



UNIVERSITY OF CAMBRIDGE

Chemical Engineering and
Biotechnology

Welcome Pack

2015-2016

**PhD and MPhil Research Students
Assistant Staff and Researchers**

**Department of Chemical Engineering
and Biotechnology
University of Cambridge
New Museums Site
Pembroke Street
Cambridge**

**Department of Chemical Engineering
and Biotechnology,
Institute of Biotechnology
University of Cambridge
Tennis Court Road
Cambridge**

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1. Staff Directory

Who does what at the Pembroke Street Site:

Academic Staff

<u>Prof John Dennis</u>	Head of Department
<u>Prof Howard Chase</u>	Professor
<u>Prof Lynn Gladden</u>	Professor
<u>Prof Clemens Kaminski</u>	Professor
<u>Prof Markus Kraft</u>	Professor (seconded to Director of CARES in Singapore)
<u>Prof Nigel Slater</u>	Professor
<u>Prof Alexei Lapkin</u>	Professor
<u>Prof Ian Wilson</u>	Professor
<u>Dr Silvana Cardoso</u>	Reader
<u>Dr Adrian Fisher</u>	Reader
<u>Dr Geoff Moggridge</u>	Reader
<u>Dr Alex Routh</u>	Reader
<u>Dr Patrick Barrie</u>	Senior Lecturer
<u>Dr David Scott</u>	Senior Lecturer
<u>Dr Vassilios Vassiliadis</u>	Senior Lecturer
<u>Dr Simon Butler</u>	Senior Technical Officer
<u>Dr Bart Hallmark</u>	Design Lecturer
<u>Dr Eric Rees</u>	University Lecturer
<u>Dr Mark Williamson</u>	University Lecturer
<u>Dr Axel Zeitler</u>	University Lecturer
<u>Dr Gabi Kaminski</u>	University Lecturer
Dr Laura Torrente Murciano	University Lecturer (joins October 1 st 2015)
Dr Ljiljana Fruk	University Lecturer (joins November 1 st 2015)
Dr Alessio Zaccone	University Lecturer (joins October 1 st 2015)
<u>Dr Mick Mantle*</u>	Assistant Director of Research
<u>Dr Sarah Rough</u>	MPhil ACE Programme Manager
<u>Dr Andy Sederman*</u>	Assistant Director of Research
<u>Dr Kamrun Yunus</u>	✧ First Aider , Technical Officer
<u>Prof John Davidson</u>	Retired staff active in teaching/research
<u>Prof Allan Hayhurst</u>	Retired staff active in teaching/research
<u>Dr Bill Paterson</u>	Retired staff active in teaching/research
<u>Mr Bob Skelton</u>	Retired staff active in teaching/research
<u>Prof Alan Tunnacliffe</u>	Retired staff active in teaching/research

Administrative/Support Staff:

<u>Dr Tom Matthams</u>	Academic Secretary (Academic Matters)
<u>Elena Gonzalez</u>	PA to Professor Dennis
<u>Vanessa Blake</u>	Computer Officer
<u>Dr Iain Morrison</u>	Computer Officer
<u>Jon Cowper</u>	Part Time Computer Officer
<u>Sharada Crowe</u>	Safety Officer
<u>Ben Green</u>	Chief Accounts Clerk
<u>Sandra Crawford</u>	Accounts Clerk
<u>Helen Stevens-Smith</u>	Secretary/Library Assistant
<u>Dr Inna Livshitz</u>	Secretary/Library Assistant
<u>Amanda Taylor</u>	Graduate Administrator
<u>Chloe Aust</u>	Student Administrative Assistant
<u>Michaela McNeill</u>	Receptionist
<u>Wei Yao Ma</u>	Electronics
<u>Roz Williams</u>	Head of Laboratory Section
<u>Lee Pratt</u>	Head of Mechanical Workshop
<u>Ian Pattison</u>	Stores
<u>Debbie Jacobs</u>	Head of Tearoom/Cleaning Section

***Office is located at the Magnetic Resonance Research Centre (MRRC)**

Who does what at the Tennis Court Road Site: **Retired staff active in teaching/research**

[Prof Chris Lowe](#) Emeritus Professor

Academic Staff

[Prof Lisa Hall](#) Deputy Head of Department, Professor of Analytical Biotechnology, Group Head and Graduate Student Co-ordinator

[Prof Sabine Bahn](#) Professor of Neurotechnology, Group Head

[Dr Graham Christie](#) University Lecturer, Group Head

[Dr Graham Dransfield](#) Knowledge Transfer Facilitator

Administrative/Support Staff:

<u>Dr Tom Matthams</u>	Academic Secretary (<i>Academic Matters</i>)
<u>Lyn Hurst</u>	Chief Accounts Clerk
<u>Laura Hares</u>	✘ First Aider , Senior Accounts Clerk
<u>Kal Sandhu</u>	HR Administrator
<u>Cara Bootman</u>	HR Administrator (Maternity Leave)
<u>Hollie Godden</u>	Receptionist and PA
<u>Robin Ansell</u>	Computer Officer

Core Technical Staff:

<u>Debby Singh</u>	Laboratory Manager, Institute Safety Officer
<u>Alistair Finlayson</u>	Facilities Manager
<u>Christine Heinrich</u>	✘ First Aider , Senior Technician Level 4
<u>Susan Godden</u>	Senior Technician, media preparation and autoclaving
Lesley Brownlee	Glassware washing
Andrew Ayling	Building Custodian
Spit and Polish	General Cleaning

Can't remember someone's name?

There are photosheets for all members of the department, downloadable from <https://intranet.ceb.cam.ac.uk/general/department-information/photo-sheets>

If you're missing from these (or you hate your photo), please inform it-support@ceb.cam.ac.uk

2. Introduction

Welcome to the Department of Chemical Engineering and Biotechnology (CEB), University of Cambridge. We hope you will settle in quickly and soon feel at home here. You will find that we are an informal department and first names are used. We feel that a relaxed atmosphere is the best for encouraging and stimulating high quality research work.

You are obliged to observe all health and safety regulations referred to in the **Safety Manual**, which should accompany this Welcome Pack.

3. Information for New Graduate Students

3.1 Code of Practice

The University has a Code of Practice which sets out the University's guidelines for PhD and MPhil by Research Students. You should familiarise yourself with this document and a link to the Code of Practice can be found below:

<http://www.admin.cam.ac.uk/students/studentregistry/current/graduate/policy/quality/cop/>

3.2 'Not at First Registered' (NOTAF): what is it?

