

INFORMATION & GUIDANCE FOR STUDENTS

In this resource, we aim to list and provide links to rules and regulations, key documents, policies and procedures you should be aware exist during your time as a student at Cambridge University. This list is not exhaustive so please also refer to [Cambridge Students](#) for more information or get in touch with the Student Advice Service if you have any questions.

UNIVERSITY

The [Statutes & Ordinances](#) provide the constitutional framework that allows the University to govern its affairs:

Procedures

- [Exam Access and Mitigation Committee](#) - For guidance on Examination Allowances, Disregarding Terms (Intermission), Dissertation and Coursework extensions, Fee Remission, conditional allowance of a term and illegal combinations of papers.
- [Intermission for Graduate Students](#) Guidance notes on the intermission procedure for Graduate students
- [Complaints & Appeals](#) including Student Experience Complaints, Examination Results Complaints and the Review of University Body Decisions Procedure
- [Harassment & Sexual Misconduct Procedure](#) Guidance on the University's Harassment & Sexual Misconduct Procedure
- [Fitness to Study Procedure](#) Guidance on the University's Fitness to Study Procedure
- [University Discipline](#) Guidance on the University's Disciplinary Procedure

Policy and Guidance

- [Freedom of Speech](#) Information on the Freedom of Speech within the University
- [Public Gatherings](#) Information regarding public gatherings and demonstrations within the precincts of the University
- [Information Compliance](#) website - information about the [Data Protection Act](#), the [Freedom of Information Act](#) (including how to make a Freedom of

Information request), and offer guidance in Records Management related to both Acts.

- [Disclosure and Barring Service \(DBS\)](#) information on record checks for all students on Medicine, Veterinary Medicine and PGCE courses.
- [Subject Access Request \(SAR\)](#). Under data protection legislation an individual has the right, subject to certain exemptions, to access the personal information that an organisation holds about them.
- [Intellectual Property Rights Policy](#) guidance note.
- [Research Best Practice](#) Information on policy, guidance and support.
- [Code of Practice for Research Students](#) The Code of Practice sets out the University's guidelines for those graduate courses examined by scrutiny of an extended research dissertation and an oral examination only. It includes sections on what is expected of you as a research student, and what you can expect of your Principal Supervisor and your Advisor.

Offices

- [The Proctors' and Marshal's Office](#) Information on who the Proctors' and Marshal are and what they do
- [Research Operations Office](#) The Research Operations Office (ROO) is the University's official signatory for research grants and contracts, with formally delegated authority to submit applications, accept research grants and negotiate appropriate terms and conditions.
- [Office for Student Conduct Complaints and Appeals](#) (OSSCA) provides procedural advice, case handling and oversight of a number of student procedures including Student Complaints, Exam Reviews, Reviews of Decisions, Fitness to Study, Student Discipline and Harassment and Sexual Misconduct procedures.
- [Board of Graduate Studies](#) oversees admission, registration, and approval of University graduate students studying for a PhD, MSc, MLitt, or MPhil degree, and certain other graduate qualifications.
- [International Student Office](#) provides specialist support to students who come to study at Cambridge from outside the UK, facilitate student mobility opportunities and administer some specific international funding awards.
- [Disability Resource Centre \(DRC\)](#) provides a confidential and accessible service for disabled students and those staff supporting them.
- [University Counselling Service \(UCS\)](#) provides free, specialist mental health interventions through a professionally staffed confidential service to students experiencing psychological distress.

COLLEGES

Your [college's website](#) will usually have various documents, policies and procedures listed on it. These might include:

- Student handbook
- Accommodation handbook
- Complaints
- Statutes & Ordinances / College Rules
- [Changing Colleges](#) There is an intercollegiate procedure for requesting a change of College.

- [Intermission for Undergraduates](#) Guidance notes on the intermission procedure for Undergraduate students

If you are unable to find what you are looking for, ask someone in the Tutorial Office or get in touch with the Students' Unions' Advice Service. It may be that your college does not produce that particular document or that they only have it available in hard copy.