



# Grey College

## **Postgraduate Handbook 2018 - 2019**



# Forward and Welcome to Grey College

Whether you are joining us for part of the year on an ERASMUS exchange programme, are coming here for a year on one of the many Master's Programmes offered, or are about to commence a longer research-based PhD, I would like to extend the warmest of welcomes to you on behalf of the whole community at Grey College. I hope that you enjoy your time at Grey and that you make the most of the opportunities available to you whilst you are here, both within the College and the wider University. One of the benefits of being a member of a college is the breadth of activities and societies which it provides for you to join in with, alongside your specialized academic studies. If you partake in some of these activities, they will add value to both your degree and the time you spend at Durham, allowing you to unlock your broader potential. This in turn will make you a more valuable asset for a future employer, wherever that might be in the world.

The College has mechanisms in place if things go wrong during your time at Durham, but **you must tell us** at the time so that we can offer assistance. This applies, amongst other things, to:

- illness (both of yourself, or if a family member is seriously ill at home);
- matters that are causing you concern, or preventing progress with your academic work;
- interference with your personal space by noisy neighbours;
- any form of harassment whatsoever.

More details on how to do this are detailed in this handbook on page 6.

This handbook contains specific and relevant information about being a Postgraduate Student member of Grey College. It should be read in conjunction with the College Handbook, which can be found on-line, in the *Current Students* section of the College website.

*Dr Peter Swift, Vice-Master, Grey College*

# Grey College

## History of Grey College

Grey College was founded in 1959, and occupies a beautiful location. Our values can be outlined in the words of Professor Tom Allen, the Master of the College, as “academic commitment and excellence, generosity, tolerance, breadth of interests, and a desire to contribute to the wider life of the College and the University.”

## Grey College Site and Facilities

Grey College is situated as part of a large site between the Bill Bryson (University) Library and Science Site, and Collingwood College. The College boasts:

- well-furnished study bedrooms;
- a well-stocked library and large study space;
- dining hall, bar, gym and common rooms;
- Fountains Hall, a multi-purpose space, containing the Chapel, music practice rooms, an art room, and a large hall.



The postgraduate community who reside in the college (known as *livers-in*) are based together and centred around the Elvet block and Bucks Hill. For those students on self-catered contracts, Elvet has kitchens on each floor, whilst Bucks Hill provides self-contained houses of four study bedrooms and a kitchen. More information about catering in the College can be found in the *Useful Information* Section on page 9.

## The College Community

The College has around 150 postgraduate members, engaged in further study, and a further 1,100 undergraduate members reading for their first degree. These, together with College Staff and Mentors, Academic Visiting Fellows, and Members of the Senior Common Room, constitute Grey College. At Grey, we emphasise to our students that they should show not only excellence in their academic work, but also that they should actively participate in extracurricular activities. You are thus encouraged to take full advantage of the multitude of opportunities available within the college and wider University. Doing so will enable you to develop into a well-rounded person, and your degree is thus more than just the study of your subject.

## Common Rooms

Common rooms at Durham University are both physical spaces and self-governing communities. All postgraduate student members of Grey College are encouraged and entitled to become members of the Middle Common Room (MCR). MCR members also automatically become members of our undergraduate body, the Junior Common Room (JCR), who provide a wide range of services, and the opportunity to join teams and societies. Through its executive committee, the MCR puts on a range of events for postgraduates throughout the year. We hope and strongly encourage you to choose membership to enable your wider experience here. During the pre-arrival period, all students will be given the opportunity of signing-up to and joining membership of the MCR via an electronic system, and the membership charge will then be added to your bill. Please note that the MCR can be joined at any point later in the year as well on payment of the appropriate charge.

### **The Middle Common Room (MCR) for Postgraduates**

By becoming a member of the MCR, and hence also the JCR, you will be able to:

- participate in the whole of Grey College student life;
- sign-up to attend college formal dinners;
- take part in regular special events hosted by the MCR executive committee;
- Benefit from preferential rates to join the gym and to attend College events.

You will also have access to the various comforts afforded by the MCR common room (the Phoenix Room), such as a kitchen stocked with tea and coffee, a large projector screen to watch films, and access to a collection of games and DVDs.