Principle

All new research students coming into CEB will find that their registration 'Not at first Registered' (NOTAF) and gives probationary registration status. Students are required to demonstrate their ability to carry out research before they are allowed to be registered for a higher degree (normally the PhD). The vast majority of students pass the assessment after three terms and are recommended for transfer to either the PhD or MPhil degree. The three probationary terms are 'counted' towards the PhD or MPhil.

In some cases a student may perform satisfactorily but not wish to continue to a PhD, in which case a Certificate of Postgraduate Study (CPGS) or possibly an MPhil is awarded.

In cases where a student's work is deemed to be unsatisfactory by the Faculty of Engineering Degree Committee, and the student is not transferred to a higher degree: the CPGS may or may not be awarded in such circumstances. It is the Department's hope that every student achieves the necessary standard. All members of staff want you to do well, and they will try to give you every chance to do so.

Mechanism

There are two stages in the probationary period which reflect the different activities of a first-year research student:

- Project work. This involves undertaking experimental and/or numerical research work. It may also include directed reading and attending lecture units;
- Dissertation, seminar presentation and oral examination.

Project Work

The project work is assessed directly by the research supervisor. The research student must demonstrate the ability to perform research to a satisfactory standard over the course of the year. Regular discussions between the supervisor and research student on the content of the project work are essential. The supervisor will write reports every term to the University on the student's progress.

The Department does not have any compulsory written examination. However, attendance at the postgraduate workshops, 1st Year Presentations, and Graduate Conference is compulsory for all new research students. Attendance at the Wednesday afternoon research seminars is also required, and students must attend at least 50% of the seminars in order to progress to the PhD upon successful completion of their First Year Viva. This gives students an indication of the breadth of

chemical engineering and biotechnology research, and it can also help students pick up tips on how to present research ideas.

Dissertation and Oral Examination

Each student is required to submit a dissertation at the end of their third term in Cambridge. The dissertation is a report of the first year's research activity and is typically 6000-10000 words in length. Guidelines on writing the dissertation are available on the Department's intranet. Two examiners are appointed who will hold an oral examination, or viva, upon the dissertation. At the viva, they may ask general questions from the background to the work, as well as specific questions on the detailed nature of the project. They are also likely to discuss the direction of future research work with the student. At the end of the viva, they fill in a report that will form the basis of the Degree Committee's decision on whether to transfer the student's registration to the PhD or MPhil degree.

The Examiners are looking for clear evidence that the student is capable of submitting a good PhD dissertation in a reasonable length of time (ideally within three years of starting research and certainly within no more than four years). At the examination, the student will therefore be judged on research results achieved so far, understanding of the problem being addressed, understanding of the techniques being used to solve the problem, and proposals for future work.

Seminar Presentation

Students will be expected to give a presentation to the Department on their work. This usually takes place in April/May. The purpose is to give the student experience in presenting his or her work and to inform others of new research activity within the Department.

PhD Programme

As a Graduate Student, you will develop your research project in consultation with your supervisor. However, you will be largely responsible for organising your own work time on a day-to-day basis. Cultivate an efficient and regular working pattern, and remember that completion of the research for an MPhil within a year or a PhD within 3 years is very demanding, both in terms of your time and intellectual effort. Think carefully before taking on any major outside commitments that might affect your work.

A PhD studentship lasts for 3 years, and you are expected to complete the practical work within this period. There is no guarantee that bench space will be available beyond 3 years. Moreover, registrations are not extended beyond 4 years except in extremely exceptional circumstances. This means that your PhD should be written up and submitted within 4 years. You are strongly advised to complete writing up before you leave the Department. We know from experience that it is very difficult to write up after you have left.

3.3 Postgraduate Timetable

In addition to the normal contact with your supervisor, we organise a number of assessment stages to assist you in the development of your project and in the completion of your PhD.

First Year Timetable

- 15 January** Completion of three month interim report
- Mid/End January** Three month interim discussion with first and second Advisor
- Lent Term starters--the three month report should be handed in by 22nd April
 - Easter Term starters--the three month report should be handed 15th July
- April-May** First year Seminars – Wednesday afternoons
- Lent and Easter Term starters will do their first year seminars the year after they start
- 10 June** Submit First year NOTAF Report
- Lent Term starters and Easter Term starters: the first year report should be by the last Friday of your 3rd Term
- Summer 2016** First year viva (after Seminar day and report submission and Seminar day)

Second Year Timetable

- 18-19 April** Second year posters (Held along with the Third Year Graduate Conference)

Third Year timetable

- 18-19 April** Third Year Graduate Conference
- March - June** Third year discussion of results and planning of thesis

The dates above will be confirmed closer to the time. Please do not miss deadlines as you may be penalised for this.

More information is available on the Intranet:

<https://intranet.ceb.cam.ac.uk/graduates/current-grads/current-phds>

The Department and the University run supporting courses for the PhD programme, and students are encouraged to review and attend those that are relevant.

3.4 Researcher Development

Whilst you are a PhD student, you will receive world-class research training from globally-recognised experts in your discipline of choice. A major focus throughout your time as a doctoral student will be the underlying work that will form the substance of your thesis, the completion of which can be an all-consuming task with an end result

that you, and hopefully your supervisor, will be proud of! During this period, however, it can be very easy to lose sight of what will come after your thesis, but it will almost inevitably involve job applications, interviews and starting a career which may, or may not, be linked to your previous research and undergraduate studies.

The time will come, at some point, when you will be sitting in front of an interview panel and you'll be asked to give examples of your broader set of skills; after all you'll have a PhD from Cambridge, so it will be highly likely that your academic credentials will be more-or-less taken for granted. This broader set of skills could include being asked to demonstrate things such as:

- being able to communicate effectively;
- your interpersonal skills;
- your commitment and motivation when undertaking a task;
- leadership skills;
- the ability to work unsupervised;
- project and time management skills.

The list above is by no means exhaustive, but it does include some of the key transferable skills that employers value in their prospective employee. Not only that, but if you decide to start your own business (demonstrating excellent entrepreneurial skills!), then these are the types of skill that will almost undoubtedly contribute towards its success.

The Department, and the University of Cambridge more widely, is committed to providing you with opportunities to learn, and most importantly, to practice these skills. There is an expectation that you will undertake a cumulative total of **at least 10 days per year** of transferable skills training and implementation. Not only is this a University expectation, but it is a guideline that has been set by Research Councils UK as the minimum number of days per year that it expects their doctoral students to spend on this activity. Over and above this, one of the criteria of professional institutions such as IChemE is that their members carry out a programme of continuous professional development, part of which encompasses transferable skills training.

