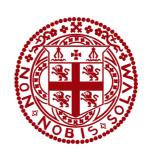


## CASTLE MCR

## **HANDBOOK**

2021/22





Please be aware when reading this handbook that opportunities, traditions & facilities may change throughout the year if there are restrictions imposed due to COVID-19. Your safety is the first priority of the MCR Exec & College. The best way to keep up to date is by checking your emails from Castle MCR and University College. You can also keep up to date by joining our Facebook group:

### www.facebook.com/groups/ CastleMCR21

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## **ABOUT US**

University College (known as Castle College) welcomes you to the Middle Common Room (MCR). Castle MCR is a body of postgraduate students including Taught Masters, Research Masters, PGCE and PhD Students. We are one of the largest and most active postgraduate communities in Durham University and the North East of England. We feel like Durham University's slogan, 'shaped by the past, creating the future' sums us up well. We are always striving to be more progressive and inclusive whilst remembering our traditions.







PRESENT

Throughout the induction or 'freshers' period, the MCR Executive Committee (Exec) and our dedicated team of Freps (Freshers' representatives) will launch the academic year with a huge range of events! They will be on hand to welcome and support you as you settle in to Castle and get to know Durham!

You can find lots of helpful tips and advice about life in Castle in this handbook. There are so many opportunities here that will help you to thrive in Durham!

If you have any questions along the way, please don't hesitate to ask any of the Exec! We are very much looking forward to meeting you!

Castle MCR Exec & the Induction
Committee



#### PRESIDENT'S WELCOME

Page 3

Postgraduates,

MCR President's

## WELCOME

Congratulations for obtaining a place at University College, affectionately known as 'Castle'. The Middle Common Room (MCR) extends a very warm welcome to you — we are the diverse and supportive community of postgraduates that call the Castle our home, and we hope and trust that you will enjoy a wonderful time with us in Durham.

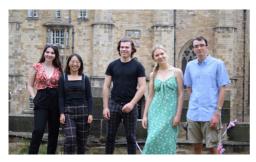
As a member of the MCR, you can look forward to a full programme of events and activities run throughout the year. Whether it's our socials and balls, our frequent welfare events, or our seminar series and Academic Conference, there are so many ways to engage with the both the postgraduate and broader Castle communities. While at Castle, you might work or socialise in the gorgeous Maurice Tucker Room (the home of the MCR), study in our Lowe Library, or dine in the stunning Great Hall. As an MCR member, you may also join an enormous range of Castle societies. You might join one of our sports teams, take a shine to Castle music, or help our outreach and charity work through CCA (Castle Community Action).

With the MCR Exec, we work to ensure all Castle postgraduates have the best experience they can while at Durham. I am always open to your suggestions on how we might improve the MCR, and you might do so yourself by joining one of our committees or even running for a position within the MCR itself. If you have any questions about the MCR, Castle or Durham postgraduate life in general, or would simply fancy a Zoom chat about any of these things before your arrival in Durham, please do get in touch. I wish you all every success during your time here, and I very much look forward to meeting you all in September.

Callum

Callum Bowler (He/Him/His)

president.castlemcr@durham.ac.uk







## COLLEGE PRINCIPAL'S WELCOME

Page 4

## **Greetings Castle Freshers!**

I'm thrilled to welcome you to this remarkable living learning community and hope you'll quickly feel a sense of belonging in your new home. We can't wait for your arrival, and imagine you're excited about spending your first few weeks at uni getting familiar with the spaces, people and happenings that make this such a

unique community. I encourage you to acknowledge any nerves you might be feeling, but also to quiet them. Use this as an opportunity to get involved - try

new things, meet new people, and ask lots of questions.

Uni is a time to explore who you are, what you believe, and where you are going in a supportive and encouraging environment. It is also a time, perhaps the single most intense time for learning about human difference. Your peers hail from around the word, practice a wide array of faith traditions or none at all, attended all sorts of secondary schools, and embrace gender and/or sexual orientation identities you may be less familiar with. Castle students engage a wide array of physical and intellectual abilities, hold varying political and social values, and embody racial or ethnic identities different from your own. These and so many other ways our students differ from one another is part of the beauty you'll experience at Durham University. Of course, living in community isn't always easy and sometimes involves difficult conversations in which we feel a bit vulnerable; however, with civility, respect and appreciation of difference as core values, we teach and learn together.