Elections for the roles of MCR President, Vice-President, Treasurer, Secretary, Social Secretaries, and Welfare Officers take place early in the first term. Why not stand for election and have your say in how the postgraduate community is run? These individuals will have responsibility for organizing events, representing postgraduates to the College, liaising with other college MCRs and ensuring that all postgraduate students enjoy their time at Grey. Further, more-detailed, information about the MCR is available from page 13 of this handbook and at the *Welcome to the MCR* event being held on Monday 1st October at 7.30 pm in the Phoenix Room.

The MCR can be found in the Phoenix Room, between Elvet North and the rest of the Elvet Buildings. The building is architecturally distinctive by its arched windows.

## **Common Room Charge (£55 per year inc. VAT)**

This charge covers the cost of joining the College's student body for one academic year. This includes membership of both the Middle Common Room (MCR), and Junior Common Room. The MCR puts on various events and trips specifically for the benefit of postgraduate students, administers a proportion of the above charge for the benefit of its members, and membership allows you to stand and vote in elections. MCR members also automatically become members of our undergraduate body, the JCR, where the remainder of the levy goes towards providing services. You also additionally have the following rights and benefits:

- voting rights at Common Room meetings and elections (non-members cannot vote);
- eligibility to run for Common Room positions, both Executive and Non-Executive positions (non-members cannot nominate others or be nominated for Common Room positions);
- access to the Members' subscription rates for the gym, sports clubs and societies (non-members pay a premium on each of these). Please note that most sports and societies are free to join for members;
- priority access and pay members' prices for tickets for events organized by the Common Room e.g. Balls, City Trips and Nights Out (non-members cannot access early-bird deals and pay a premium on the members' price);
- access student discounts organised by the Common Room (non-members cannot access such discounts).

*\*MCR Membership is encouraged for all postgraduate students and is via opt-in. The simplest way to do this is via a webpage, the link of which will be sent out towards the end of September. Students should make their selections before 9.00 am on Wednesday 11th October 2018. The correct invoice will then be raised and emailed to your Durham email address on Monday 16th October 2018.*

## **The Junior and Senior Common Rooms**

The JCR is located in the main Hollingside building, opposite the College Office and bar, and contains the College Shop and Toastie Bar, JCR Offices, Pool and Table Tennis Tables, and a TV Room. The Senior Common Room (SCR) is through the double doors opposite the College reception. Its membership is open to members of all academic departments in the University as well as members of the wider community and includes the College Officers, Mentors and Alumni.

## College Alumni

The Alumni Association helps the College to reinforce and support its work with the wider College family of past students. In previous years, students have benefitted through the work of the Association in various ways. In particular, the Association helps the College to organise events for its Members after their graduation.

All new student members at Grey College are invited to consider becoming 'Associate' Members of the Grey College Association. Upon graduation 'Associate' membership automatically transfers to full membership without further payment. To become an Associate Member, a single payment of £51 is requested at the start of your studies. Returning students are advised that they may already have joined the Association as an undergraduate student and therefore don't need to pay again. The Association may also be joined at any time during your studies, or upon, or at any time after your graduation.

*\*To opt-in to Association membership. The simplest way to do this is via a webpage, the link of which will be sent out towards the end of September. Students should make their selections before 9.00 am on Wednesday 11th October 2018. The correct invoice will be then be raised and emailed to you.*

## College Student Support and Welfare

The College Student Support Office is an important point of contact when you encounter difficulties (i.e., with registration, finances, etc.). **It should be the first place you go** to for advice and is located in the main Hollingside building, opposite the JCR. It is open between 9.00 am and 4.00 pm Monday to Friday, though it can be helpful to send an email to organize a time to meet up in advance. The Vice-Master, Peter Swift is available to discuss matters of a more academic nature with postgraduate students, whilst the Assistant Master (Welfare), Julie Brash, is available to discuss any welfare issues which may be affecting you. If you are experiencing any welfare issues, or if there are any circumstances that are preventing you from doing your best on your course, you should get in touch with the appropriate person in the college at the time the circumstance happened. It is very difficult for us to help you if we don't know about your circumstances. We are able to talk to you, in confidence, about mitigating circumstances and if appropriate, refer you to the University Counselling Service [www.dur.ac.uk/counselling.service](http://www.dur.ac.uk/counselling.service). The e-mails of relevant individuals can be found in the contacts' page in the Appendix. If you are unsure of whom to contact the Student Support Office can provide advice and point you in the right direction or arrange an appointment.