Such that you make the most of the opportunities that will be available to you during your time at Cambridge, we strongly recommend that you do the following:

1. Review your current set of transferable skills and make a personal development plan. This can seem a daunting task the first time around, but help is at hand in the form of a one-to-one planning session that is run by Dr Sonja Tomaskovic (st560@cam.admin.ac.uk), who oversees the School of Technology researcher development programme.
2. If required, attend a training course for a particular skill
3. This is the most important bit – **get involved in activities that allow you to practice the skills that you wish to develop.**
4. Log what you do and review your progress on an annual basis.

There are many training courses that are run both within the Department and by the University; regular email bulletins are sent out to keep students abreast of what is being run. In terms of University courses, attendance is usually free, but please do note that as a result places on courses are highly sought after and that **if you book a course, you are expected to attend.** Last minute cancellations are antisocial and cause other people to miss out on opportunities that they could have had, had an additional place been made available.

There are also a number of courses that are internal to the Department. All first year students are expected to attend a fully-expenses paid weekend residential course in research skills training. ***The dates for this are tentatively scheduled for late January/early February, and they will be later confirmed.*** Other internal courses are advertised on the departmental website.

Within the Department, Dr Graham Christie (gc301@cam.ac.uk) facilitates the Researcher Development programme and oversees the teaching of process design.

University courses are listed and may be booked on

<http://www.training.cam.ac.uk/>

For further information on researcher development in the department, please see

<https://intranet.ceb.cam.ac.uk/graduates/current-grads/researcher-development>

3.5 Intellectual Property

Research in the University increasingly receives support from industrial sponsors and generates results of potential commercial value. As a result, the University acquires obligations to keep certain information confidential, to protect intellectual property (IP) prior to publication of results, to manage and to commercially exploit that IP, and to share any benefit that may result from its exploitation with the inventors. The identity of any inventors on patents will be determined by legal criteria, which may differ from those used to identify authors on scientific publications.

Subject to any overriding agreements with a student's Sponsor, University policy is that students own the IP arising out of their work. In order to protect and realise any potential commercial value of IP arising from University research, you may be asked to:

- assign your IP ownership rights to Cambridge University Technical Services, a subsidiary of Cambridge Enterprise - the University's commercial arm, in consideration of a share of any income arising from the commercial exploitation of the IP.
- keep confidential any information received when this information is specifically designated as commercially sensitive and confidential.

Don't be afraid to approach any other member of the Department to discuss aspects of your work or particular practical problems. One of our strong points is the great variety of expertise and experience that can be brought to bear on any problem. Remember, however, that certain projects in the Department are commercially sensitive, so be sure to clear it with your supervisor before discussing explicit details outside the Department.

3.6 Laboratory Notebooks

You will also be required to adhere to good laboratory note keeping practice. A well-conceived, maintained and witnessed notebook could be crucial in establishing a date of invention and could mean the difference between getting a US patent and not. You will be issued with departmental laboratory notebook, and your supervisor will explain the detailed procedures for their use. Procedures will be based upon the following general guidelines:

- Legible and factual entries
- Real time, dated recording of all inventions, experimental strategies, results and observations
- Adherence to facts and not opinion
- Avoidance of slang, abbreviations and jargon
- Adequate cross-referencing of supporting records not easily stored in the notebook i.e. photographs, loose-leaf graphs, drawings, samples and reagents etc.
- Unused pages or part-pages to be crossed through
- Use ink that is permanent, not water solvent or light reactive, and does not smear
- All pages to be numbered if not pre-printed
- Pages to be signed by lab book user
- Periodic countersigning by senior colleague who understands the work but is not directly involved in it.

Pembroke Street

For students based at Pembroke Street, Laboratory notebooks are available from the Stores in the basement.

Tennis Court Road

At the Tennis Court Road site, a database of issued lab books is maintained by the administration staff. Please note that laboratory notebooks are the property of the University and must be left in the department, together with your data, once your time in the Department is completed and theses, dissertations, reports etc. have been submitted.

3.7 University-wide Statement on Plagiarism

The General Board, with the agreement of the Board of Examinations and the Board of Graduate Studies, has issued this guidance for the information of candidates, Examiners and Supervisors. It may be supplemented by course-specific guidance from Faculties and Departments.

Plagiarism is defined as submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement. It is both poor scholarship and a breach of academic integrity. Examples of plagiarism include **copying** (using another person's language and/or ideas as if they are a candidate's own), by:

- **quoting verbatim** another person's work without due acknowledgement of the source;
- **paraphrasing** another person's work by changing some of the words, or the order of the words, without due acknowledgement of the source;
- **using ideas** taken from someone else without reference to the originator;
- **cutting and pasting** from the Internet to make a pastiche of online sources;
- **submitting someone else's work** as part of a candidate's own without identifying clearly who did the work. For example, buying or commissioning work via professional agencies such as 'essay banks' or 'paper mills', or not attributing research contributed by others to a joint project.

Plagiarism might also arise from **colluding** with another person, including another candidate, other than as permitted for joint project work (i.e. where collaboration is concealed or has been forbidden). A candidate should include a general acknowledgement where he or she has received substantial help, for example with the language and style of a piece of written work.

Plagiarism can occur in respect to all types of sources and media:

- text, illustrations, musical quotations, mathematical derivations, computer code, etc;
- material downloaded from websites or drawn from manuscripts or other media;
- published and unpublished material, including lecture handouts and other students' work.

Acceptable means of acknowledging the work of others (by referencing, in footnotes, or otherwise) is an essential component of any work submitted for assessment, whether written examination, dissertation, essay, registration exercise, or group coursework. The most appropriate method for attribution of others' work will vary according to the subject matter and mode of assessment. Faculties or Departments should issue written guidance on the relevant scholarly conventions for submitted work, and also make it clear to candidates what level of acknowledgement might be expected in written examinations. Candidates are required to familiarize themselves with this guidance, to follow it in all work submitted for assessment, whether written paper or submitted essay, and may be required to sign a declaration to that effect. If a candidate has any outstanding queries, clarification should be sought from her or his Director of Studies, Course Director or Supervisor as appropriate.

Failure to conform to the expected standards of scholarship (e.g. by not referencing sources) in examinations or assessed work may affect the mark given to the candidate's work. In addition, suspected cases of the use of unfair means (of which plagiarism is one form) will be investigated and may be brought to one of the University's Courts. The Courts have wide powers to discipline those found guilty of using unfair means in an examination, including depriving such persons of membership of the University, and deprivation of a degree.

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3.8 Libraries and information sources

All members of the University of Cambridge are welcome to use the **Cambridge University Library (UL)** in West Road, but you will need to apply for access. Please visit <http://www.lib.cam.ac.uk/using-library/joining-library> for information on how to apply.

Some material for science subjects is available from the Betty and Gordon Moore Library <http://www.lib.cam.ac.uk/BGML/>, which is based on the Centre for Mathematical Sciences site in Wilberforce Road. Some colleges and other departments also have libraries. Please check with the relevant librarian if you wish to use these libraries.

