

Welcome Guide

Overview of University services

Welcome to the University of Cambridge!

This document contains information about a variety of services which you may find useful during your time at the University of Cambridge. If you haven't already, we recommend that you watch the [videos](#) that accompany this document, and "meet" some of the individuals who are keen to welcome you and support you throughout your postdoc journey.

Office of Postdoctoral Affairs

Website: <https://www.opda.cam.ac.uk/>

Contact: contact.opda@admin.cam.ac.uk

The Office of Postdoctoral Affairs (OPdA) was established in 2013 as the lead University organisation relating to the postdoctoral community in recognition of the vital and growing significance of postdoctoral staff to the University's success – and part of major commitments that the University has made to postdoc support.

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

The OPdA's regular Postdoc Welcome Events aim to connect postdocs as early as possible upon their arrival to the myriad opportunities to which they have access within the University. Beyond this induction event, the OPdA aims to support postdocs and to create and thriving research culture by:

Providing a home for postdocs:

- [Postdoc Centres](#)
- [PdOC](#) and [EPOC](#)
- [Eddington site](#) and staff housing
- [Welcome Events](#)
- Communications

Providing a voice for postdocs:

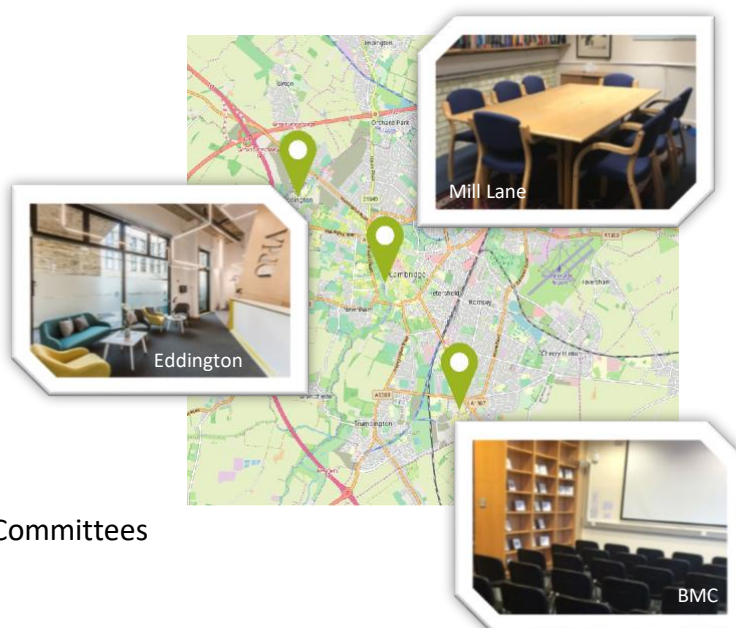
- [Postdoc Chairs Network](#)
- Postdoc Matters Committee
- Colleges Postdoc Network
- [Researchers14](#) (UK-wide!)
- Representation on other University Committees

Enhancing the postdoc experience:

- [Researcher development](#)
- [Fellowships](#)
- [Entrepreneurship](#)
- [Mentoring](#)
- [College affiliations](#)

Linking to the world beyond Cambridge:

- [Corporate engagement](#)
- [Postdoctoral alumni](#)



Above: The OPdA has three Postdoc Centres, including our main offices on the Eddington Site in Northwest Cambridge, our City Centre site at 16 Mill Lane and at the Biomedical Centre. Postdocs can book rooms in all three after completing health and safety inductions. Contact contact.opda@admin.cam.ac.uk.

Supporting your research and role

The Research Office

Website: <https://www.academic.admin.cam.ac.uk/university-research-office>

The Research Office sits within the Academic Division of the University and is comprised of the Research Operations Office and the Research Strategy Office, which play distinct roles in supporting academic research at the University of Cambridge. Descriptions of these offices and some specific services of interest to postdocs are listed below.

The Research Operations Office

Website: <https://www.research-operations.admin.cam.ac.uk/>

Contact: <https://www.research-operations.admin.cam.ac.uk/about-us/contact-us>

The Research Operations Office (ROO) is the University's official signatory for research grants and contracts, with formally delegated authority to submit applications, accept research grants and negotiate appropriate terms and conditions. If you are applying for funding, it is a good idea to speak to your departmental administrator or research grant administrator who can connect you with the appropriate ROO advisor. Applications typically need to be reviewed by ROO at least one week prior to the funder's submission deadline.