## **Student-led Welfare**

If you would rather speak to a fellow student, there are a pair of MCR Welfare Officers who host a number of welfare college drop-in sessions each month, and who will be happy to talk to you about anything and give you welfare supplies (such as 5 condoms for £1, free pregnancy tests, free Chlamydia tests etc.). In addition, during term time, the JCR welfare team runs a number of campaigns, whilst also organising weekly drop-in sessions in the Welfare room in Hollingside block.

## **Welfare provision outside the College**

In addition to college-based support and welfare, there is a Durham Students Union *Advice Centre* and the University's anonymous Nightline service. The advice centre is independent of both College and the University and more information can be found at [www.durhamsu.com/main-menu/advice-and-support](http://www.durhamsu.com/main-menu/advice-and-support). Nightline is a confidential, non-judgmental, non-directive listening service run by students for students. Their number is on the back of your campus card. Two students (one male, one female) work every night from 9 pm till 7 am, and you can use the service for information on anything from pregnancy tests to pizza numbers. A Night Bus service is provided every night in term and is really helpful for lone travellers. It runs rather like a taxi: you call the driver who will come and pick you up. A journey costs £1. The bus runs from 21.00 to 02.00 Monday to Saturday and 21.00 to 23.00 on a Sunday. To contact the Night Bus, phone 07854 838890.

## **College Officers**

**Master: Professor Tom Allen** - Tom heads the college and is available, via appointment, to students to discuss a wide variety of issues.

**Vice-Master: Dr Peter Swift** - Peter leads the college's provision for postgraduate students and is happy to talk to them about any aspect of their work or life in and around Durham. He holds drop-in hours in his office in the main building on most Thursday afternoons from 4.30 – 6.00 pm. Alternatively, he can be seen via appointment, made with the Student Support Office.

**Assistant Master (Welfare): Mrs Julie Brash** - Julie heads the College's welfare team and is available to discuss any welfare issues. She is available in her office in the main building Monday to Thursday during periods of undergraduate term-time. Alternatively, appointments can be arranged through the Student Support Office.

**Bursar: Miss Karen Blundell** - Karen is in charge of all the operational aspects of the college. She is also Bursar at Collingwood College up the hill.

## College Postgraduate Specific Events

The College hosts a number of events to help foster the postgraduate community, which are independent of and in addition to those put on by the MCR. They are open to all postgraduate student members of Grey College, irrespective of whether or not they are members of the MCR, and are open to both students living in college-based accommodation and those living in private rented accommodation in the city itself. We hope to see many of you at these events throughout the year.

- **Friday Fish and Chips:** These are organised on two or three lunchtimes during each undergraduate term. A number of free lunch places are available to both self-catered students and those living in private residences outside the College. Catered students are encouraged to join in as well. These provide opportunities to meet other postgraduates and the College Staff, and engage in both relaxed and informal conversation. Details on how to sign-up are emailed out a few days before hand.

This year, they are taking place on 19th October, 2nd and 30th November, 25th January, 15th February, 1st March, 3rd and 31st May.

- **Postgraduate Talks:** Once or twice per term, the College provides the opportunity for postgraduates to practice their presentation skills by presenting at an informal series of talks. These are preceded by a servery dinner in the Dining Hall, and again these are open to all postgraduates with a number of free places being provided. At these, students prepare and give a presentation to their fellow students on a topic that interests them (which can be related to their current or former studies or research, but could equally be on a current affair, a student's home country etc.). In addition, there is a day-long mini-conference held in the spring (9th March 2018), where you can choose to present a poster or give an oral presentation. These events provide an excellent opportunity to practice your public speaking skills.

