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 Postdoc Centre @ Mill Lane
16 Mill Lane, The Basement

Free meeting rooms, event venues, quiet working spaces

Events, workshops, networking and career development

Support, advice and representation

Come and see us or get in touch!

contact.opda@admin.cam.ac.uk 01223 336 777
@opdacam

www.opda.cam.ac.uk
The Postdoc Centre @ Biomedical Campus
Clifford Albutt Building, Addenbrookes

Free meeting rooms, event venues, quiet working spaces

Events, workshops, networking and career development

Support, advice and representation

Come and see us or get in touch!

contact.opda@admin.cam.ac.uk
@opdacam

01223 336 777
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
@CamPostdocs
The Postdoc of Cambridge (PdOC) Society Essential Guide for New Postdocs

Getting Started in Cambridge

Postdocs of Cambridge (PdOC) Society
pdoc.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
look-up.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.
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.

University Research

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.

Professional Development and Careers

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.
We are a voluntary organisation within the University of Cambridge, which welcomes newcomers and academic visitors, their spouses, partners and family members. Come along and join us for talks, events, outings and group activities. www.nvs.admin.cam.ac.uk
Welcome to NVS Tuesday Mornings at The University Centre, Granta Place, CB2 1RU

There is no charge for membership but you do need to register online. Please visit our website www.nvs.admin.cam.ac.uk and click on ‘Register with us’ or register at one of our Tuesday meetings in term time. Follow the website for updates.

09.45 am  English Language Conversation until 10.45 am.

10.30 am  Welcome and Registration: The Welcome meeting & talk will be at the Old Library, Darwin College (entrance on Silver Street) or Cormack Room, University Centre.

11.30 am  Talk begins. When there is a free guided walk around the city and colleges, details and time will be confirmed on the day. Meet in the University Centre main entrance at either 12.30 or 1 pm.

Outside term time informal meetings continue every Tuesday from 11 am in the Granta Lounge, University Centre.

Tuesdays 😊

25 April – Darwin College
The Alliance Francaise Cambridge. Virginie Friend, a former active NVS member returns to tell us her story and how she became the course coordinator at the Alliance Francaise Cambridge, what they offer in Cambridge and its network around the world.

2 May – University Centre
Triumphs and Disasters: 20 years in BBC News. Stephen Chittenden, BBC Journalist

9 May – University Centre
Why should we read Charles Dickens today? Dr C.L.Corton (Lady Evans) cultural historian

16 May – University Centre
Insular Art and the iconography of early Anglo-Saxon Coinage. Dr Anna Gannon, Early medieval art historian, St Edmund’s College

23 May – Darwin College
What’s in the picture? Exploring children’s responses to visual texts. Dr Fiona Maine, Faculty of Education

30 May – Darwin College
Why Clare College Fellows’ Gardens are so famous. Steve Elstub, Head Gardener

6 June – Darwin College
The David Parr House - an extraordinary Cambridge home, decorated in the late Victorian era. Tamsin Wimhurst, Historian