ROO also supports research project management, which includes monitoring expenditure, preparing statements and financial reports for the diverse sponsor requirements, and reconciling and closing the grant at the end of the project.

Be sure to visit the ROO website for useful information about planning and managing research projects, finding and preparing applications for funding, and sharing and promoting your research for greater impact.

Equipment sharing database

Website: <http://www.equipment.admin.cam.ac.uk/>

Contact: equipment_sharing@admin.cam.ac.uk

If you are a current Member of Staff, Postdoc, PhD, MRes, MPhil or Graduate student, you will have access to the Equipment Sharing Database via your raven log-in. This can be useful if you are searching for particular equipment to work with, or if you need to find replacement equipment in a hurry.

Based out of the ROO, the University's Research Equipment and Facilities Database provides access to over 3400 individual items of Equipment and 70 Facilities, and this can also help in planning future projects and collaborations.

Our twitter account regularly details funding opportunities that are available to you and you are welcome to follow us at <https://twitter.com/cam equip>.

We suggest that you contact your supervisor in the initial instance to liaise directly with equipment owners to discuss and arrange access to other equipment.

Specific records from the database are also uploaded to the National Equipment Sharing Portal that can be found at: <http://equipment.data.ac.uk/>

The Research Strategy Office

Website: <https://www.research-strategy.admin.cam.ac.uk/>

Contact: <https://www.research-strategy.admin.cam.ac.uk/contact-us>

The Research Strategy Office (RSO) supports the work of the Pro-Vice-Chancellor for Research, the Heads of the Schools and the Research Policy Committee in devising and implementing strategies and policies to maintain and increase the University's research funding; shape the University's response to a changing research landscape and the requirements of our funding partners; and enhance Cambridge's standing as a world-leading institution.

Research Governance and Integrity Team

Website: <https://www.research-integrity.admin.cam.ac.uk/>

Contact: researchintegrity@admin.cam.ac.uk

Embedded in the RSO, the role of the Research Governance and Integrity Team is to support and promote the highest standards of integrity and ethics in research. This includes delivering training sessions and producing guidance documents and policies – all of which can be found on their website.

The University is here to support you

In your research career you will encounter unanticipated or unfamiliar situations. Having a clear understanding of research integrity and your own values will help you handle these situations and make responsible decisions

- You notice that just by removing a few outliers, your results would be statistically significant, can you...
- You suspect a colleague has fabricated his results, what should you do?

The University recognises that you may need help, advice and support to make these decisions. You can contact us directly or drop into training sessions, and you will also have support at Departmental and School level.

Upholding research Integrity is your responsibility

- Research integrity is relevant to all types of research. It includes rigorous research practices, honest communication and good authorship practice amongst other things.
- Everyone has a role to play in upholding research integrity; PhD students, postdoctoral researchers and principal investigators – you are *each* individually responsible for the integrity of your own work and actions and in doing so contributing to the shared research culture at Cambridge and beyond.
- All Researchers should be familiar with the following internal and external policies and guidelines:
 - [Policy on the use of animals in research and teaching](#)
 - ['Whistleblowing' Policy](#)
 - [Policy against Bribery and Corruption](#)
 - [ALL European Academies, The European Code of Conduct for Research Integrity](#)
 - [2nd World Conference on Research Integrity, Singapore Statement on Research Integrity](#)
 - [University Financial Regulations](#)
 - [Policy on the Ethics of Research Involving Human Participants and Personal Data](#)
 - [Good Research Practice Policy](#)
 - [Misconduct in Research](#)
- You may also wish to learn more about the standards of research ethics and integrity expected of all UK researchers as laid out in the [Concordat to Support Research Integrity](#).

Cambridge University Library

Website: www.lib.cam.ac.uk

Contact: library@lib.cam.ac.uk

Cambridge University Library (the UL) is one of the world's great research libraries. It is home to over 8 million books, journals and other items. As one of six Legal Deposit libraries in the UK and Ireland, it is entitled to a copy of every publication in the UK. The UL is unique in that around a quarter of the collection is available to browse on open books stacks, making it the largest open shelf library in Europe. We are also the only legal deposit library in the UK that lends material.