As you know all too well by now, we enjoy the privilege of living and learning in a castle on a world heritage site. This requires tremendous regard for our physical surroundings and is a shared responsibility. We are each trusted as caretakers of history while we prepare for and advance the future. We continue to live in a precarious time, in terms of the pandemic, thus we may yet experience challenges related to our events, facilities, schedules, operations and comforts. I am confident we'll work together with goodwill and patience as we create norms and routines

that allow our community no matter the stage of uni/local guidelines. In closing, please keep in mind these keys to your success as a new student in University College – those who open their hearts and minds to others, those who practice civility and respect, those who ask for assistance, and those who show up and get involved – these are the students most likely to flourish in this renowned learning community. On behalf of the entire Castle staff, we are delighted you've joined us! This community is better because you are here. Let us know if you have questions or need any support.

Floreat Castellum!

## Wendy

Professor Wendy Powers, PhD (She/Her/Hers)
Principal & Associate Provost, University College | Durham University
wendy.powers@durham.ac.uk

## MCR EXECUTIVE COMMITTEE

The MCR is run by an Executive Committee often simply called 'The Exec'. Composed of 14 postgraduates (10 Executive Officers and 4 Non-Executive officers). The majority of these officers are elected and volunteer their spare time to serve the MCR community. If you ever have any need for them or wish to make comments or suggestions, they are always happy to help.

## - EXECUTIVE OFFICERS -



president.castlemcr @durham.ac.uk

## **PRESIDENT**

Callum Bowler | He/Him/His

Hello! I'm Callum, a 2nd-year English PhD student. As Castle MCR President, I oversee the running of the MCR, as well as representing the wishes and views of the MCR to both the College and the University. I also take responsibility for liasing with Castle JCR and SCR as well as the MCRs of other Durham colleges. I aim to ensure that all Castle MCR members are as socially and as academically fulfilled as they can be during their time at Durham!

## **VICE-PRESIDENT**

## Alexandra Dedio | She/Her/Hers

Hi everyone! I'm Alex, an MSc Management student and the MCR Vice President. I am responsible for writing and circulating the weekly MCR newsletter, editing the MCR website, running formal sign-ups, and standing in for the President in their absence. I also take the Exec meeting minutes and am in charge of passing on your anonymous feedback. I'm looking forward to getting to meet you all!



castle.mcr @durham.ac.uk



treasurer.castlemcr @durham.ac.uk

## TREASURER Up for election!

## Anthony Quinlan | He/Him/His

Hello, my name is Anthony. I am studying for an MSc in Particle Physics in 2020-21. Ās Treasurer, I keep track of the MCR's finances and supervise our bank account. I help to set committee and event budgets, run stash sales, and sometimes act as a voice of reason to the committee! Please contact the Treasurer if you have any suggestions for stash or questions regarding the MCR's spending or finances.

## Up for election! SOCIAL CHAIR

The Social Chair is a forward facing and exciting role in the MCR with a responsibility for planning and running a varied calendar of social events and activities across the year! In this role, you Chair the MCR Social Committee who help you to think-up, plan and run these events. You also get to be the lead planner for Fresher's Week. Let the Exec know if you are interested in this role!

social.castlemcr@durham.ac.uk

## WELFARE OFFICER Up for election!



welfare.castlemcr @durham.ac.uk

Katie Greenbank | She/Her/Hers

Hi everyone! I'm Katie, an MA English Literature student, As Welfare Officer, I am responsible for supporting the physical and mental wellbeing of MCR members. This involves listening to students' concerns at welfare drop-ins, providing healthcare supplies and chairing the Welfare Committee, which organises relaxed events (like yoga and rounders) and coordinates welfare campaigns. If you have any suggestions for improving the wellbeing of MCR members, please get in touch!