13 June – Darwin College
The Institute of Astronomy – past history and current research. Dr Carolin Crawford, Public Astronomer, Institute of Astronomy
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday 6 May</td>
<td>Coach trip to London. Drive past some famous sites and visit the Natural History &amp; Science Museums. Meet at the Queens Road coach bays next to Queens’ College, CB3 9ET (A1134). Depart 8 am. Adults £15 Children £7.50.</td>
<td>15 child places.</td>
</tr>
<tr>
<td>Monday 8 May</td>
<td>The History of the Senate House and the Ceremonial Year in the University with Tim Milner. A morning event. Full details are given when booking. £3. (children over 10 years old).</td>
<td></td>
</tr>
<tr>
<td>Wednesday 10 May</td>
<td>Art &amp; Reading group for accompanied children under 4. Graduate Union building, 17 Mill Lane, CB2 1RX. 10 am–12 noon. Free.</td>
<td></td>
</tr>
<tr>
<td>Thursday 11 May</td>
<td>Coton Morris Dancers at Downing College. A display of Morris Dancing on the Fellow’s lawn, complete with hankies, sticks and bells!</td>
<td></td>
</tr>
<tr>
<td>Monday 15 May</td>
<td>Tea &amp; Toys at Corpus Christi College. Welcoming, informal playtime for parents with babies and small children in the Master’s Lodge. Toys for the children, tea and chat for the adults. 2 pm. Free.</td>
<td></td>
</tr>
<tr>
<td>Thursday 18 May</td>
<td>Scottish Dancing with Stuart &amp; Sibella Laing. Cormack Room, University Centre. 7 pm. Free. (for children over 8 years old).</td>
<td></td>
</tr>
<tr>
<td>Monday 22nd May</td>
<td>New Hall Art Collection at Murray Edwards College. Guided tour with curator and NVS Member, Maria Azcoitia, “New Voices, New conversations”. Meet at Porters’ Lodge, Murray Edwards College, Huntingdon Road CB3 0DF. 11 am. £3.</td>
<td></td>
</tr>
<tr>
<td>Wednesday 24 May</td>
<td>King’s College Chapel, a guided tour with Dr Rob Wallach. Meet at Porters’ Lodge. 12 noon. £3.</td>
<td></td>
</tr>
<tr>
<td>Friday 26 May</td>
<td>Bird watching at RSPB Nature Reserve Fowlmere, with Dr Mike Darsley, followed by a pub visit. The reedbeds and pools are fed by natural chalk springs attracting a wide variety of birds. Car share for transport. Pick-up point confirmed when booking. 10 am. Free.</td>
<td></td>
</tr>
<tr>
<td>Monday 5 June</td>
<td>Art &amp; Reading group for accompanied children under 4. Graduate Union Building, 17 Mill Lane, CB2 1RX. 10 am-12 noon. Free.</td>
<td></td>
</tr>
<tr>
<td>Thursday 8 June</td>
<td>Annual Summer Garden Party in Leckhampton Gardens, Grange Road. Lots of fun for all, games, music, Afternoon Tea &amp; drinks. 4 pm. Adults £3 (children free).</td>
<td></td>
</tr>
</tbody>
</table>

Events: to book your place contact Julie Darsley jrd32@admin.cam.ac.uk

Booking essential, but non-refundable. Any cancellations to be made promptly. Children are included only if the event is marked with a 😊.
Group Activities

Contact Julie Darsley to join: jrd32@admin.cam.ac.uk
www.nvs.admin.cam.ac.uk/group-activities

B to book a place
* Group meets occasionally, see website for dates and times.

Art & Reading Group Co-ordinator: Laurel Powers-Freeling & Tom Baer
* 10 am–12 noon, Graduate Union in Mill Lane, for children under 4. B 🎉

Book Group Co-ordinator: Lindsey Payne & Marianna Fletcher-Williams
* 2.15 pm – 3.45 pm Kellet Lodge, Tennis Court Road.

Cambridge Connect Co-ordinator: Karina Wells & Genevieve Guetemme
* 10 am–12 noon. How to connect with Cambridge's professional environment. OPdA Centre, 16 Mill Lane – basement.

Choir Co-ordinator: Marianna Fletcher-Williams
NVS 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-ordinator: Elsa Strietman
* Cooking at home with shared recipes. Cost £5–£8 depending on ingredients.

Craft Group 1 – Knitting 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.

Craft Group 2 – Craftwork Co-ordinator Andrea Bronskill
Organised projects or Open Craft: bring your own work, sewing & hobbycrafts.
Wednesday 1–3 pm 16 Mill Lane, OPdA Centre, basement.

Cultural Discussion Group Co-ordinator: Samantha Sintes & Jenny Higgins
Thursday 10 am–12 noon during term time. Discussions on various topics and issues from a multicultural perspective. OPdA Centre, 16 Mill Lane – basement.

English Language Group Co-ordinator Margaret Callingham
Meets every Tuesday during term time 9.45 am–10.45 am. April 25 & May 23, 30, June 6 & 13 at 16 Mill Lane, OPdA Centre May 2, 9 & 16 in University Centre, Dining Hall, 2nd floor.

Tea Parties Co-ordinator: Alice Fleet
* Afternoon Tea. Traditional English tea parties 2 or 3 times a term.

Walking Group Co-ordinator: Liz Hodder
During term time. A guided walk around the city centre with an NVS City Blue Badge Guide. Start time varies and announced during the morning.