As a member of staff, you can borrow up to 20 books from the UL. The UL is part of a wider network of Cambridge University libraries. There are 114 libraries in Cambridge, which include departmental, faculty and College libraries. You can access the library with your blue University card and use our online resources with your RAVEN ID and password.

Office of Scholarly Communication

Website: www.osc.cam.ac.uk

Contact: info@osc.cam.ac.uk

We are part of Cambridge University Libraries and our aim is to help researchers disseminate their work. We manage Apollo, the University's institutional repository, which showcases all the research conducted at Cambridge.

Our open access team will deposit your manuscript after acceptance to Apollo, and guide you through the process by checking the publishers' and funders' rules in terms of open access requirements.

Our data management team will advise you on [data management practices](#), help you with your data management plans, and will supply you with DOI placeholders for any dataset that you have created and is being deposited in Apollo.

We also run [training courses](#) on open research practice and policies, the publishing landscape, and Research Data Management. Currently we offer online sessions as part of our [Research Skills training](#) programme, working with Research Support Librarians across the library network.

Please visit our websites, subscribe to our monthly [Open Research newsletter](#) or follow us on Twitter.

www.openaccess.cam.ac.uk

www.data.cam.ac.uk

@CamOpenAccess

@CamOpenData

University Information Services

Website: www.uis.cam.ac.uk

IT help and support: <http://help.uis.cam.ac.uk>

Contact: <https://help.uis.cam.ac.uk/contact-us>

University Information Services (UIS) is the main provider for all your IT needs. Postdocs are entitled to free software, and IT resources to support communication and working and study from home, including:

- *Software:* anti-virus protection, MatLab, SPSS, Endnote, Microsoft Office 365 – full suite of office tools, <https://help.uis.cam.ac.uk/service/software>
- *Self-Service Gateway portal:* Allows you to find, buy and manage data storage services from UIS, <https://selfservice.uis.cam.ac.uk>
- *Microsoft Teams:* great for video calls but also fantastic to work on shared documents, projects, record meeting and presentations. There is lots of advice, tips and demos on the Teams Hub, <https://www.cam.ac.uk/teams>
- *G Suite:* useful for file storage and google meet, <https://help.uis.cam.ac.uk/gsuite>
- *GitLab:* for storing code and use a project management tool, <https://git.uis.cam.ac.uk/x/>
- *Research computing services:* Research Computing Services offers hosting, management and operation of small, dedicated High Performance Computing clusters for individual research groups within any institution in the University (<https://www.hpc.cam.ac.uk>)
- *Training:* LinkedIn Learning is an online learning resource that will be available from 19 May 2020, giving you access to 1000's courses covering business, creative and technology skills and wellbeing resources
- *IT support:* contact the University's dedicated IT Help Desk via the Self-Service Portal (www.uis.cam.ac.uk/self-service) or send an email request which will create a help ticket (servicedesk@uis.cam.ac.uk)

Opportunities for Personal and Professional Development

Postdoc Careers Service

Website: <https://www.careers.cam.ac.uk/pdoc/>

Contact: postdocs@careers.cam.ac.uk

Whether you are planning to continue in academic research or branch out to something else (or both!), the Postdoc Careers Service is here to help. We offer a range of services including workshops, events, and 1-to-1 appointments with dedicated postdoc careers advisers where you can review applications and CVs for jobs, lectureships, fellowships etc., conduct a mock interview, or have a general guidance discussion about what comes next. Our webpages offer a wealth of information on how to pursue various career paths and make the most of your time here at Cambridge, with links to stories and information from former postdocs. To find out how to book an appointment or register for an event, please visit <https://www.careers.cam.ac.uk/pdoc/>.

During the time we are affected by COVID-19, the Postdoc Careers Service is operating an online provision. You can still speak with a postdoc careers adviser via Skype or phone and we've moved our workshops online. Details for both are available on our website. We are thinking of all our researchers and your teams during this period.

Researcher Development Programme

Website: www.rdp.cam.ac.uk

Contact: postdocsrdp@admin.cam.ac.uk

RDP provides development opportunities tailored specifically to postdoctoral researchers and research staff. We develop and deliver a diverse programme of activities and online resources centred around personal effectiveness, leadership and communication, and research and professional progression. RDP supports postdocs to develop and sustain the skills you need right now for your current work, as well as for your future, whatever that might look like.