All CEB students have access to **The Davidson Library** situated on the first floor of the New Museums Site building. For more information, see <https://intranet.ceb.cam.ac.uk/undergraduates/libraries/library-guide>
There is 24-hour access to the library for all members of the Department. The Library Office is open Monday to Friday from 10.00am-1.00pm and 2.00pm-5.00pm.

Electronic resources are available 24 hours a day from anywhere in the world with your Raven password. Visit <http://www.lib.cam.ac.uk/eresources/index.php> to discover research sources ranging from online reference works to specialist citation databases. The University currently subscribes to over 21,000 full-text electronic journals, around 400 databases and a growing collection of electronic books, many of which are core texts.

LibrarySearch, <http://search.lib.cam.ac.uk/> will search print and online collections.

The University also has subscriptions to the Web of Science <http://wok.mimas.ac.uk/> and Scopus <http://www.scopus.com/> for literature searches.

3.9 Department and Alumni Seminars

Departmental Seminars will be advertised in the Seminars section on the right of the home page of our website (<http://www.ceb.cam.ac.uk/>) and they appear in the calendar <http://www.ceb.cam.ac.uk/news/calendar>. These are normally held for one hour a week during term time, and all Department members are asked to attend via email.

There is also a CEB Career Lunchtime Talks series that will run throughout the year. They are listed on <http://www.ceb.cam.ac.uk/alumni/events/talks>.

4 Technical Team Support

Pembroke Street

The Technical Team at Pembroke Street consists of the following people:

Roz Williams	Chief Teaching Lab Tech. Health, Safety and Training.	Ext: 35064
Maggie Wallduck	Bioengineering Technical Researcher CUBE labs	Ext: 63976
	To be appointed	Ext: 31892
Peter Claxton	Senior Lab Technician	Ext 30143
Gareth Evans	Lab Assistant, CUBE	Ext 50796
Zlatko Saracevic	Senior Lab Technician (Particle Sizing Lab)	Ext 62922

What the Team does:

Core activities of the division encompasses biological, chemical, electrical and mechanical safety. Key responsibilities include:

- Ensure safety regulations and relevant codes of practice are implemented and observed in the laboratories:
- Acting in an advisory capacity regarding laboratory safety, overseeing students, researchers, and staff in the safe and correct use of chemicals, also instrumentation.

Tennis Court Road

The Technical Team at Tennis Court Road consists of the following people:

Debby Singh	Laboratory Manager Tennis Court Road Site and Department Safety Manager	Ext: 66707
Christine Heinrich	General Lab Technician Level 4	Ext: 48857
To be Appointed	General Lab Technician Level 3	Ext: 34079
Sue Godden	Media and Autoclaving Technician	Ext: 34079
Jason Iles	Lab Repairs and Maintenance Technician	Ext: 34079
Alistair Finlayson	Building Services Technician	Ext: 34055
Lesley Brownlee	Glasswasher	Ext: 34173
Andrew Ayling	Building Custodian supplied by Estates Management	Ext: 34173

What the Team does:

- Advise on safety issues and organise safety inspections
- Operate an autoclaving and media preparation service
- Advise on laboratory purchasing and check all orders
- Restocking general consumables and purchasing them
- Restocking solvents and gases
- Operating a waste disposal service
- Operating a repairs and maintenance service for the building and the equipment
- Operating a glass washing service
- Laundering laboratory coats

5 Safety and Security

We take safety extremely seriously in the Department of Chemical Engineering and Biotechnology. You will be issued with a Department Safety Manual, and you must also attend a Department Safety briefing **before you can start work or have access to the laboratories.**

Additional procedures apply to working with radioactivity, lasers, genetically manipulated organisms, or human-derived materials and substances hazardous to health. Remember that these rules are not designed to make your life difficult, but to ensure a safe and healthy working environment for everyone. Most are also statutory requirements.

Please observe the following:

- ◆ **Always discuss any new procedure fully with your supervisor before undertaking it**, in case there are certain safety implications of which you are not aware.
 - ◆ **Tennis Court Road - Always wear a lab coat when working in the lab.** Wear safety glasses when appropriate. You will be issued with safety glasses and 2 lab coats. Wear shoes that give overall protection for your feet (not sandals or other open-toed shoes).
 - ◆ **Pembroke Street** - Safety glasses must be worn in all laboratories (unless the laboratory has been specifically deregulated for safety glasses use). Laboratory coats must always be worn in biological laboratories and in all laboratories with heavy chemical use. Sandals and open-toed shoes must **never** be worn in laboratories. Shorts and skirts may not be suitable when chemicals and biological substances are being handled.
 - ◆ **Be considerate of the work of others.** Do not disturb apparatus without asking or move other things around.
 - ◆ All equipment in the Department is available for use **but only in consultation with the normal users and under instruction. Do not use equipment in another lab without asking.** Similarly, do not take chemicals from another lab without asking. They may use them in a different way to you. Always return things immediately.
 - ◆ If it is necessary to work outside the normal working hours of 8 am - 6 p.m., be sure to check with your supervisor that it is OK to carry out the work you want to do. Pembroke Street students must sign in the out-of-hours book by the main entrance, and Tennis Court Road students must sign in the out-of-hours book in Level 1 Lobby. MRRC students must sign in by the main entrance to the MRRC.
- Never** work if you are alone in the department - always check there is someone else around and tell them you are here. Do not undertake work of a potentially hazardous nature out of hours. Out-of-hours working also applies to weekends and Bank Holidays.
- ◆ Please keep doors locked outside normal working hours, and never prop the outside doors open. Do not allow unknown people access to the building and politely question any strangers as to their business.

5.1 Fire Safety

Pembroke Street Site

- In the event of a fire an alarm will sound; please evacuate the building by your nearest available exit or fire exit and go to the assembly point.
- The assembly point for the Pembroke Street site is the archway through to Free School Lane.
- Do not use the lifts.
- Never put yourself or others in danger; your first priority is personal safety.
- Do not enter the building if the alarms are going off.
- Do not re-enter the building after an incident until you have been told it is safe to do so, even if the alarms have stopped.
- To contact the emergency services from a network telephone dial 999.
- The fire alarms are tested at the Pembroke Street site each Tuesday or Wednesday (this varies according to the room) at 9.55am; alarms will ring for up to 40 seconds.

Tennis Court Road Site

- In the event of a fire an alarm will sound; please evacuate the building by your nearest fire exit and go to the assembly point.
- The assembly point for the Institute is in front of the Judge Business School.
- Do not use the lifts.
- Never put yourself or others in danger; your first priority is personal safety.
- Do not enter the building if the alarms are going off.
- To contact the emergency services from a network telephone dial 999.
- The fire alarms are tested in the Institute each Thursday at 8.45am; alarms will ring for 20 seconds.