The first evening of talks taking place during Induction week on Wednesday 3rd October at 7.00 pm in Holgate House to which everyone is warmly invited, with Pizza in the MCR from 6.00 pm. Further sessions are being held on 15th November, 21st February and 6th June.

# College Useful Information

## Catering Provision

Postgraduates living in the College will have opted for, and been allocated to either a catered or a self-catered contract.

**Catered Students:** Three meals are provided daily during the undergraduate terms. Standard mealtimes are given below. Occasionally, for operational reasons, it is necessary to change these times, and resident students will be emailed about this in advance. Access to kitchens is provided to these students during the undergraduate vacations via allocation, look-out for an email regarding this towards the end of each term. All our residential blocks have pantries with kettles and microwaves, which any student can make use of at any time, and where Full-Board students can make drinks and snacks.

<b>Monday to Friday</b>	<b>Saturday &amp; Sunday</b>
<b>Breakfast:</b> 08.00 – 10.00	<b>Continental Breakfast:</b> 08.00 – 10.00
<b>Lunch:</b> 11.45 – 14.00	<b>Brunch:</b> 11.30 – 13.30
<b>Dinner:</b> 17.30 – 19.30	<b>Dinner:</b> 17.00 – 19.00

If you have any specific dietary requirements, please don't hesitate to discuss them with the catering team.

**Self-Catered Students:** Are required to sign a separate Code of Practice which outlines their responsibilities, as well as the service that the college agrees to provide. This will tell you which kitchen you have been allocated to for the year. Each self-catered study bedroom comes equipped with a small fridge, with further shared fridge space and allocated freezer space in your kitchen. The college cannot accept any responsibility for anything that is removed from these areas by other students. Storage cupboards for dry goods are also available in the kitchen. Each kitchen includes a kettle, toaster, microwave and cooker. There may also be some cutlery, crockery and pans left by previous occupants.

Recycling of waste within the kitchens is your responsibility – please use the facilities provided in the kitchen to enable this.

The college housekeeping staff will empty the bins and clean the kitchen floor regularly each week. They will not wash dirty dishes up or clean areas that are your responsibility. If you are self-catered and are having issues with other kitchen users leaving the kitchen in a mess, please contact the Student Support Office.

## College Cleaning

Your study bedroom will be cleaned by College Housekeeping Staff. A note will be placed in the corridor near your room a day or two before your room is due to be cleaned. Please ensure that your room is accessible and the floor tidy at this point. Bins are emptied and communal areas of the College are cleaned, including toilets and showers, two to three times per week

## College Maintenance

To report any maintenance that is required to the College premises, please log it using the form available at the Current Students section of our website: <https://www.dur.ac.uk/grey.college/local/current/operations>. These could be about:

- Bedrooms – faults and fixtures;
- Heating – problems with the temperatures;
- Toilet Facilities – blockages, drips and leaks.

In addition, if you find that a toilet is blocked, besides reporting it, please place a sign on the door of the cubicle to alert others not to use it.

## Formal Meals

Formal meals (a nice served dinner with the option of buying wine to drink) are meant to be something of an occasion and are held as advertised each term. A supplementary charge is made for these meals to cover the additional food and labour costs. Grace is said at the beginning and end of the meal. The Master and members of the SCR sit at the High Table. Gowns are worn and students are asked to dress suitably. Students are expected to remain seated in the dining hall until after the final grace.

- Most formal dinners are run by the JCR and members, including postgraduate members of the MCR, get priority to sign-up when advertised. These events are very popular and sell-out to members. Once per term the College hosts alongside the Middle Common Room, a formal specifically for our postgraduate student community. The MCR coordinates the bookings. Non MCR members are welcome to come as guests, but the cost is higher.
- **Senior Common Room Dinners:** On occasions when no formal dinner is scheduled, MCR members are warmly invited to join the Senior Common Room for dinner at High Table on a Wednesday evening. Information on how to sign-up is circulated via email in advance by the MCR President.