## Up for election! ACADEMIC OFFICER

## Aidan Bracebridge | He/Him/His

Hi everyone, I'm Aidan, a 1st-year English Literature PhD Student. As Academic Officer, my role involves chairing the Academic Committee responsible for running the MCR's lively academic programme throughout the year. This includes the Sunday Seminar series in which MCR members present their current research, the Castle to Careers series featuring talks from Castle alumni about their post-Castle life and the prestigious annual Castle Conference. All MCR Members are most welcome to get involved!



academic.castlemcr @durham.ac.uk

## INTERNATIONAL OFFICER



yundi.guo @durham.ac.uk

Yundi Guo | She/Her/Hers

Hi everyone. I'm Yundi, a final-year History PhD student. As International Officer, it is my role to represent the interests and well-being of international MCR members and to promote cross-cultural understanding in the community. I am also responsible for welcoming and supporting international students upon arrival and during their time at Castle. If you have any questions about living and studying in Durham as an international student or any ideas about how we can improve the international diversity of our MCR community, please feel free to get in touch.

DO YOU HAVE QUESTIONS, COMMENTS OR FEEDBACK FOR THE MCR EXEC? YOU CAN USE OUR ANONYMOUS FEEDBACK FORM HERE:

www.castlemcr.co.uk/feedback

#### castle.mcr @durham.ac.uk

## STEWARD Up for election!

Luis Carlos Jimenez Diaz | He/Him/His

I'm Luis and I do a PhD in Engineering! As Steward, I liaise with College concerning the cleaning & maintenance of the MCR room. I also run gown handouts & wine sales in the MCR prior to formals. I have a budget for the MCR room so let me know if you think of any additions! I hope you enjoy being part of Castle as much as I have!

## Up for election!

## **BALL CHAIR**

## Ryan O'Shea | He/Him/His

Hello! I'm Ryan, an MA student in English Literary Studies. The role of Ball Chair involves organising the annual Castle Charity Ball (as hinted by the title) and also the Inter-MCR formal dinners. If you are interested in joining the upcoming Ball Committee or have any questions about the role, feel free to ask!



ballchair.castlemcr @durham.ac.uk

castle.mcr @durham.ac.uk

## COMMS OFFICER Up for election!

## Sophie Draper | She/Her/Hers

Hi I'm Sophie, a 3rd-year PhD student in Engineering. As Communications Officer, I run the social media accounts. I also support other officers with graphic design and marketing our array of events to ensure all corners of our community are reached. I also engage in public relations efforts, communicating with external stakeholders and press. Please get in contact if you have any questions!

## NON-EXECUTIVE OFFICERS

## Up for election!

## IA OFFICER

Oliver Latimer | He/Him/His

Hi, I'm Oliver, a LLM student studying Law. As MCR Internal Affairs Officer, I independently advise the MCR Executive Committee on all matters concerning the Standing Orders. I also administer the MCR elections, so you'll hear lots from me regarding those and any votes on changes to the MCR Standing Orders. I'm usually found either in Castle or in one of Durham's vast selection of coffee shops, so if you do see me, feel free to say hello!



castle.mcr @durham.ac.uk

BAR CHAIR Up for election!

The MCR Bar Chair represents the interests of the MCR and its bar, tucked in the back of our room, at Bar Committee. Therefore, the Bar Chair acts as the link between the JCR Bar Team and the College Bar Management team. The Bar Chair sits on Exec for meetings but is not voted for by members of the MCR. It is selected by College office in an official application process as it is a paid position. Let the Steward know if you are interested in this position!

## **ELECTIONS & DEMOCRACY**

Castle MCR is built upon a vibrant democracy. Our Standing Orders (SOs) are like our constitution in the MCR. They ensure that correct procedures are followed and all matters are dealt with professionally and democratically (generally stopping all hell from breaking lose!).

A great way to participate in MCR politics is by attending our OGMs (Ordinary General Meetings). You can press the Exec with your questions and even raise motions. Executive Committee roles (apart from Advisor and Bar Chair) are generally filled through elections held in OGMs in the Michaelmas (1st) and Easter (3rd) Terms.