Magnetic Resonance Research Centre (MRRC)

- In the event of a fire an alarm will sound; please evacuate the building by your nearest available exit or fire exit and go to the assembly point.
- The assembly point for the MRRC is the nearby pond.
- Never put yourself or others in danger; your first priority is personal safety.
- Do not enter the building if the alarms are going off.
- Do not re-enter the building after an incident until you have been told it is safe to do so, even if the alarms have stopped.
- To contact the emergency services from a network telephone dial 999.
- The fire alarms are tested at the MRRC each Monday at 8.30am; alarms will ring for about 20 seconds.

More detailed information about Fire Safety is available in the safety handbook for your site of the Department.

5.2 Health Screening

If you have just moved to Cambridge it is recommended that you register with a Doctor's Surgery as soon as possible. If you require further information about local Doctor's Surgeries, please visit <http://www.nhs.uk/Pages/HomePage.aspx>.

Prior to starting work in the Department all students and staff must complete an Occupational Health assessment form. If your projects are in any of the following areas, you may have to undergo a health check by Occupational Health before starting work:

1. Working with animals that carries a risk of developing laboratory animal allergy
2. Work that involves handling carcinogens
3. Work involving genetic modification
4. Work involving exposure to lead
5. Working with the HIV virus, hepatitis B and categories 3 and 4 pathogens
6. Handling human samples
7. Working with lasers
8. Working with nanoparticles
9. Computer specialists working for prolonged periods with VDUs

For more information, please speak to either Sharada Crowe (Pembroke Street) or Debby Singh (Tennis Court Road).

5.3 First Aid

Pembroke Street

For first aid at Pembroke Street please contact 61400 or one of the Department's first aiders directly. These are named on the orange Emergency Action notice which is displayed around the Department next to each phone. First aid boxes are available throughout the Department and are indicated by a white cross on a green box.

Pembroke Street First Aiders

Wei Yao Ma	34730
John Sparrow	30443
Kamran Yunus	62959
Gareth Evans	50796

Emergency eyewash units, which can be used as hand-held shower units, are fitted to hand-basins in most laboratories. There is also a shower room on the Lower Ground floor of the Shell Building. Towels and disposable paper suits are available in the First Aid room. A defibrillator is located near the main front doors at Pembroke St.

First Aid boxes are available throughout the building at the Pembroke Street Site.

Tennis Court Road

For first aid at Tennis Court Road please contact:

Christine Heinrich	Lab 413	48857
Laura Hares	Administration Office Level 4	62313
Nitin Rustogi	Write up 321	34164

First aid boxes / eye wash bottles at Tennis Court Road

- Inside the door of 405 near lab. coat hooks;
- At the end of level 4 corridor near glassware storage cupboards;
- In the corridor outside 325;
- At the end of level 3 corridor outside room 318.

Emergency wash sprays for chemical spills or similar are situated at hand wash sinks.

Please note: First aid equipment should only be used by a first-aider except in an emergency.

Other first aiders in surrounding departments can be found on this website:

<http://www.admin.cam.ac.uk/cam-only/offices/safety/firstaid/list.html>

If there is any safety issue you wish to raise with either a first aider or the safety committee, please let your safety representative know.

5.4 Building Access

To gain access to the Department you will need a University Card. If you are a Graduate student you will be issued with a University card by your college upon your arrival.

Please note that your access to the Department will be temporary until you have attended the Department Safety Training. Once you have completed this training your University Card will be programmed with access rights. At Pembroke St, this is done by the Computer Officers; at Tennis Court Rd, it can be done at Reception.

Restricted Access at Tennis Court Road

There are some specialist rooms which are kept locked e.g. laser room, greenhouse, roof and basement plant rooms, basement radioactivity lab. If you need access to these areas please contact Debby Singh, Institute of Biotechnology Safety Officer.

Restricted Access at Pembroke Street

The Laser Suite is restricted and access is available after training by Eric Rees (ejr36) or Romain Laine (rfl30). The CUBE Suite is restricted and access is available only after training by Maggie Wallduck (msw24).

5.5 Visitors

All visitors to the Department, including those who are members of the University, should first sign-in at reception at the building they are visiting, and they will then be issued a visitor's badge. Visitors are not allowed into the Department on their own. Please challenge strangers in the department who are not wearing visitors' badges.

All maintenance and repair engineers must enter the laboratories only after consultation with the Technical team. At Pembroke Street, a Permit-to-work is required for all maintenance and service work.

For safety reasons, children are not permitted in the laboratory areas at any time.

5.6 PAT testing

Please note that only electrical devices that are fitted with standard UK 3-pin power connection and have undergone an electrical safety check (PAT Test) can be used in University buildings.

Please make contact with a member of computing staff if you are based at Pembroke Street or a lab technician if you are based at Tennis Court Road to arrange an appointment to check your lap-top computer, power lead and mobile telephone power supply when you arrive in the Department.

6 Computing

The Department has four IT Staff, three of whom are based at the New Museums Site and one at Tennis Court Road. They are available to provide services, training and advice on all aspects of IT provision.

Support requests should be sent to it-support@ceb.cam.ac.uk.

- [Robin Ansell](#), Tennis Court Road, Keynes House, rla22@cam.ac.uk ext 34147
- [Vanessa Blake](#), Room C2, New Museums Site, vsb1001@cam.ac.uk ext 30155
- [Jon Cowper](#), Room C1, New Museums Site, jwc26@cam.ac.uk ext 63866
- [Iain Morrison](#), Room C1, New Museums Site, idm24@cam.ac.uk ext 34774

Information on the department, teaching, research and facilities, is available from Main web server:

<http://www.ceb.cam.ac.uk/>

Intranet:

<https://intranet.ceb.cam.ac.uk/>

Moodle:

<https://www.vle.cam.ac.uk/my/>

6.1 University computing accounts

The University of Cambridge provides comprehensive IT facilities to help get the most out of your time at Cambridge, supporting both your studies and daily living.

Your day-to-day IT needs will be met by your Department's IT staff, as listed above, whose services are underpinned at a University-wide level by University Information Services (UIS). UIS provides the University's private data network infrastructure, through which it delivers a range of managed IT services to individuals, Colleges and Departments.

As a new student, you have been given three UIS computing accounts: web authentication ('Raven'), email ('Hermes') and access to shared computing facilities and licensed software at several locations around the University (Desktop Services). There is just one password for these three services.