Yoga Class Co-ordinator: Margaret Schofield
Tuesday 1.30 pm–2.30 pm during term time. OPdA Centre, 16 Mill Lane – basement. £3. B
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
www.childcare.admin.cam.ac.uk/nurseries edwinstowenukeyboardstring@childbase.com

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

University Workplace Nurseries’ Salary Exchange Scheme
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)
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](http://www.accommodation.cam.ac.uk)

For more information about North West Cambridge please visit [http://www.nwcambridge.co.uk/](http://www.nwcambridge.co.uk/)
# Courses for Postdocs 2017-18

For course descriptions and more information go to: [www.rdp.cam.ac.uk](http://www.rdp.cam.ac.uk) | BOOK ONLINE from September 2017: [www.training.cam.ac.uk](http://www.training.cam.ac.uk)

## Personal Effectiveness

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postdocs: Being Assertive &amp; Making Yourself Heard</td>
<td>31 Oct</td>
<td>10:00-12:00</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs: Being Assertive &amp; Making Yourself Heard</td>
<td>7 Dec</td>
<td>14:00-16:00</td>
<td>Postdoc Centre @ Biomedical</td>
</tr>
<tr>
<td>Postdocs: Being Assertive &amp; Making Yourself Heard</td>
<td>17 May</td>
<td>09:30-11:30</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs: Introduction to Coaching and Mentoring</td>
<td>7 Nov</td>
<td>10:00-12:00</td>
<td>Postdoc Centre @ Biomedical</td>
</tr>
<tr>
<td>Postdocs: Introduction to Coaching and Mentoring</td>
<td>22 Mar</td>
<td>14:30-16:30</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs: Strategies for Building Resilience</td>
<td>9 Nov</td>
<td>14:00-16:00</td>
<td>Postdoc Centre @ Biomedical</td>
</tr>
<tr>
<td>Postdocs: Strategies for Building Resilience</td>
<td>27 Feb</td>
<td>10:00-12:00</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs: Self-Coaching for Professional Development</td>
<td>6 Jun</td>
<td>10:00-12:00</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs: Setting Up Group Coaching</td>
<td>5 Jul</td>
<td>14:00-16:00</td>
<td>Postdoc Centre @ Biomedical</td>
</tr>
</tbody>
</table>

## Leadership and Communication

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postdocs: An Initial Guide to Leadership</td>
<td>24 Oct</td>
<td>10:00-12:00</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs: An Initial Guide to Leadership</td>
<td>23 Jan</td>
<td>10:30-12:30</td>
<td>Postdoc Centre @ Biomedical</td>
</tr>
<tr>
<td>Postdocs: An Initial Guide to Leadership</td>
<td>11 Apr</td>
<td>10:00-12:00</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs: Self-Leadership</td>
<td>14 Nov</td>
<td>10:00-12:00</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs: Self-Leadership</td>
<td>14 Feb</td>
<td>14:00-16:00</td>
<td>Postdoc Centre @ Biomedical</td>
</tr>
<tr>
<td>Postdocs: Self-Leadership</td>
<td>15 May</td>
<td>10:00-12:00</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs: Leading Others</td>
<td>5 Dec</td>
<td>10:00-12:00</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs: Leading Others</td>
<td>13 Mar</td>
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<td>Postdoc Centre @ Biomedical</td>
</tr>
<tr>
<td>Postdocs: Leading Others</td>
<td>21 Jun</td>
<td>10:00-12:00</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs: How to Approach Difficult Conversations</td>
<td>21 Nov</td>
<td>10:00-12:00</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs: How to Approach Difficult Conversations</td>
<td>30 May</td>
<td>14:30-16:30</td>
<td>Postdoc Centre @ Biomedical</td>
</tr>
<tr>
<td>Postdocs: Managing Up</td>
<td>30 Nov</td>
<td>14:00-16:00</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs: Managing Up</td>
<td>24 May</td>
<td>14:00-16:00</td>
<td>Postdoc Centre @ Biomedical</td>
</tr>
<tr>
<td>Postdocs: How to Achieve Productive Collaborations</td>
<td>27 Jun</td>
<td>14:30-16:30</td>
<td>Postdoc Centre @ Biomedical</td>
</tr>
</tbody>
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Courses for Postdocs 2017-18