For those that may be curious about the nitty-gritty of our democracy and election procedures and eligibility, please see our Standing Orders at: www.castlemcr.co.uk/documents.

## Up for election! CHARITIES OFFICER

## Benedict Jones | He/Him/His

I'm Benedict, a 3rd-year Engineering PhD Student. I am responsible for working with charities and CCA (Castle Community Action) Executive Committee to keep MCR Members informed about community outreach and volunteering opportunities in the Durham area. The CCA Committee run weekly events such as helping the homeless with meals, elderly care and volunteering with school students!



castle.mcr @durham.ac.uk

## **MCR ADVISOR**



Hi, I'm Dean, a 4th-year PhD student studying Computer Science. I've been on the Exec for the past 3 years, previously as the MCR Vice-President. As the longest-serving member I currently act as Advisor to the MCR Exec. I know a lot about the Castle and College so if you have any questions, I'm always happy to help!



In the **2021 Michaelmas term** a fresh election will be held to rejuvenate the MCR Exec at which time many positions will become available (look out for the 'Up for election' text next to the officer roles above!).

We encourage all new members to consider running for these positions! It's hard work but great fun, you'll also:

- (1) Make decisions that impact the inner-workings of Castle;
- (2) Give back to our student community;
- (3) Get experience in the management of a student organisation with real financial stakes (great CV experience!);
- (4) Make life-long friends and networks!

More information will be shared in the new term about how to submit your nomination as well as more details about the election procedure.



## WHAT ARE THE BENEFITS OF MCR MEMBERSHIP?

Membership fees (levies) paid by our members are used to run all our amazing events and maintain the common room. The levy will cost  $\pounds 50$  for the whole year and will allow you to be a part of our vibrant community which will enrich your everyday Durham University experience! If any lockdowns or disruptions to inperson access or events occur, we will offer a partial refund so it's a no risk levy!

You can buy your membership and join us here:

www.dur.ac.uk/conference.booking/details/?id=1698

## Here's just a taste of what you will get access to after

## **FORMAL DINNERS**

Formals are gowned three course dinners held in Castle's Great Hall once a week. Formals are great fun, traditional and important to College life. You need to be a member to book on them.

## GENERAL MEETINGS

Attend our general meetings with FREE PIZZA & refreshments. Meet others & get involved with MCR politics!

## **WELFARE**

Welfare support and free supplies from our dedicated MCR welfare committee. Access to Sunday brunches.

## CASTLE MCR COMMON ROOM

Access to our common room & facilities.

## PRIORITY CHARITY BALL TICKETS

Opportunity to buy priority and discounted Castle Charity Ball and June Ball tickets as well as tickets for other big events & conferences.

## **JUNE BALL**

Access to June Ball tickets; June Ball is an extravagantly famous event and one of the few White-Tie balls in the UK.

## **ELECTIONS**

You can run for Executive Committee positions (great opportunity with CV experience) and vote in our elections.

## **SOCIAL EVENTS & TRIPS**

Many exclusive events, such as casino nights, port & cheese evenings, Sunday Seminars, food tastings, art & crafts, and many others. Discounts to trips across the North East of England.

If you choose not to pay for membership, you will still have access to the Castle Lowe Library and receive welfare support from the college office. However, your eligibility to all the above benefits will be removed.

## CASTLE BALLS

Durham University holds many balls across its colleges and societies where students can eat, dance and celebrate all night long! However, Castle holds two of the most prestigious balls...

## Castle Charity Ball





Castle Charity Ball is Durham's Largest postgraduate ball and run by Castle MCR. It is a beautifully themed black-tie evening featuring a three/four-course banquet in the Great Hall and a night packed full of acts and entertainment! Previous years have featured live music, swing boats, silent discos, mini golf, casinos, nerf wars, live battle re-enactments, fire breathers and more! The ball has supported a variety of great causes over the years including Durham Foodbank, ARCH Teesside, Olivia Inspires and our in house charity: Castle Community Action (CCA). We have raised over £7000 combined at Mythos (2020) and Camelot (2019).

www.castlemcr.co.uk/charity-ball @castlecharityball

June Ball

June Ball is a summe

June Ball is a summer ball. hosted by Castle JCR, it is one of the most famous events in Durham. The event starts with a champagne reception and white-tie dinner. Entertainment is plentiful and runs into the morning. Tickets are competitive but as an MCR Member, you will be able to get access to tickets.