Since the start of the COVID-19 crisis we have been working to develop new online content to support researchers during this period of home-working. We are now offering online Researcher Development & Support one-to-one sessions for all postdocs tailored to individual need to provide opportunities to consider and discuss topics relating to learning, skills and personal development. For more information & to book: <https://www.rdp.cam.ac.uk/postdocs>

Cambridge University Science and Policy Exchange

Website: <http://www.cuspe.org/>

Contact: president@cuspe.org

CUSPE, the Cambridge University Science and Policy Exchange, is an organisation run by and for early career researchers. Our main goal is to build stronger links between our members and government policy makers.

Founded in 2012, the society strives to support young scientists who wish to influence policy from within the research environment, or to pursue directly a career with the governments of the UK or European Union. CUSPE attracts academics from a wide array of disciplines, all of whom have a desire to understand how their own research, or science more generally, fits within a broader policy context.

Cambridge Centre for Teaching and Learning

Website: <https://www.cctl.cam.ac.uk/>

Contact: enquiries@cctl.cam.ac.uk

We support educators, encourage innovation and provide a focus for enhancing education at Cambridge.

CCTL has teams specialising in educational development and in researcher development. Our educational development work aims to provide a sustained focus on complex educational priorities, help develop an evidence base for both designing and evaluating enhancement activities, and engage with departments and colleges to identify opportunities to enhance teaching, learning and assessment. Finally, we aim to support the professional education and development of those who teach / support the learning of Cambridge students.

Our particular priorities and areas of focus over 2019-2025 are to:

- encourage and facilitate the adoption of inclusive curricula and practices
- encourage and facilitate more diverse forms of assessment and educationally effective feedback
- enhance educational development support for supervision of postgraduate students
- work with students and staff to improve opportunities for Cambridge students to develop academic and personal skills
- help to support, recognise and reward excellence in teaching / supporting learning

At this time we particularly welcome any feedback, requests and ideas you might have for how we can support teaching and learning. Due to the high number of enquiries we might not be able to respond to every email individually, or promptly - but they are very welcome!

Postdocs to Innovators

Website: <https://www.p2i-network.eu>

Contact: <https://www.p2i-network.eu/copy-of-contact>

Postdocs to Innovators is a pan-European partnership between universities and industry. The programme encourages exploration of entrepreneurial approaches during your time at Cambridge - transferring the mindset, skills and tools from the entrepreneurial world to the academic and teaching environment to create impact from research. It also aims to help those that are interested in commercialisation and/or setting up a business, providing opportunities to attend local and international events and courses related to starting ventures, and growing your networks outside of your academic circle. Evidence of entrepreneurial spirit and capabilities helps postdocs stand out against other candidates going for a lectureship or industry job.

One of the ways the programme achieves these aims is through the: “Empowering researchers to innovate” course which aims to teach skills to convince funders of the value of an idea, allowing postdocs to pursue either a new (research) project in Academia, a project as an employee in a company, or start a venture. Information on the course is found at <https://www.p2i-network.eu/online-courses>.

P2i regularly holds call outs to apply to attend events and courses. You can find out more about the programme on the p2i website.

Public Engagement

Website: <https://www.cam.ac.uk/public-engagement>

Contact: publicengagement@admin.cam.ac.uk

Based in the Old Schools, the Public Engagement Team is a first point of contact for staff and students who are interested in getting involved in public engagement activities. We are here to provide the support, advice and training you need to fulfil your public engagement priorities. This support includes one-to-one advice on including public engagement on research grants and fellowship applications, an extensive training package through our Engaged Researcher training programme and an annual starter grant, which provides financial support of up to £1500 for projects that reach specific audiences, develop community partnerships or create innovative activities for our festivals.

The team coordinates the University's two popular research-led festivals – Cambridge Science Festival and Cambridge Festival of Ideas – as well as the Open Cambridge weekend, which together attract over 100,000 visits per year. Our new interdisciplinary festival launches in March and we are really keen to talk to researchers who are interested in getting involved. The Festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk. They are also an opportunity for those with more experience to test new ideas and be creative with their approaches to engagement.

We recognise and celebrate the best public engagement through our annual Vice Chancellor's awards for research impact and engagement. These awards come in different categories, including one for early career researchers.

To stay up to date with the latest opportunities subscribe to our monthly public engagement e-bulletin by using the form on our website or contact a member of the team for tailored support.