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### Teaching and Learning

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postdocs Lecturing: An Introduction (AHSS)</td>
<td>7 Nov, 25 Jan</td>
<td>15:00-17:00</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs Lecturing: An Introduction (Sciences)</td>
<td>8 Feb</td>
<td>14:00-16:00</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs: Assisting with PhD Supervision</td>
<td>8 Nov</td>
<td>10:00-12:00</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs: Assisting with PhD Supervision</td>
<td>7 Mar</td>
<td>10:00-12:00</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Supervising Graduate Students: Workshops for Supervisors (AHSS)</td>
<td>25 Oct, 10 Nov, 17 Jan</td>
<td>12:30-14:00</td>
<td>RDP Revans Room</td>
</tr>
<tr>
<td>Supervising Graduate Students: Workshops for Supervisors (AHSS)</td>
<td>13 Feb, 4 May, 6 Jul</td>
<td>12:30-14:00</td>
<td>RDP Revans Room</td>
</tr>
<tr>
<td>Supervising Graduate Students: Workshops for Supervisors (STEMM)</td>
<td>17 Oct, 31 Oct, 23 Jan</td>
<td>12:30-14:00</td>
<td>RDP Revans Room</td>
</tr>
<tr>
<td>Supervising Graduate Students: Workshops for Supervisors (STEMM)</td>
<td>16 Feb</td>
<td>13:00-14:30</td>
<td>RDP Revans Room</td>
</tr>
<tr>
<td>Supervising Graduate Students: Workshops for Supervisors (STEMM)</td>
<td>24 Apr, 14 May, 2 Jul</td>
<td>12:30-14:00</td>
<td>RDP Revans Room</td>
</tr>
</tbody>
</table>

### Research and Career Progression

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postdocs: Sustaining and Expanding Your Creativity</td>
<td>12 Oct</td>
<td>10:00-12:00</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Map Your Postdoc Journey Now!</td>
<td>26 Apr</td>
<td>10:00-12:00</td>
<td>Postdoc Centre @ Biomedical</td>
</tr>
<tr>
<td>Map Your Postdoc Journey Now!</td>
<td>16 Oct</td>
<td>09:30-12:30</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Map Your Postdoc Journey Now!</td>
<td>18 Oct</td>
<td>14:00-17:00</td>
<td>Postdoc Centre @ Biomedical</td>
</tr>
<tr>
<td>Map Your Postdoc Journey Now!</td>
<td>8 Feb</td>
<td>09:30-12:30</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Map Your Postdoc Journey Now!</td>
<td>10 May</td>
<td>09:30-12:30</td>
<td>Postdoc Centre @ Biomedical</td>
</tr>
<tr>
<td>How to Prepare a Grant or Fellowship Application with Impact</td>
<td>1 Nov</td>
<td>09:30-12:30</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>How to Prepare a Grant or Fellowship Application with Impact</td>
<td>13 Jun</td>
<td>09:30-12:30</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs: Effective Research Presentations Group Workshop</td>
<td>16 Nov</td>
<td>14:30-16:30</td>
<td>Postdoc Centre @ Biomedical</td>
</tr>
<tr>
<td>Postdocs: Effective Research Presentations Group Workshop</td>
<td>28 Feb</td>
<td>14:30-16:30</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs: Effective Research Presentations 1:1</td>
<td>23 Nov</td>
<td>09:30-16:30</td>
<td>RDP Revans Room</td>
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<tr>
<td>Postdocs: Effective Research Presentations 1:1</td>
<td>12 Dec</td>
<td>10:00-16:00</td>
<td>Postdoc Centre @ Biomedical</td>
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<tr>
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<td>09:30-16:30</td>
<td>RDP Fawcett Room</td>
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<tr>
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<td>26 Mar</td>
<td>10:00-16:00</td>
<td>Postdoc Centre @ Biomedical</td>
</tr>
<tr>
<td>Postdocs: Effective Research Presentations 1:1</td>
<td>19 Apr</td>
<td>09:30-16:30</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs: Effective Research Presentations 1:1</td>
<td>22 May</td>
<td>10:00-15:00</td>
<td>Postdoc Centre @ Biomedical</td>
</tr>
<tr>
<td>How to Peer Review Research Papers (STEMM)</td>
<td>28 Nov</td>
<td>10:00-12:30</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>How to Peer Review Research Papers (AHSS)</td>
<td>28 Nov</td>
<td>14:00-16:30</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
</tbody>
</table>
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/0/rr/home](https://www.researchprofessional.com/0/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](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](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](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/](https://www.research-integrity.admin.cam.ac.uk/)
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.

Contact Details:
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 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

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

Information on impact in the REF is available at
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.