Please contact the Ball Chair with any questions!



Page 14

## our room: The Maurice Tucker

Located within the walls of the castle, at the foot of the Keep, the Maurice E. Tucker room (often simply referred to as 'The MCR') is the hub of postgraduate life in college, a regal, smart and comfortable space in which to socialise, relax or work year-around.

## The room's facilities:

- University Wi-Fi
- Study spaces
- Free tea and coffee
- Flat screen TV
- Nintendo Wii
- DVD player
- Upright piano
- Comfy sofas and chairs
- Board games
- Welfare supplies

The following are locked away but can be opened by an Exec member, just let us know!

- Garden games
- Art & craft supplies
- Croquet set
- Academic gowns (to buy or borrow)
- Wine bar

Access to the MCR is gained by signing out the key from the Porters' Lodge, using your campus card as a deposit. If for any reason you have to leave the room, please ensure that everything is locked.

There are lots of period, as well as unusual, ornaments and features in this wood panelled room. Notably it's home to Durham's largest crest collection where you can spot Durham College's new and old. I wonder what mysteries you'll uncover in this much loved space...

Please keep an eye on updates from the MCR Steward in case the room may be closed! Also please get in contact if you have any suggestions for the room or think there should be any additions or replacements to items or furniture!

## CASTLE FACILITIES & ACCOMMODATION

You can find a map of the Castle on page 40

**The Porters' Lodge** – As you go through the Gatehouse (the arch as you enter Castle) the Porters' Lodge is on the left. This is the place to go for general enquiries about what is going on in college, where rooms are and where college staff can be found.

**College Office** – This is where a lot of college staff can be found and the Student Support Team. Follow the passage past the Porters Lodge down the stairs.

**The Undie** –Our beloved college bar 'The Undercroft Bar' is accessed through the door at the far left hand corner of the Courtyard.

**West Courtyard Café (Toastie Bar)** – You can buy toasted sandwiches here in the evenings. Follow the instructions for the Undie but continue walking past the bar to the end of that corridor.

**Castle Chapels** – There are two chapels in the Castle which are used for services & private prayer. The Norman Chapel is the oldest part of the Castle and is found to the right of reception from the courtyard (work is being done on this chapel in 2021-22 so access may be restricted). Tunstall's Chapel is on the first floor of the Castle, at the end of Tunstall Gallery.

**The Servery** – This is where food is served for Great Hall meals and is where you can find Jamie Short (Food & Beverages Manager).

**Music Rooms** – Located on the ground floor of D block, Bailey Court. Keys are available at the Porters' Lodge. We also have a piano in the MCR Room.







## **Kepier Court**

Kepier Court is the College's accommodation for Castle postgraduates located at the top of Claypath in Durham. It features a gym, cinema room and other communal spaces exclusive to its residents.



Page 16 STUDY SPACES



There are many places across the University & throughout Durham where students can study, here are some suggestions:

## Castle spaces

The MCR Room - Castle's best study space, our own room! See page 10.

**The College Library (Lowe)** – Castle's library is usually open 24hrs a day to Castle students only. Can be found by walking up the steps towards the Great Hall and taking a sharp left up a short passage. The library is the wooden door to the left and requires a door code to enter. Website: www.durham.ac.uk/colleges-and-student-experience/colleges/university/facilities/library

**Minstrels' Gallery** – This is the balcony overlooking the Great Hall which has some study spaces. It can be found by heading towards the Lowe Library and up the flight of stairs.

**The Computer Room** – Follow the instructions for Minstrels' Gallery (page 11) but carry on up the stairs, the door to the computer room is to your right.