Cambridge enterprise

Website: <https://www.enterprise.cam.ac.uk/>

Contact: enquiries@enterprise.cam.ac.uk

Part of the University of Cambridge, Cambridge Enterprise supports academics, researchers, staff and students in achieving knowledge transfer and research impact. We do this by helping innovators, experts and entrepreneurs use commercial avenues to develop their ideas and expertise for the benefit of society, the economy, themselves and the University.

Liaising with organisations both locally and globally, we offer expert advice and support in commercialisation and social enterprise, including help with academic consultancy services; the protection, development and licensing of ideas; new company and social enterprise creation and seed funding.

To find out more about who we are and our services for University members and external organisations, please visit our website.

Language Centre

Website: www.langcen.cam.ac.uk

Contact: enquiries@langcen.cam.ac.uk

The Language Centre is open to any member of the University and offers taught courses in 16 languages, ranging from beginner to advanced. Our standard courses begin in Michaelmas term and our semi-intensive courses start in Easter term. Alongside this, we also have conversation classes for advanced and intermediate level speakers of Spanish, French, German, and English. These run termly, and enable you to keep up your speaking and listening skills.

Further speaking practice activities include the Conversation Exchange and our volunteer scheme, Friends without Frontiers.

We have self-study resources in over 190 languages and offer free, 30 minute advising appointments to help you get started and focus your goals.

For anyone wanting to improve their English, we offer a range of services, including the Conversation Hours, online resources, speaking practice sessions, and our ADTIS In-Sessional course, providing Academic English support for a whole year. All our services are currently being offered online with the exception of access to our self-study resources, although a language advisor may be able to suggest online learning resources and websites.

Please go to our website for more information and to make a booking or email us if you would like to contact someone directly.

Communities, Networks and Social

Postdocs of Cambridge Society

Website: <https://www.pdoc.cam.ac.uk/>

Contact: contact@pdoc.cam.ac.uk

Postdocs Of Cambridge (PdOC) is the Cambridge University Society for postdoctoral research staff and Junior Research Fellows (JRFs). PdOC represents postdocs in career development, contract research conditions, college affiliation, and social and sporting issues. All Cambridge postdocs are welcome to join, and there is no membership fee.

The aims of the PdOC society are to:

- Represent Postdocs from all Faculties, Schools and Departments at the University of Cambridge and University Partner Institutions (UPIs).
- Facilitate communication and networking between Postdocs both within the Departments and across Faculties and the wider University community.
- Provide information and support so that Postdocs can make the most of their time at Cambridge.
- Create a social and intellectual network for Postdocs throughout the University.

Get involved!

If you would like to help out with specific jobs e.g. organising an event, writing a postdoc guide etc. you do not have to join the committee. Each elected Officer manages a subcommittee and can 'co-opt' new members to this group for specific tasks. If you would like to help with a specific task please contact the relevant committee member. They would be very happy to have your help!

You can contact individual members of the Committee about particular topics via the contact details on our website <https://www.pdoc.cam.ac.uk/what/Committee>

Departmental Postdoc Committees and the Postdoc Chairs Network

Website: <https://www.pdoc.cam.ac.uk/pcn>

Connect with a Departmental Committee: <https://www.pdoc.cam.ac.uk/pcn/pcnmembers>

Getting involved with your Departmental Postdoc Committee is a great way to connect with other postdocs in your discipline, to influence departmental policy and practice in relation to early career researchers and to support an active postdoc community through social and professional development activities. Around 80% of the postdocs at the University of Cambridge have a postdoc committee either in their department or School. If yours does not and you would like to find out more about creating one, email contact@pdoc.cam.ac.uk.

Representatives from departmental committees also meet termly as part of the Postdoc Chairs Network, a joint initiative between the OPdA and PdOC. Network members share their experiences and best practice and engage in discussions about the needs of postdocs which contribute to University policy and strategy for this staff group.

Equality & Diversity Networks

Website: <https://www.equality.admin.cam.ac.uk/diversity-networks>

Contact: equality@admin.cam.ac.uk or call (3)32286

Diversity Networks help the University to progress equality by:

- Providing a regular forum for discussing diversity issues at work or study.
- Providing networking opportunities.
- Raising issues in a safe environment.
- Contributing to policy development and implementation.
- Organising social events.
- Arranging events to raise awareness and celebrate diversity.
- Contributing to [staff development activities](#).