- Postgraduates, who are members of the MCR, are often invited to formals organized by other college MCRs. These events are coordinated and advertised by the MCR. Grey also invites other MCRs to its own inter-MCR formal, this year to be held on 19th June 2019. These formals provide occasions for postgraduates from different colleges to make friends and enjoy an evening of great food, drinks, and entertainment.

## Gowns

The wearing of a gown is compulsory for Grey College Students at Formal Dinners throughout the year and at Matriculation. The College provides the option for postgraduates to hire a gown for the duration of their programme at a cost of £25, including a £20 returnable deposit, which is given to students when gowns are returned at the end of their programme.

*\*Gown hire is optional and takes place in the MCR as indicated in the Induction timetable. Students sign for a gown and are invoiced later.*

## Grey College Induction for new students

On arrival in Durham, all new students **must attend** the College Student Support Office to be identified and to collect their welcome pack containing, amongst other things the final college induction timetable. Extensive registration information, including enrolment, living-out advice, visa checks and police registration (for international students) has already been circulated by the College. You should also have received the forms which you need to complete to register with the local health service, by returning to the Medical Practice of your choice. The College's Induction Event for postgraduates takes place on **Friday 28th September at 5.30 pm**, and all postgraduates are invited to a Welcome Formal Dinner on **Wednesday 10th October at 7.15 pm**. University Matriculation takes place at 4.00 pm on Wednesday 3rd October, with the official postgraduate photo taking place in the College grounds beforehand—please arrive for 1.45 pm at the latest.

## Laundry

Washing and drying facilities in the College Laundries are operated by card only. The majority of washing machines come pre-loaded with detergent and conditioner, but for those students who require to use their own, we have a couple of machines available that can be filled with your own detergent and fabric conditioner.

A wash costs £3.50, whilst use of the tumble driers is free. Drying of clothes in rooms is not permitted as this leads to issues with condensation forming, and then mould. Clothes horses are provided in each Laundry area for the drying of items

that are not suitable to be placed in a tumble drier.

You will be provided with a Laundry card on arrival and will receive instructions on how to Create an Account with Circuit to add credit to the card.

## **Noise**

If you experience issues of noise in the residential blocks, you are encouraged to resolve it informally. If you want to make a complaint about noise after 11 pm, please contact the Porter by going to the reception, or by calling 07715 771447.

## **Post**

You can have mail delivered to College. If the mail is recorded delivery or registered post (often good for mail that needs to be tracked to ensure it arrives within a certain time frame, or is just guaranteed), it will be held in Reception. You will receive an email telling you it has arrived, and you will need to sign for it. Remember, friends and family should never send cash in the post. The full postal address is:

[Your name], Grey College, South Road, Durham, DH1 3LG, UK.

## **Safety and Security on-site**

Students must remain vigilant whilst on campus. Doors/windows should be closed/locked and fire doors, especially in kitchens, must not be propped open. Valuables should be removed from sight and not left on window sills. Any suspicious activity or individuals should be reported immediately to reception or by telephoning the Porter on 07715771447. Please do not give the building door code to anyone.

## **Sports and Societies**

Grey has many sports teams and societies catering for all tastes. These are organised by the Junior Common Room and are student-run. A fair to showcase these is on **Thursday 4th October from 3.00—5.00 pm** in the bar in the main college building, and students who have opted for MCR membership can sign-up and join.

## **The College Song**

Most Durham Colleges have a song as way of fostering a sense of loyalty to their own college. The Grey College song is a version of *You Are My Sunshine*:

*You are my sunshine, My only sunshine,  
You make me happy when skies are Grey (Skies Grey, Skies Grey!)  
You'll never know, dear, how much I love you  
So please don't take (don't take) my sunshine away.*

# Grey College Middle Common Room (MCR)

As a group of around 120 students, consisting of mainly postgraduates along with some 4th year undergraduates and mature undergraduates, the Middle Common Room (MCR) offers an informal and friendly opportunity for all members to make their own ideas for events and facilities become reality. If you have any exciting suggestions, or would like to take on any of the Executive committee (Exec) roles (which become available near the start of the year), your input is very welcome, and you should feel free to get in touch with a member of the current Exec.