There is more information for new students in the UIS leaflet:

IT Matters @ Cambridge – Student Edition <http://www.uis.cam.ac.uk/itmatters>

If you have a problem with IT, first go to your department IT staff. You can call in to our offices, phone us, or e-mail it-support@ceb.cam.ac.uk.

We are backed up by the UIS Service Desk which is in the Roger Needham Building on the West Cambridge Site, and on the New Museums Site during term time. The service is available for any queries about the various services and facilities that the UIS Service provides. Opening hours may be found on <http://www.ucs.cam.ac.uk/support/service-desk/intro>

IT Training is also available from the UIS as well as support and instruction leaflets. For more information please look at the UIS website:

<http://www.training.cam.ac.uk/>

6.2 Department Computer Facilities

Information about computing in the Department can be found on the department intranet: <https://intranet.ceb.cam.ac.uk/general/ITSupport>

Most staff and postgraduates have a PC on their desks and people may bring their own devices into the building. Any power supplies must however be checked before being used in the Department.

To bring your own laptop into the department and put it on the network: <https://intranet.ceb.cam.ac.uk/general/ITSupport/introduction/my-own-laptop>

Wireless access (eduroam and UniOfCam) is available in all Department buildings - <http://www.ucs.cam.ac.uk/wireless>. The UIS provide comprehensive instructions on how to configure eduroam on most common devices - <http://www.ucs.cam.ac.uk/wireless/eduroam/localusers>. Many Department printers are also configured to allow printing from eduroam - please check with the IT team if you have any problems.

Every member of the department may have a home page on our web server. <http://www.ceb.cam.ac.uk/directory/az> To apply for a page, please fill in the form: <http://www.ceb.cam.ac.uk/cebwebform>

6.2.1 Pembroke Street (New Museums Site)

In addition to your office or home computer, within the New Museums Site building there is a computer suite with PCs available for use by all members of the Department.

A Guide to the PC Network:

<https://intranet.ceb.cam.ac.uk/general/ITSupport/introduction/guide-to-pc-network/>

Information Security:

<https://intranet.ceb.cam.ac.uk/general/ITSupport/infosec>

People using the machines in the PC suite will need to use their own **Active Directory (AD)** account. You will be issued with an AD password. For further information see:

<https://intranet.ceb.cam.ac.uk/general/ITSupport/services/services#AD>

The public PCs may also be used to access your Desktop Services (DS) account. You can see your file space and print using your Common Balance. It is not a Managed Cluster, so DS software is not available. If there are missing applications which you would find useful please let the IT Team know.

6.2.2 Tennis Court Road

Robin Ansell has responsibility for the Tennis Court Road network, databases, tutoring, documentation and course preparation and most software licensing.

6.2.3 MRRC and THz

Systems at MRRC and THz are managed by Pembroke Street IT staff, but the THz network is managed by the Cavendish.

6.3 Software

Please consult with the IT team before ordering any software. Some software is available from UIS Software Sales where licenses can be obtained; these include Microsoft Office as well as specialist graphics and scientific software.

<https://intranet.ceb.cam.ac.uk/general/ITSupport/software>
<http://www.ucs.cam.ac.uk/compsoft/software-sales>

6.4 Mailing lists

There are various email lists to help you communicate with groups of people within the Department <https://intranet.ceb.cam.ac.uk/general/maillinglists>. You will need to use your @cam.ac.uk address to send to these lists.

6.5 User Guidelines

Use of the Department's and University Information Services' computing facilities is subject to statutory, criminal and civil obligations as well as security requirements. Breaching these could result in legal action against the individual concerned. See <http://www.ucs.cam.ac.uk/accounts/using>

All users must comply with:

- DPA - Data Protection Act - <http://www.admin.cam.ac.uk/univ/information/dpa/staff-student-info.html>
- CMA - Computer Misuse Act
- SCA - Software Copyright Act
- AUP - Acceptable Use Policies of the Department, University and National/International networks.

Notable features of these include:

- DPA: No unauthorised storage of data relating to people is allowed.
- SCA: All software used in the Department must be appropriately licensed. If in doubt please consult the IT Team.
- SCA: Copyright material must not be kept on machines attached to the CUDN¹ unless the copyright holder of the material has given permission.
- AUP: Unless explicitly allowed, no software should be copied from Departmental systems for use at home or to distribute to 3rd parties.

Passwords should be at least 6 characters long, difficult for someone else to crack and not be in the dictionary. They should ideally contain numbers and special characters as well as letters.

Research group's portable computers are only allowed out of the Department for working at home with your supervisor's permission. They remain the property of the University and must be returned to the Department on termination of contract.

¹ This includes wired and wireless connections, e.g. UniOfCam and eduroam

7 Accounts

7.1 Pembroke Street

Purchasing

All of the Department's orders are processed by the stores controller and should be taken to the stores. However, when the stores controller is absent or on holiday then a member of accounts section will cover the post and process the orders and issue stock items.

Order books

Order books are in triplicate and are available from stores and accounts. You should retain the pink copy and take the white and yellow copies to stores. The order number will be put on the yellow copy and returned for your reference.

Invoices

If invoices are personally received please make sure these are passed on to the accounts section as soon as possible so as to avoid payment delays to the supplier. Please pass any delivery notes you may receive directly to stores.

CUFS/iProcurement

If anyone would like to use the Universities web based computer system for order requisitions then please come and see Ben Green.

Petty Cash claims

Petty cash can be claimed up to a maximum of £25. Please make sure that you have an original receipt for every expense and also that you know the project or account to be charged.

Demonstration / Lecture Fees

Fees can be claimed from the following system:

Lowest rate	Inexperienced demonstrators
Intermediate rate	Experienced demonstrators
Maximum rate	Post Doctoral level demonstrators

These forms can be obtained from accounts and must be authorized by your supervisor and then returned to accounts for processing. Your payment will be included in your monthly stipend or paid by personal cheque.

Registration fees

Please make sure that you organize your payment for conference registration fees as early as possible. This is to ensure that cheques and international bank transfers have been received in time as they are easily lost in bank accounts.

Also accounts can organize payment for hotel and travel costs in advance so that you do not incur these expenses and have to reclaim them.

Department Conference details

If you intend to hold a conference please keep the following records and discuss with accounts if you require a new account to be set up:

- Details of delegates, address, company etc.
- Payments including value and date received
- Payment methods, cheque, cash, BACS etc.
- Accommodation and Catering expenses
- Room hire costs
- Speaker expenses and fees.
- Your intention for any profit or losses

Use of own vehicle on University business

The condition for claiming a mileage allowance for using your own vehicle on University business is that the user's insurance policy must include cover for business use. This is not standard with comprehensive insurance. Before using your vehicle for University business please ensure that you have the correct insurance cover.