College Affiliations

Website: <https://www.opda.cam.ac.uk/further-support/college-affiliations>

Although you are busy working in a world-class research environment, many postdocs value a formal attachment to [one of the Colleges](#), which allows them to carry on with their day-to-day research whilst at the same time enjoying the facilities, benefits, teaching opportunities and interdisciplinary contacts that a college could offer. For further information about the types of affiliations commonly available to postdocs, please visit the OPdA website above.

Newcomers and Visiting Scholars

Website: <https://www.nvs.admin.cam.ac.uk/>

Contact: nvs.enquiries@admin.cam.ac.uk

Newcomers and Visiting Scholars has been in existence since the 1960s and is here to welcome all members of the University of Cambridge to the City. As a volunteer-run group which hosts regular activities, groups and events, we hope we can make your time with the University of Cambridge the best it can be.

We are funded by the University of Cambridge and currently have three offices, one with the Accommodation Service at Kellert Lodge in Tennis Court Road, one with the Office of Postdoctoral Affairs (OPDA) at 16 Mill Lane and our office at North West Cambridge. Our group is flexible and enthusiastic to start new activities. As an NVS member, if you have ideas or suggestions, we'll be happy to assist you in jumpstarting your projects by offering advice, financial resources as far as we are able, and most importantly volunteer enthusiasm.

Environment and Energy

Website: www.environment.admin.cam.ac.uk

Contact: environment@admin.cam.ac.uk

The University's Environment and Energy section are here to support all staff and students in helping to address the significant impact the University has on the environment, and to meet the University's goal of 'outstanding sustainability performance'. The team are here for you as a source of advice and guidance on environmental issues, but also encourage you to think about your day to day environmental impact in your time working or studying at Cambridge. There's lots of ways to get involved in our work – email us or visit our website for more information.

Cambridge UCU

Website: www.ucu.cam.ac.uk

Contact: admin@ucu.cam.ac.uk

Cambridge UCU is the trade union for academics and academic-related staff. As a union, we believe that we can only change universities by standing together for a better and fairer future. If you join the union, we'll be there for you, whatever problems you face, however big or small. On the smallest level, we offer support and advice on a range of work-related issues. Our dedicated team of caseworkers are there to help you tackle more serious problems – bullying, harassment, redundancy, or anything else – so you don't have to face them alone. And we campaign hard to make the university a better place to work. For many years, we've been fighting hard against the falling pay, rising inequality, and rampant casualisation that are so rife in higher education.

As postdocs, these issues won't be news to you. More and more work at universities is being done by staff on fixed-term contracts, with slim prospects of moving to a secure, open-ended job. We think that needs to change. We want to make sure this University does more for its staff, whether that's by tackling the atrocious gender pay gap – which in Cambridge stands at almost 20% - or by giving more of us a safer future on open-ended contracts. With the uncertainty and anxiety of the current pandemic, there's never been a better time to be part of a union. To sign up, or for more information, you can visit our website.

Entrepreneurial Postdocs of Cambridge (EPOC)

Website: <https://www.epoc.group.cam.ac.uk/>

Contact: epoc@admin.cam.ac.uk

Cambridge is world-renowned for its research, but it also houses one of the world's most productive entrepreneurial ecosystems. The University's large cohort of research staff is the backbone of its research prowess, but today its 4,000 postdoctoral researchers are bolstered by a further 10,000 in the wider city region. The ecosystem's success is a direct product of the technical expertise of this community. And looking forward, nurturing a productive and entrepreneurial research community will play a key role in cementing the region's place as a world-leader.

EPOC was formed in 2015 in a concerted effort to maximise the entrepreneurial and business potential of Cambridge's world-leading researchers. We are an outward looking organisation, representing the interests of the research community within the ecosystem and promoting the region's research excellence to the broader corporate world. Internally, we develop and deliver initiatives to support Cambridge researchers in their pursuit of business and entrepreneurial ventures, and to awaken them to the multitude of opportunities around them.