## Other libraries

**The Bill Bryson Library** – Durham University's main library found on the Science Site. It has 2800 study spaces and bookable study and meeting rooms. There is a café there and it is usually open 24hrs everyday.

**The Palace Green Library** – Durham University's oldest library right next to the Castle. Open during the day, usually between 9am–5pm.

## Study cafés & other spaces

**Teaching and Learning Centre (TLC)** – Durham University teaching building on the Science Site with study spaces and café.

**Durham Student's Union** – Indoor & outdoor study spaces, café and bar area.

**Other cafés** – North Road Starbucks, Claypath Delicatessen, The Library (bar), Tinderbox (Indigo Hotel), Paddy & Scott's (Marriott Hotel).

#### **OPENING HOURS SUBJECT TO CHANGE**

# ACADEMIC OPPORTUNITIES

One of the great benefits the MCR offers is the chance to share your research and learn about interesting topics outside of your own discipline. See a few of the Academic events you can be involved with as part of your MCR Membership below.



## CASTLE MENTORING SCHEME

MCR Members wishing to develop their teaching ability or receive mentoring to help with their studies, will be able to join a Student Mentorship Programme. This flexible and voluntary programme will connect MCR Members with members of the other Castle Common Rooms.

More details to be announced soon!

## THE SUNDAY SEMINAR SERIES

During term time, the MCR holds seminars in which MCR members are invited to present their research to their peers followed by audience questions in the MCR Room. This is a very casual and encouraging atmosphere to practice presentation skills and share research. Also a great opportunity to learn about the diverse range of subjects studied at Castle. Free drinks and snacks are provided at these events.

## CASTLE JOURNAL

Castle Academic Journal is newly launched and will be displaying the range of academic work undertaken at Castle and giving MCR Members the chance to see their research in print and provides opportunities for Academic Committee members to gain editorial and design experience.

## CASTLE TO CAREERS

Academic Committee also help to put on workshops outside of the Sunday Seminars such as 'Castle to Careers' where you can hear from a range of alumni about how they transitioned from University College into their career.

## CASTLE CONFERENCE

**ححر** الم

is an annual interdisciplinary

conference organised by Castle MCR's Academic Officer and Committee to showcase postgraduate research from across the North of England and Scotland in Durham Castle. It usually addresses a broad but relevant theme, applicable across a wide range of academic subjects. The conference normally includes a keynote speech and a panel discussion related to the theme as well as networking opportunities. The panellists and keynote speaker invited are notable academic or public experts in the chosen area.

Follow our social media for Castle Conference updates:

www.instagram.com/castleconference

www.twitter.com/DCC\_2021

## **Power, Privilege and Possible Futures**

Castle Conference: Power, Privilege and Possible Futures was held in June 2021 and took place online due to the Covid-19 pandemic. It was a hugely successful conference with postgraduates, academics and members of the public amongst the attendees, and donations to The Black Curriculum in lieu of an attendance fee.

We were honoured to have Professor Kehinde Andrews, pioneer of Black Studies in the UK and author of 'The New Age of Empire' as our keynote speaker.

Additionally, an expert panel discussion on the topic of decolonising higher education. Recordings of both can be found here:

#### www.facebook.com/durhamcastleconference

The conference considered the urgent societal need to address the inequalities of resources and opportunities highlighted following the recent Black Lives Matter protests and particularly the need to decolonise our own institutional spaces.

At the same time, the wide-ranging conference theme welcomed presentations and discussions on topics from cinematic representations of women's mobility and sign language in poetry to the future of the galaxy and an afrocentric approach to the politics of astronomy. We even had one presentation on the medieval castle as a symbol of power!



## **FORMALS**

Formals are usually weekly three course dinners held in Castle's Great Hall. Formals are a long-standing tradition which foster acceptance and community in the college. They are incredibly important and much loved by Castle students, and staff. There is no better way to get to know other MCR Members or spend your evening than at a formal! It is truly a magical experience at a low price tag!

- The JCR sit at Low Table (the three long tables vertically arranged down the Hall)
- The SCR sit at High Table (the horizontal table on the raised level at the back of the hall by the stained glass window). The Principal also sits on this table.
- The MCR sit at lower High Table which makes up 2–3 rows of tables.

