and assessment bodies.
University Support
Public Policy Strategic Research Initiative (SRI):

- One of the university’s strategic research initiatives, the Public Policy SRI aims to **support public policy research across Cambridge**, working with colleagues in science, social science, the arts and humanities, to apply new thinking to public policy problems and promote research and analysis into the public policy process
- The SRI undertakes projects in different subject areas, organising policy events and workshops to bring academics together around **important policy issues** and drawing academics attention to policy around their research
- The SRI can also provide advice and support for new grant applications in public policy research
- Contact the SRI Coordinator at cs738@cam.ac.uk or visit the website at: www.publicpolicy.cam.ac.uk if you are interesting in joining the initiative or would like to know more
University Support
Public Engagement Office

- The Public Engagement office organizes annual events such as the Cambridge Science Festival, Cambridge Festival of Ideas, Open Cambridge and Cambridge Community Knowledge Exchange, which promote public engagement with Cambridge research. It has also organized events for researchers to come together with parliamentarians to discuss the insights from academic research.
- As well as organising the University’s large-scale public engagement events, at which researchers can connect with communities, citizens, policy makers and NGOs, the office also offers practical support and training to University staff and students.
- The office also maintains a network of community contacts to nurture charitable, educational and voluntary partnerships between the University and its communities. Further information: www.cam.ac.uk/public-engagement
**University Support**

**Training Opportunities**

- Doctoral Training Centres (subject-based, for example: [http://esrc-dtc.cshss.cam.ac.uk](http://esrc-dtc.cshss.cam.ac.uk))
- AHRC Engaging with Government Programme [www.ahrc.ac.uk/Funding-Opportunities/Pages/Engaging-with-Government.aspx](http://www.ahrc.ac.uk/Funding-Opportunities/Pages/Engaging-with-Government.aspx)
- CSaP professional development workshops [www.csap.cam.ac.uk](http://www.csap.cam.ac.uk)
- OPdA (Office for Postdoctoral Affairs) [www.opda.cam.ac.uk](http://www.opda.cam.ac.uk)
- Impact workshops and events organised by Coordinators (school or subject-based)
- Internships (POST, CSaP, Research Council, Government)
  Further info: [www.rcuk.ac.uk/skills/policy-internships-scheme](http://www.rcuk.ac.uk/skills/policy-internships-scheme)
Further Information

- LSE Impact Blog http://blogs.lse.ac.uk/impactofsocialsciences
- What Works Centres www.gov.uk/guidance/what-works-network
- Parliamentary Office for Science and Technology (POST) publications including POST notes and other briefings
Contact

For more information find us at:

www.publicpolicy.cam.ac.uk
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