All postdocs at the University of Cambridge and University Partner Institutes (e.g. MRC, LMB) are invited to join EPOC. It's completely free to do and you'll meet some great people along the way! There are a few ways to get involved:

Send us a message on [Facebook @epocambridge](#)

Follow us on [Twitter @epocambridge](#)

University of Cambridge Sport

Website: <https://www.sport.cam.ac.uk/>

Contact: (01223 3) 36580 (or submit a query using the form on the website below)

Opened in 2013, the University Sports Centre has a Gym, Strength & Conditioning room, Sports Hall, Squash and Fives courts, Studios and a Team Training Room used by international performance athletes. We offer a wide range of sports clubs and fitness classes for both members and casual users. Having top class facilities allows us to offer you one of the best gyms in Cambridge.

The Sports Service also maintains dedicated athletics and hockey facilities at Wilberforce Road Sports Ground, while cricket and tennis have their home at Fenner's, one of the country's most historic and iconic sports venues. A range of other club and college grounds are available across the city, catering to rugby, rowing, and many other sports besides.

Cambridge University is recognised as much for its illustrious sporting tradition as it is for its excellence in education, learning and research. Over the past 150 years, the University has been home to some of the world's greatest sportsmen and women, from Michael Atherton, to Emma Pooley, to a host of Olympians and Paralympians. Please visit our website above to find out more information about clubs, facilities or membership. We would also welcome a visit from you for a tour of the Sports Centre facility, our opening hours are:

Monday – Friday – 6.30am – 10.00pm

Saturday & Sunday – 8.00am – 8.00pm

Meet Cambridge

Website: <https://www.meet-cambridge.com>

Contact: enquiries@meet-cambridge.com

While you're in Cambridge and once lockdown is over, you may be tasked with finding accommodation, a meeting space or venue to host a dinner or maybe you might need somewhere to host a celebration or a conference you're organising.

Meet-Cambridge is a small institution of the University and owned by the Colleges - we offer a free no obligation venue finding service for an incredible portfolio of venues which include the University of Cambridge, its Colleges, hotels, conference centres and many other unique properties in the city and beyond. With one quick search we can check availability for you and via our online B&B portal we can help you find accommodation for visiting friends and family or for conference guests. We also run a free programme of help and support for anyone involved in bidding to host a conference.

Although our venues are closed right now due to lockdown, at some point in the future we will be able to meet again. Therefore, we are still open to receive enquiries for future dates.

If you need help with anything at all, please do get in touch.

HR, Wellbeing and Pastoral Support

Human Resources Division

Website: <https://www.hr.admin.cam.ac.uk/>

Contact: hrenquiries@admin.cam.ac.uk

The Human Resources (HR) Division supports the achievement of excellence in education, learning and research via the recruitment, retention, reward, recognition and development activities undertaken with and for University staff. In addition, the Division seeks to ensure that the University continues to maintain and enhance its reputation as a leading employer. Alongside the effective HR policies, procedures and guidelines being in place throughout the full life-cycle of employment, the Division offers a wide range of specialist HR and support services to staff, who are the University's greatest asset.

Some of the services which may be of interest to you as a postdoc or during the COVID-19 lockdown include:

- Chaplaincy for University Staff: www.gsm.cam.ac.uk/Chaplaincy/
- Dignity@Work: <https://www.admin.cam.ac.uk/offices/hr/policy/dignity/>
- Equality & Diversity: <http://www.equality.admin.cam.ac.uk/>
- Internal Mediation Service: <https://www.hr.admin.cam.ac.uk/hr-services/internal-mediation-service>
- Occupational Health: <http://www.ohss.admin.cam.ac.uk/>
- Office of Postdoctoral Affairs: <https://www.opda.cam.ac.uk/>
- Personal and Professional Development: <https://www.ppd.admin.cam.ac.uk/>
- The Safety Office: <http://www.safety.admin.cam.ac.uk/>
- Staff Counselling Service: <https://staff.counselling.cam.ac.uk/>
- Visas and Immigration: <https://www.hr.admin.cam.ac.uk/hr-services/visas-immigration>
- Wellbeing: <https://www.wellbeing.admin.cam.ac.uk/>
- CAMbens Employee Benefits: <https://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits>

If you are not certain which service you need to contact or have general enquiries, please contact hrenquiries@admin.cam.ac.uk.

Dignity at Work

Website: <https://www.hr.admin.cam.ac.uk/policies-procedures/dignity-work-policy>

Contact: Email dignitycontacts@admin.cam.ac.uk to arrange an appointment or call 01223 (7)65031, which is a confidential voice-mail number, and leave your name and contact details.