Please also note that a driver documentation checklist must be completed and approved by Alistair Finlayson before you use your own vehicle on University business. He will need to see your insurance certificate and also your vehicle's MOT certificate (if applicable).

There will need to be an annual check of these documents. If you are not covered you will not be reimbursed.

See the Department's Driver and Vehicle Safety Policy for more details

7.2 Tennis Court Road

Requesting Orders

All order requisitions should be completed on the Order requisition database. Before completing an Order requisition, you may wish to check the catalogues located in Lab 405 or consult a Technician for purchasing information.

The information required and preferably prepared in advance is:

- Suppliers name
- Item – description of what you want and pack size
- Supplier's catalogue number
- Quantity
- Unit price, excl. VAT which must be supplied **accurately**

You will also be asked what hazards are associated with the goods. This is mandatory, and it is your responsibility to put in accurate information. If the substance is hazardous you should sign the form to acknowledge the hazards and to declare you will store, use and dispose of the substance according to appropriate safety guidelines. Certain chemicals are considered to be very dangerous and will be assigned to the person ordering for safe keeping.

Items of laboratory equipment may either require regular electrical testing or need to be listed as an asset for the Institute, which is why the Institute Laboratory manager's signature is requested for items of equipment. You will be asked to declare whether any of the substances requested are radioisotopes. If they are please ask the RPS to countersign the request. If the request is not filled out correctly and approved, it will be returned to you via your pigeon hole.

Any request for computer equipment or software must be authorised by the IT Manager, who will ensure any acquisition can be supported and in addition will optimise the purchase price.

Authorising Orders

Complete, authorised requests are placed as orders by the accounts staff. Please make sure that you have the appropriate signatures, which should always include a Lab Technician's, to ensure best product value, the IT Manager's for IT-related items and your own for hazardous items. Without these and your supervisor's authorisation, the goods will not be ordered.

Under no circumstances may you bypass the system and place unauthorised orders that have not been processed by the office with a purchase order number. This causes administrative chaos and may mean that the supplier's invoice will be passed to you for payment.

There can be substantial differences between suppliers for identical or very similar items or chemicals. Please check the cost with more than one supplier as it is important that we make grant money go as far as possible. To comply with University regulations, 3 quotes are required for all purchases above £1000 unless these purchases are made via the University marketplace where a limit of £25,000 applies.

Placing Orders

If it is your intention to collect the goods yourself from the supplier, then you will need a 'hard copy' of the order to take with you. When this has been prepared it will be placed in your pigeon hole.

Two copies of the orders for other University departments will be placed in your pigeon hole when ready. Many departments do not issue delivery notes, **so the second copy of the order acts as a delivery note and is for you to sign and return to reception** or to one of the collection points outside or inside the labs. Ask a technician where they are if you're not sure.

Deliveries

When goods arrive, they are usually delivered to the reception area. The purchase order number identifies the requester and thus the recipient of the goods. The package is then marked with the name of the recipient and placed on the trolley on level 4 for collection.

If the parcel is hazardous, it is placed in the locker under the trolley and locked. The key can be obtained from Reception. It is essential that these parcels are collected immediately, as only one parcel at a time can be stored in this locker.

Once goods have arrived the contents should be checked and the delivery note signed if the goods are as ordered and in good condition. You normally only have 3 days to notify suppliers of problems with delivered goods.

Please leave signed delivery notes in the appropriate containers (either wall mounted trays outside each lab, or trays inside the lab).

Suppliers will not be paid unless the accounts staff are told that the goods have been received in good condition. Non-payment of suppliers leads to them refusing to accept orders. It is therefore in your own interests to make sure you return signed delivery notes, otherwise you may compromise future requests and delay your work unnecessarily while we sort out delayed payments.

If the goods require cold storage Reception will contact the lab concerned or, if no one can be found, the goods will be placed in the cold room on level 4.

Delayed or incorrect orders

Enquiries should be directed to the Accounts staff who will investigate. They will contact you as soon as they have ascertained the situation. Please do not leave paperwork on their desk unless they are aware of what it is.

7.3 Travel, Expenses

Travel for Conferences and Meetings

Travel funds administered by the Department are limited, and it is normally necessary to apply for outside support. This must be done as far in advance as possible. The Shell fund is able to make small contributions; please see the Department website for more information: <https://intranet.ceb.cam.ac.uk/general/department-information/travel-info>

Anybody wishing to make journeys, or attend conferences or meetings should discuss this with their supervisor, or Group Head, as soon as possible.

When travel expenses are claimed, you are asked to exercise some restraint as travel funds are very limited, and we need to spread them as far as possible. Claims for reimbursement of expenses should be made on an expenses form FD1A available from the Finance website:

<http://www.admin.cam.ac.uk/offices/finance/forms/expenses/>

Expenses claims will only be processed if a Travel Request Form has been completed and authorised. Please note that receipts must accompany all expense claims, otherwise your expenses may not be reimbursed. Your Supervisor will need to authorise this claim.

Please note that car hire is allowed only when there is a demonstrable requirement (e.g. delivery of bulky materials) or where there is a saving over public transport or use of a private car. **Cars used for any Department activity must be insured for business use, or you may be liable to criminal prosecution for inadequate insurance cover.** It is your own responsibility to make sure you have correct and adequate insurance for any journey you may undertake.

Payments in foreign currency do not usually cause any particular problem. We have facilities for raising Barclays drafts in most currencies or can make direct transfers to foreign banks. However, extraordinary payments of this kind can take up to a week longer to process than sterling transaction, and there are service charges to be added. US dollar transactions do not in general have service charges as the University has a dollar bank account.

Please note: receipts must be produced for any claim and formal documentation produced for any advanced payment.

7.4 Insurance

Insurance

A copy of the University Insurance Statement is available if required. If you have any queries regarding insurance please ask the Institute administrator or phone the University Insurance office on (3)39659.

Travel Insurance

The University offers free comprehensive travel insurance for employees and staff travelling on University business. To benefit, simply register your trip on-line at:
<http://www.admin.cam.ac.uk/offices/insurance/travel/>

8 Supervisions and Moodle

8.1 What's a supervision?

At Cambridge, undergraduates attend lectures and also receive College supervisions. These are small group teaching sessions and are regarded as one of the best teaching models in the world.

Supervisions are organised by Colleges and as a graduate student, you may be invited to supervise for an appropriate lecture course. There is training available and you would be paid for this. CamCORS is the Cambridge Colleges' Online Reporting System for Supervisions

Further information: <http://www.camcors.cam.ac.uk/>

8.2 Course Material and Moodle

Chemical Engineering undergraduate course material and past exam papers will be placed on Moodle and you will need to access this for any courses that you supervise. Moodle is a Virtual Learning Environment (VLE) that supports teaching and learning. Video introduction to Moodle:

<https://www.youtube.com/watch?t=11&v=WvClv5KCbeE>

All current University students and members of staff can access Moodle from anywhere with their CRSid and Raven password.