The MCR Vice-President is responsible for releasing the formal signup forms so keep an eye on your emails during term time to see when sign-up will go live (as formals are very popular and sell-out quick!)



# FORMAL Rules



- Stick to the dress code (cocktail dresses, lounge suits, or smart attire with your black academic gown).
- 2. If you wish to purchase drinks for formal (i.e. half bottles of wine or sparkling elderflower) these must be purchased from the Undie or MCR bar.
- 3. Late arrival will result in no entry.
- 4. No mobile phones during the meal.
- 5. You must remain seated during the meal. However, you can leave to go to the bathroom or if you feel uncomfortable by raising your hand. Everyone can leave when the ICR Senior Student and MCR President bows to the Principal on high table and opens the doors.
- 6. This is a formal and community occasion so we expect respectful behaviour from all attendees. Drinking games, drunkenness and rudeness are not tolerated.



## **WELFARE**

## Castle Welfare is a point of contact for any issues you may have during your time in Durham.

Student life can be difficult at times, academically and socially, so speaking to someone about the issues you may be facing is very-important to help you get through them. The MCR welfare team provide peer support, whether that be over a casual coffee, a drop-in session, or via the contact form found on the welfare section of the MCR website. Additionally, we provide welfare events to aid with physical and mental well-being, like yoga. These will be published in the newsletter or MCR Facebook page.

welfare.castlemcr@durham.ac.uk www.castlemcr.co.uk/contact-welfare

College Office staff provide student support. You can speak to a member of the friendly student support team about any pastoral, financial or wellbeing difficulties you may have at any time during your studies by emailing:

univcoll.studentsupport@durham.ac.uk.
Pastoral and spiritual support is also available through the
College's Chaplain, Stephanie Burrette.

## **Study information**

Taught postgraduates are able to self-certify for formative and summative course work extensions of up to 1 week. This is restricted to twice every 3 months. More details on this can be found on the Student Absence, Illness and Adverse Circumstances page of the Durham University website here: https://www.dur.ac.uk/learningandteaching.handbook/6/2/6/

Research postgraduates should contact their supervisor(s) at the first instance.

Matters requiring a longer-extension period require you to contact your course/module convenor or supervisor(s) directly, where a form will be provided for you to apply for your extension.

Page 22 WELFARE

## What Castle MCR Welfare Provides...

#### SEXUAL HEALTH SUPPLIES

The MCR Room is topped up with a free supply of period products and sexual health items (e.g. condoms, lube and pregnancy tests), found on the first window ledge on the left as you walk in. If you need any sexual health supplies, you can either use the anonymous feedback form or welfare form where the item(s) will be discreetly placed in the MCR.

#### **DROP-IN SESSIONS**

Drop-in sessions provide members with the opportunity to have a casual chat with someone on the Welfare Committee about anything that's bothering them. All drop-ins are advertised in advance and there's no need to sign up beforehand. In the COVID-19 pandemic, virtual drop-ins have been run on Zoom, though they usually run in person. Alternatively, if you would to speak anonymously or don't want to speak face-to-face, then you can any issues you are having via the MCR Welfare contact form found under the 'welfare' section on the Castle MCR website:

#### www.castlemcr.co.uk/contact-welfare

As mentioned on Page 21 Castle staff provide student support, which can be sourced by contacting the student support team at: univcoll.studentsupport@durham.ac.uk

### **WELFARE EVENTS**

Throughout the year, the Welfare Committee aims to run several events, whether they be virtual or in-person. Previous Welfare events have included, yoga sessions in Fellow'S Garden, MCR rounders and alcohol awareness evenings. All these events provide a great opportunity to chill out with friends and get away from the academic stresses of University life in a judgement-free, relaxed environment, enabling you to get to know other members of the Castle MCR community.

## **WELFARE COMMITTEE**

Welfare Committee is open for all MCR members to join if they wish to help provide welfare provision in any way for the MCR community. This can be anything from helping set up an event, to hosting drop-ins, and no contribution is too small! If you would like to join, contact the Welfare Officer.