There is no place for any form of discrimination, harassment, bullying, victimisation or sexual misconduct at the University of Cambridge.

If any member of the University (staff or visitor) feels they have either experienced or witnessed any such inappropriate behaviour, guidance and advice can be found in the **Dignity at Work Policy** (<https://www.hr.admin.cam.ac.uk/policies-procedures/dignity-work-policy>).

Staff members may wish to speak confidentially to an independent **Dignity at Work Contact** (<https://www.hr.admin.cam.ac.uk/policies-procedures/dignity-work-policy/dignity-work-contacts>) to discuss their concerns.

Mediation Service

Website: <https://www.hr.admin.cam.ac.uk/policies-procedures/mediation-service>

Contact: mediation@admin.cam.ac.uk

The University has a team of qualified mediators who provide a confidential supportive service to staff within the University who find themselves in dispute with a colleague. The mediation process involves two impartial mediators who will help the two individuals in dispute attempt to discuss openly and honestly the issues which are causing difficulties. The aim of mediation is to enable the parties to find a mutually acceptable resolution resulting in an improvement in the working relationship.

The HR Immigration Compliance Team

Website: <https://www.hr.admin.cam.ac.uk/hr-services/visas-immigration>

Contact: complianceteam@admin.cam.ac.uk

The HR Immigration Compliance Team provides an expert, in-house immigration advice service for all University staff on all aspects of UK immigration law encompassing everything from work visas to dependant visas, permanent residency, Citizenship and any immigration matters arising out of Brexit. Cumulatively the team has over 30 years of experience working in immigration law, and operates a 100% success rate in obtaining a visa where there is eligibility. We are also currently co-ordinating the Universities immigration response to COVID-19, disseminating updates from central government as and when they arise.

We also have comprehensive guidance on our webpages, covering a number of visa routes such as Global Talent, Tier 2, Tier 5 GAE, Dependant visas, Indefinite Leave to Remain and EU settlement Scheme. These are kept up to date as and when changes occur.

We would very much like to assist with any immigration questions or concerns you may have, and you can be assured of a friendly, dedicated and confidential service no matter your circumstances.

Accommodation Service

Website: <https://www.accommodation.cam.ac.uk/>

Contact: universityresidences@admin.cam.ac.uk

The University of Cambridge Accommodation Service provides assistance and support to members of the University as they search for homes in and around Cambridge, particularly at the outset of their time living and working in the city. Cambridge can be an expensive place to find a home, and we aim to help make the whole process as straightforward and seamless as possible. After registration at the weblink above, you can search for accommodation from the abundance of properties of all types which are offered for rent by private landlords who have registered with us and who we try and ensure provide good quality at reasonable cost. The University also owns and runs a substantial portfolio of residential property with housing blocks at several sites throughout the town, including the new development at Eddington, as well as a number of individual flats and houses. These are offered at competitive rents to members of the University who are eligible to apply for them. You can find further information and apply via the website above.

Childcare Office

Website: www.childcare.admin.cam.ac.uk

General Enquires: childcare@admin.cam.ac.uk

Playscheme Enquiries: playscheme@admin.cam.ac.uk

The Childcare Team is here to help you navigate the many options there are for childcare. The University has 3 **Workplace Nurseries**, offering 297 places per day to the children of staff and students. There is a waiting list, but to apply for a place, please download an Application Form from our website and send it to the Childcare Office for processing. The University is developing a 4th nursery which will increase the capacity.

Once you have a University Nursery place, you can join the **Workplace Nurseries' Salary Exchange Scheme** to benefit from tax and NI savings on your nursery costs – every little helps.

We run **Holiday Playschemes** for school age children, up to the age of 15 years. We have 120 -140 places per day on 2 sites in Cambridge and we operate every school holiday except Christmas and Bank Holidays.

We run using a large team of casual workers; they are trained in-house and run the activities for the children to encourage them to have fun during their school holidays. We have 3 **Stay and Play groups**, which are drop-in sessions for families with children under 5 years, and they offer the opportunity for parents to socialise and children to play together.

We have a comprehensive **Information Service** which signposts you to the University services available and those outside of the University. You can arrange face to face meetings with our Childcare Information Team to raise any queries, or you can phone or email us with any concerns or issues.

We are here as a Team to support you in any way we can, so please do get touch if you think we can help.