Contact Details:
http://www.research-operations.admin.cam.ac.uk/about-us/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 “**WARPit**” – 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
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](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](https://www.hr.admin.cam.ac.uk/policies-procedures/whistleblowing-public-disclosure-university-employees)

- **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**

- **University Financial Regulations**

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### University of Cambridge Statement on Research Integrity

[http://www.research-integrity.admin.cam.ac.uk/research-integrity/research-integrity-statement](http://www.research-integrity.admin.cam.ac.uk/research-integrity/research-integrity-statement)

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### Research Integrity

[University of Cambridge Logo]
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.¹

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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.

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¹ The definition of research integrity used in this document is adapted from Universities UK, *The concordat to support research integrity* (July, 2012).
· 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
publicengagement@admin.cam.ac.uk
+44 (0)1223 766766
@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

leaves 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.
Introduction to the Library

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.

Readers with disabilities

The Library has an Assistive Technology Area, equipped with height adjustable desks, computers with magnification, voice recognition and screen reading software and a range of ergonomic chairs.

Reading Room staff are happy to fetch items from other floors. To request items or for general information about assistance available for disabled readers, please visit the Reading Room or email reference@lib.cam.ac.uk.

Readers who may need assistance with evacuation are advised to contact the Disability Officer to discuss a Personal Emergency Evacuation Plan (PEEP).

Email: reference@lib.cam.ac.uk
Tel: 01223 333066
**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).

<table>
<thead>
<tr>
<th>Self-service copying</th>
<th>Self-service scanning</th>
<th>Printing</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4 black &amp; white, 8p / sheet</td>
<td>A4 or A3 black &amp; white or colour, 4p / scan</td>
<td>A4 10p / sheet</td>
</tr>
<tr>
<td>A3 black &amp; white, 16p / sheet</td>
<td>A3 colour, 20p / sheet</td>
<td></td>
</tr>
<tr>
<td>A3 colour, 12p / sheet</td>
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</tbody>
</table>

**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](http://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)
### Useful information

The University of Cambridge celebrates diversity

#### Equal Opportunities
- 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. (University Statutes & Ordinances C.I, 3.13).
- [www.admin.cam.ac.uk/offices/hr/policy/equal.html](http://www.admin.cam.ac.uk/offices/hr/policy/equal.html)

#### Equality & Diversity (E&D) Section
- Information about the University’s work on faith or belief and other equalities matters.
- [www.equality.admin.cam.ac.uk](http://www.equality.admin.cam.ac.uk)
- [01223 332286](tel:01223332286)
- [equality@admin.cam.ac.uk](mailto:equality@admin.cam.ac.uk)

#### Festival of Wellbeing
- Events that seek to engage University staff and students in wellbeing and stress management activities.
- [www.wellfest.admin.cam.ac.uk](http://www.wellfest.admin.cam.ac.uk)

#### Dignity@Work and Study
- The University recognises its duty of care to staff, students and all other members of the University community irrespective of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (including lack of belief), sex or sexual orientation.
- [www.admin.cam.ac.uk/offices/hr/policy/dignity](http://www.admin.cam.ac.uk/offices/hr/policy/dignity)
- [www.cambridgestudents.cam.ac.uk/welfare-and-wellbeing/dignitystudy](http://www.cambridgestudents.cam.ac.uk/welfare-and-wellbeing/dignitystudy)
- [01223 765031](tel:01223765031)
- [dignitycontacts@admin.cam.ac.uk](mailto:dignitycontacts@admin.cam.ac.uk)

#### Internal Mediation Service
- The University resources this service to help resolve disagreements between members of staff with support from an impartial third party/mediator.
- [www.admin.cam.ac.uk/offices/hr/policy/mediation/mediation@admin.cam.ac.uk](http://www.admin.cam.ac.uk/offices/hr/policy/mediation/mediation@admin.cam.ac.uk)

### The University of Cambridge celebrates diversity

#### Black History Month
- **October**

#### International Day for the Elimination of Violence against Women
- **25 November**

#### International Day of Persons with Disabilities
- **3 December**

#### Human Rights Day
- **10 December**

#### Holocaust Memorial Day
- **27 January**

#### Lesbian, Gay, Bisexual and Transgender Month
- **February**

#### International Women’s Day
- **8 March**

#### International Day Against Homophobia and Transphobia
- **17 May**

#### World Refugee Day
- **20 June**

### What are faiths and beliefs?
- These cover legally protected characteristics, for example:
  - Religion (e.g. Christianity, Judaism, Hinduism, Islam, Sikhism, Buddhism)
  - Denomination of a religion (e.g. Anglicanism, Catholicism, Sunni, Lamasism)
  - Philosophical belief (e.g. Humanism, Atheism)
### Faith and Diversity Calendar 2016 – 2017