There is a full calendar of events, held both in and out of term time, which is designed to bring together all common room members, and provide a social aspect to the postgraduate community and raise the MCR profile within college.

## Middle Common Room Facilities



Middle Common Room membership offers access to a very comfortable and well-furnished common room. A fridge and drinks making facilities are available, so that members can relax after a long day. The MCR has a widescreen, high definition projector and surround sound system. This is connected to a Freeview television box, an Xbox 360 and a Wii U, allowing you to watch television, films and play games with your friends.

Membership entitles members to participate in all college sports with everything from darts to rowing available. These are usually at no cost, though one or two, including the boat club have an additional membership fee. Creative members may be interested in using membership to take part in JCR (Junior Common Room) societies such as the Choir and Arts Committee.

## Membership Fees

Currently the membership fee for the common room is £55 per year, which also gives you full access to undergraduate facilities and activities within the college. More information on the benefits of this, and to enable you to opt-in are available on page 4 of this handbook. Students will receive an invoice from the College to pay for their membership, along with the gown hire charge in October.

Fourth year undergraduates are also able to join the MCR as honorary members. 4th years and mature undergrads can vote for all the committee positions, but can only stand for the non-executive rolls of web editor and 4th year rep.

By paying their membership fee, all members agree to respect the MCR Code of Conduct which can be viewed on the MCR website <https://community.dur.ac.uk/grey.mcr/resources/docs/CodeOfConduct2010.pdf>

## Social Events



The MCR organises a number of social events throughout the year including formal meals with the JCR, drinks receptions, bar quiz nights and various other more unusual social events.

There are four main MCR events in the year. The Postgraduate Formal meal in the Michaelmas term, a SCR/PG Guest Night, usually in the Epiphany term, and an Inter-MCR formal. These all

have a friendly civilized atmosphere but are amazingly enjoyable. The last big event of the year is MCR President's Guest Night, held during the summer holiday; a formal event held on Grey lawn involving croquet, pizza and awards for those who have made a positive contribution to the MCR during the year.

In addition to this, a multitude of lively JCR events such as band nights and bops are available to members, while for the more restrained, SCR events such as Art exhibitions are worth a visit. In June, the MCR join with the rest of the College for Grey College's biggest event of term, the Phoenix Ball, where an evening meal is followed by a night of entertainment of every variety.

The range and variety of events is continually evolving due to our diverse membership and, due to the common room's small size, every member can enjoy and directly influence the type and style of such events. One example is that Chinese New Year was celebrated in 2018, with a selection of



delicious Chinese food cooked by some of our MCR members, accompanied with some rather enthusiastic Karaoke! In addition, a Thanksgiving dinner was hosted last year, with members all cooking individual dishes, which were combined into an excellent meal of titanic proportions.

## The MCR Executive Committee

Are you interested in running for Grey's MCR Executive Committee? Here is a list of the Positions up for grabs this coming term!



**President** - The President's main job is to represent the MCR and its views to the College, the College Council and wider University, as well as calling MCR meetings. The President also coordinates the activities of the other exec. members.

**Vice-President** – The Vice-President supports the President and rest of the MCR committee in a variety of functions. In particular, they chair MCR meetings (exec. / AGM / OGM), help run elections, and stand in for the president when needed.



**Treasurer** - Being Treasurer of the MCR basically means looking after the bank account, making sure that we don't overspend our budget. The post is also responsible for liaising with the JCR Finance and Commercial Services Officer (FACSO) regarding the composition fee and administrating the lockers.

**Secretary** - It is the Secretary's job to minute MCR meetings (exec. / AGM / OGM) and ensure they are made available to MCR members. Aside from dealing with general correspondence the Secretary also needs to be available to help the rest of the exec with the usual business of counting votes, running socials or whatever may be necessary.



**Social Secretaries** (2 positions) - The Social Secretaries organise a range of social events throughout the year, especially running events for MCR members out of term time. These include holiday celebrations, extra formal refreshments,



quizzes, film and television nights, meals and other events. The wider scope of job requires liaison with other social secretaries from the JCR/SCR as well as other MCRs in the university for larger events.