If you login to <https://www.vle.cam.ac.uk/my/> you will see all the courses that you currently have access to.

If you go to <https://www.vle.cam.ac.uk/course/index.php?categoryid=3752> you will see all the courses for this department.

If you need access to a course, contact the Moodle coordinator via it-support@ceb.cam.ac.uk

It is up to the lecturer of each course whether they publish full lecture notes and supporting material, so coverage is inconsistent. If the papers you need are not there, contact the lecturer concerned, not IT support.

8.3 Other uses of Moodle

There are Moodle courses for MPhil ACE students and MBEs. There is one for the Centre for Doctoral Training (CDT) in Sensor Technologies and Applications. Some research groups have Moodle sites.

8.4 Camtools

The Department of Chemical Engineering and Biotechnology no longer uses Camtools. CamTools will shortly be retired and replaced by Moodle, so if you see any references to Camtools, they are out of date. Anything that was previously on Camtools is now either on the intranet, <https://intranet.ceb.cam.ac.uk/> or on Moodle.

9 General Information

9.1 Post

Royal Mail

Incoming mail is sorted and then distributed via pigeon holes in the Reception areas at Pembroke Street and Tennis Court Road.

Outgoing Post – Pembroke Street

Outgoing mail items should be given to reception before 4.30 p.m. All official mail will be franked at the second class rate unless you mark it otherwise.

Outgoing Post - Tennis Court Road

Outgoing mail items should be placed in the pigeon hole marked 'Post Out' in reception before 4.00 p.m. All official mail will be franked at the second class rate unless you mark it otherwise.

For private mail, there is a Post Office in the City Centre.

University Messenger Service (UMS)

Any mail for other Cambridge University departments, colleges or central administrative offices is handled free of charge via the University Mail Service (UMS). Please note, the messenger service should not be used for such things as mailing Christmas cards.

UMS – Pembroke Street

Mail for the UMS should be given to reception

UMS – Tennis Court Road

Mail for the UMS should be placed in the pigeon hole marked 'University Mail Service' (UMS) by the Level 4 Admin office.

Couriers

Couriers – Pembroke Street

Any items to be sent by Courier should be brought to Reception at Pembroke Street by 12noon at the latest.

Couriers – Tennis Court Road

Any items to be sent by Courier should be brought to Reception at Tennis Court Road by 2pm at the latest.

9.2 Telephone Calls

The University has an internal telephone network, which is managed by the Telecommunications Office. To make an internal call simply dial the extension number, which is usually a five digit number.

To dial an extension from outside the university, you should prefix it with 3 if it starts with 3, or 7 if it starts with 6 or 4 - they are often written as, for example, (3)xxxxx to make this clear. Internal calls are free but to call Nationally or Internationally you will have to contact Reception on each site (ext: 34777 at Pembroke Street and ext: 34160 at Tennis Court Road), who will be able to transfer you.

9.3 Cambridge University Botanical Gardens

Graduate Students

Admission is free to Cambridge University students for the duration of the Student's Course of Study. For further information on visiting the Botanical Gardens, visit the website at <http://www.botanic.cam.ac.uk/>

Assistant Staff and Researchers

The Department has 8 corporate membership cards for Staff use. If you would like to borrow a card for you or a guest, please see one of the office staff at the Tennis Court Rd site who will sign them out for you.

9.4 Catering

Pembroke Street

At Pembroke Street there is a tea room located on the **3rd floor**. Those who are based at Tennis Court Rd, the MRRC, or the BPI are always welcome. It is open at the following times:

Term Time:

Tea (free) Coffee & Snacks 10:30-11:30

Tea (free), Coffee & Snacks 15:30-16:15 – out of term is tea only

There is also a vending machine and drinks machine at Pembroke Street.

Tennis Court Road

The Department has a large tea room on level 3 at Tennis Court Road which is available 24 hours a day, unless the room is being used for a seminar. There is an outside catering company that serves a range of hot and cold snacks and drinks between 8.30am and 3:30pm.

Outside these hours, snacks and canned drinks are sold through vending machines. The kitchen anteroom will also be open, which contains a kettle and microwave.

Always remove your lab coat and wash your hands before entering the canteen.

Consideration is necessary when using the kitchen anteroom. Used cups should be washed and returned, surfaces kept clean and rubbish disposed of in the bin. If the microwave or the fridge is used, any spillages must be wiped up and equipment kept clean.

A sandwich van (which sounds its horn) arrives outside the building in Tennis Court Road at around 11.00am, Monday – Friday.

NB: Eating, drinking and storing of food and drink is not allowed in any laboratories in the Department.

9.5 Smoking

The whole building is a no-smoking area. Please smoke in areas away from the adjacent building.

9.6 Dignity at Work

The University of Cambridge is committed to protecting the dignity of staff, students, visitors to the University, and all members of the University community in their work and their interactions with others.

The University expects all members of the University community to treat each other with respect, courtesy and consideration at all times. All members of the University community have the right to expect professional behaviour from others and a corresponding responsibility to behave professionally towards others.

The Dignity@Work policy statement explains this commitment and what action can be taken if its principles are not observed. Any complaints made about harassment, bullying or other inappropriate behaviour will be investigated thoroughly and without delay, according to the approved procedures.

Dignity at work can also be an equality issue and UK discrimination law provides specific protection against discrimination, harassment and victimisation on a variety of grounds including age, disability, colour, ethnic or national origin, race, religious belief or other similar philosophical belief, sex and sexual orientation.

More information is available from the following website:

<http://www.admin.cam.ac.uk/offices/hr/policy/dignity/>

You can also talk in confidence with Linkline, the University's student help line on 01223 744444 or visit for information <http://linkline.org.uk/>

9.7 Data Protection Act 1998

The Data Protection Act 1998 sets out rules for processing personal information, and it applies to some paper records as well as those held on computer. The Act gives individuals certain rights, and also imposes obligations on those who record and use personal information to be open about how information is used. More detailed information can be found on the below website:

<http://www.admin.cam.ac.uk/cam-only/univ/dpa/>

9.8 Leaving the Department

When you leave the Department, you will be asked to complete a Leavers Certificate form. Your supervisor, a lab technician, a member of IT and a member of the accounts team will be asked to countersign this form to ensure your work space is cleared and items such as locker keys and University cards have been returned. We also request a forwarding address and external email address for future correspondence. Please ensure you begin your leaver's certificate in good time; it is not advised to begin the process at last minute.