<table>
<thead>
<tr>
<th>Month</th>
<th>Christian (Western)</th>
<th>Christian (Eastern or Orthodox)</th>
<th>Hindu</th>
<th>Jewish</th>
<th>Muslim</th>
<th>Sikh</th>
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<td>Aug – Oct</td>
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<td>Good Friday</td>
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<td>Great Lent</td>
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<td>Maha Shivaratri</td>
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<td>Good Friday</td>
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<td>Apostles’ Fast</td>
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<td>11 – 28 June 2017</td>
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<td>SS Peter and Paul</td>
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<td>Ramadan</td>
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<td>The Gregorian calendar is used.</td>
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<td>In the Jewish Calendar, dates of religious observance begin on the sunset of the previous day.</td>
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<td>In the Jewish Calendar, dates of religious observance begin on the sunset of the previous day.</td>
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<td>Christian festivals begin with the sighting of the moon; they may be delayed and may vary between communities.</td>
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</table>

### Chaplaincy in Cambridge

Leadership within the University’s many faith communities often takes the form of Chaplaincy. Chaplains are appointed internally by Colleges and University Societies, and externally by denominations and mission agencies.

- www.equality.admin.cam.ac.uk/projects/faith-and-belief-practice
- www.gsm.cam.ac.uk/chaplaincy/chaplaincies

### Chaplaincy contact details

**Buddhism**
- Dr Rachael Harris, Buddhist Society Chaplain
  - rmh1001@cam.ac.uk
  - www.buddhistsociety.org.uk

**Christianity**
- (Anglican) Rev’d Dr Peter Hayler, Chaplain to University Staff
  - chaplain@gsm.cam.ac.uk
  - www.gsm.cam.ac.uk/chaplaincy
- (Baptist) Rev’d Jim East
  - jceast@gmail.com
- (Methodist) Rev’d Colin Smith
  - minister@wesleycam.org.uk
  - www.meth.ucam.org

**Islam**
- Cambridge University Islamic Society
  - islam@cusu.cam.ac.uk
  - Dr Vick Krishnan
  - chaplainvick@gmail.com

**Judaism**
- Rabbi Reuben Leigh
  - rjl24@cam.ac.uk
  - Mrs Rachel Leigh
  - rjl41@cam.ac.uk
- Rabbi Shlomo Shagalow
  - mss68@cam.ac.uk
  - Mrs Rivkah Shagalow
  - rsl868@cam.ac.uk
- Rabbi Mordechai Zeller
  - mz392@cam.ac.uk
  - Mrs Lea Zeller
  - lz378@cam.ac.uk
- Rabbi Reuven Leigh
  - rl324@cam.ac.uk

**Sikhism**
- Jag Srai
  - jss46@cam.ac.uk
  - www.cuss.soc.srcf.net

**Buddhist**
- The University’s Chaplaincy provides pastoral care and helps to foster understanding for all faiths and none.
  - Merton Hall Farmhouse
  - The University’s Multi-Faith Centre is located at Merton Hall Farmhouse, on the West Cambridge site.
  - www.gsm.cam.ac.uk/chaplaincy/merton-hall-farmhouse
  - 01223 741716
  - chaplain@gsm.cam.ac.uk
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)6503 1 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.

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

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

Meet Cambridge
12c King’s Parade, Cambridge, CB2 1SJ
T: +44 (0) 1223 768740
E: enquiries@meet-cambridge.com
W: meet-cambridge.com
We can achieve great things working together!

In 2015/16 at the University of Cambridge, we saw:

- Over 30 energy and carbon reduction projects installed in university buildings, which will save an estimated 870 tonnes of carbon a year.
- 1,867,298 kWh generated via onsite renewables.
- A 10% cut in carbon emissions since 2013/14.
- A NEW ‘zero waste to landfill’ waste contract introduced.
- 2,174 sustainability actions completed by Green Impact teams.
- 23 ‘Living Laboratory for sustainability’ projects undertaken.
- 75% of staff regularly commuting to work by sustainable modes of travel.
- The University vehicle fleet awarded ‘Go Ultra Low’ status.
- Compostable packaging and cutlery rolled out across the University’s cafes.

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