**Web Editor** - The Web Editor is responsible for updating, maintaining and designing the website and its contents.





**Welfare Officers** (2 positions) - The Welfare Officers are responsible for the wellbeing of MCR members throughout the year. They run weekly drop-ins where they invite postgraduate students to chat about anything that is troubling them;



they also hand out welfare supplies. In addition, they maintain the MCR welfare board and liaise with the JCR welfare committee.

**4th Year Rep** - The 4th Year Rep airs the views of the 4th year members of the MCR at exec meetings and tries to keep an active involvement between 4th Years and postgraduates. In the past, the rep has organised an educational presentation evening to give other members an insight into current research.



In addition to these positions, there are two ex-officio members of the exec who are invited to attend MCR meetings:

**Mature Students Representative** - The JCR mature students representative is also invited to attend MCR exec. meetings to represent the mature students who are part of the MCR and coordinate events with both the JCR and the wider university.

**JCR president** - The JCR President is responsible for the running of the JCR as a whole, and is invited to attend MCR meetings in that capacity.

## The Wider University

### University Library

Though there are many libraries at Durham, the University Library, the Bill Bryson Library in honour of the author, a former Chancellor of the University, is the main library. It also houses the Computing Service help-desk. It can be found just down the hill from Grey. You need your campus card to enter, and also to access the Postgraduate Researcher room on the fourth floor. For more information on library tours, and the separate Education, Business School and Palace Green libraries, please visit [www.dur.ac.uk/library/about](http://www.dur.ac.uk/library/about).

For further information on courses that help you make the most of search strategies and bibliographic resources, look into the literature provided by the Graduate School at the Postgraduate Researcher Induction in early October. If you miss this, access the Durham Doctoral Training Programme website at [www.dur.ac.uk/graduate.school/doctoral.training](http://www.dur.ac.uk/graduate.school/doctoral.training).

## **Durham Students Union**

The Durham Students Union provides welfare services and runs entertainment events and a whole host of other services and activities. They are situated in Dunelm House, at the top of New Elvet Road, where you will also find Kingsgate Bar, Riverside Café and the Advice Centre. The Students Union boasts more student societies than any other University in England, from music to paint-balling, and the general line is that if you can't find a society you want, start it! The Freshers' Fair, where you can find out more about the societies on offer, and sign up takes place from 12.00 noon to 6.00 pm on Tuesday 2nd and 10.00 am to 5.00 pm Wednesday 3rd October in the Students' Union building, Dunelm House.

## **Experience Durham**

Co-ordinates Sport, Music, Drama and Volunteering across the University, providing exceptional opportunities for students' personal development and growth. They will have various stalls at the Students Union Freshers' Fair.

## **Careers, Employability and Enterprise Centre**

Find out more about what the Careers service at the university can do for you. Whether you need to make an appointment to discuss your career choices, polish your CV or find out more about international work opportunities or the job application process in the UK, see [www.dur.ac.uk/careers/](http://www.dur.ac.uk/careers/).

## **College Rivalries and Songs**

If you encounter a lot of shouting in your first weeks at Durham, it is probably new undergraduates (first years, also known as freshers) singing their recently-learned college song at members of other colleges. The rivalry between colleges is often a feature of the first weeks, after which it dies down to sporting competitions. We should stress that these rivalries are not to be taken seriously and are just for fun.

## **Hill versus Bailey**

You might often hear the terms 'Hill' and 'Bailey' when Durham Colleges are mentioned. *Hill* Colleges run along South Road and include Grey, St Mary's, Collingwood, Van Mildert, Trevelyan, St Aidan's, Josephine Butler, George Stephenson and John Snow. Colleges on the *Bailey*, which refers to the surroundings of the Cathedral and Castle, are University College (also known as Castle), Hatfield, St John's, St Chad's, and St Cuthbert's Society. There are colleges in different locations to these: Hild-Bede up near the School of Education, and Ustinov, the postgraduate only College a short walk away, located in Sheraton Park.

## **Living In versus Living Out**

By the time you read this, you will have made the decision of whether to live in, in college accommodation, or live out, in privately rented accommodation. If you find you have any issues with either choice, please contact the Student Support Office or one of the MCR exec. who will be able to point you to a relevant individual or body. For instance, with issues regarding living in, College Officers will be important to talk to, and for rent contract information, the Students Union has an advice centre.

## **Ustinov College**

Ustinov College is an entirely postgraduate college further up the hill from Grey. They put on social events that often cater to a mix of international and home students, due to the large proportion of international students there. You might also be interested in the Ustinov Intercultural Forum and the more academic Café Scientifique. More information is at [www.dur.ac.uk/ustinov.college](http://www.dur.ac.uk/ustinov.college).

## **What's on in and around Durham**

Information about cultural events and activities offered by the University, including dance and drama, lectures and seminars, conferences, exhibitions, music, sport can be found at [www.dur.ac.uk/whatson](http://www.dur.ac.uk/whatson). For information about events in the City and County of Durham itself, go to [www.thisisdurham.com/site/whats-on](http://www.thisisdurham.com/site/whats-on).

## **Additional Services for International Students**

Durham University sees a lot of incoming international students every year, whether they are full-time undergraduate students, students on Exchange programmes such as Erasmus, or full-time postgraduates and research students. It is good to know that there are people working to ensure you have no difficulties.

### **International Office**

The International Office provides a lot of useful information regarding healthcare and insurance, working in the UK, finances, living in Durham, and help with English language on their official website, [www.dur.ac.uk/international.office](http://www.dur.ac.uk/international.office). There is also much information for new international students at [www.dur.ac.uk/international/newstudents](http://www.dur.ac.uk/international/newstudents).

### **Pop-up Bank**

To assist students with the opening of bank accounts Barclays Bank will provide a pop-up service daily from 26th—28th Sept and 1st—5th October in the Palatine Centre on the Science Site. This will be open from 10 am—4 pm in PCL063, and you can open a bank account, get bank letters printed (as required) and sign-up for digital options on fraud prevention and scams.

### **Immigration Advisory Unit**

Support for students with visa problems is with the Immigration Advisory Unit ([www.dur.ac.uk/immigration](http://www.dur.ac.uk/immigration)). Their website is very useful regarding applying for and extending visas, changing your course, inviting your family to visit, what to do if you lose your passport, and registering with the police.

### **The International Students Association (ISA)**

All international students at Durham University are immediately part of the International Students Association (ISA). The main aim of the ISA is to get international students together by facilitating social events. These are usually open to both international and home students and begin with a big welcome party.

# College Contact Information

Grey College, South Road, Durham, DH1 3LG, UK

Email: [grey.college@durham.ac.uk](mailto:grey.college@durham.ac.uk)

Twitter: @grey\_college

Telephone: 0191 334 5900

Section	Name	Position	Email
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	Dr Peter Swift	Vice-Master	<a href="mailto:g.p.swift@durham.ac.uk">g.p.swift@durham.ac.uk</a>
	Mrs Julie Brash	Assistant Master (Welfare)	<a href="mailto:julie.brash@durham.ac.uk">julie.brash@durham.ac.uk</a>
	Ms Karen Blundell	Bursar	<a href="mailto:karen.blundell@durham.ac.uk">karen.blundell@durham.ac.uk</a>
Administration	To be appointed	Student Experience Officer	T.B.C.
	<b>Student Support Office</b>		<a href="mailto:grey.student-support@durham.ac.uk">grey.student-support@durham.ac.uk</a>
	Miss Kellie Stephenson		Student Support Administrator
	Miss Leanne Oldham		Student Support Secretary
	<b>Finance Office</b>		<a href="mailto:grey.finance@durham.ac.uk">grey.finance@durham.ac.uk</a>
	Mrs Sandra Shaw		Finance Officer
	Mrs Lynn Wood		Finance Assistant
Facilities	Mr Peter Dunn	Facilities Manager	<a href="mailto:p.c.dunn@durham.ac.uk">p.c.dunn@durham.ac.uk</a>
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	Mrs Ann Platts	Housekeeper	<a href="mailto:b.a.platts@durham.ac.uk">b.a.platts@durham.ac.uk</a>