## WELFARE IN DURHAM & THE UK

## **NIGHTLINE**

Nightline is a listening service run by Durham students. You can talk to a trained volunteer any night during term time 9pm-7am either by calling or messaging them on their website. Nothing is too big or too small to talk to a volunteer about, they will never judge you or tell you what to do. The service is confidential and volunteers are anonymous, so nothing you say will get back to you. Nightline continued running their online messaging service during UK Lockdown. Keep an eye on their social media so you know if they are operating their phone service in future. Their number and chat service are accessible through their website:



www.durhamnightline.com

### **DURHAM UNIVERSITY COUNSELLING SERVICE**

The Counselling Service is a team of trained and experienced practitioners to help you manage any difficulties that are impacting your successful engagement with your studies and with University life.



The service offers advisory sessions on psychological wellbeing, counselling and mental health via the app Microsoft Teams (in Apps Anywhere), or via Zoom/ Skype or telephone. The counselling service are available all year round to registered Durham students via self-referral. They are based on the ground floor of the Palatine Centre in Durham. During stricter COVID-19 restrictions, sessions are delivered remotely - wherever you are in the world.

www.dur.ac.uk/counselling.service counsel.service@dur.ac.uk +44 (0)191 334 2200

#### **SAMARITANS**

Samaritans is a registered charity providing emotional support to anyone in emotional distress, struggling to cope, or at risk of suicide throughout the UK and Ireland. They are available for 24 hours a day, 365 days a year. Calls are free.

116 123

Page 24 WELFARE

## **DURHAM PEOPLE OF COLOUR ASSOCIATION (DPOCA)**

DPOCA aims to provide representation and support for students of Durham University who identify as a person of colour. DPOCA serves as a safe, welcoming space for people of colour to access confidential welfare services, meetings and talks, social events, campaigns, and education on race-related issues, as well as facilitate greater racial dialogue and awareness on campus.



peopleofcolour.association@durham.ac.uk dpoca.welfare@durham.ac.uk www.facebook.com/durhampoca

## **DURHAM STUDENT UNION LGBT+ ASSOCIATION**

The Durham Student Union LGBT+ (Lesbian, Gay, Bisexual, Trans, +) Association exists to provide welfare services, campaigns, and socials to anyone who identifies as being under the LGBT+ umbrella. Allies are also welcome. Welfare services include a confidential listening service and free sexual health supplies (such as condoms, dental dams, personal lubricant, pregnancy tests, and STI testing kits). They also have a signposting system which allows you to find effective ways of solving issues you may be having.



www.durhamlgbta.co.uk/contact www.facebook.com/durhamlgbta

#### TRIGGER WARNING - SEXUAL ASSAULT AND RAPE

## **SEXUAL ASSAULT REFERRAL CENTRES**

County Durham have their own sexual assault referral centre (SARC) called The Meadows. It is located 4 miles outside of Durham City centre and support survivors of rape and sexual assault in a comfortable, non-threatening environment regardless of whether they wish to report it to the police or not. The services are free to all genders.

## The Meadows

**Sexual Assault Referral Centre** 

www.themeadowsdurham.org.uk +44 (0)333 344 8283

## CASTLE SPORTS & SOCIETIES

### **SPORT**

At Durham, as well as having the opportunity to represent Durham University in Sport (for more information go to: **www.dur.ac.uk/teamdurham**), we are lucky with the Collegiate System to have the Inter-Collegiate League where each of the Colleges compete against each other in different Sports.

Castle is home to a huge range of different Sport Clubs which are operated by the JCR but are open to both the JCR and MCR! There are opportunities for all abilities, whether you're a complete beginner wanting to try out something new or a seasoned pro! Getting involved in a Sport is an excellent way to get involved in College life, have fun and get the chance to meet new people.

If you have any questions, please feel free to get in contact with the Unions and Societies Officer: (castle.uso@durham.ac.uk)

Here are some of the Sports Clubs that we have available to you here at Castle:

- Badminton
- Basketball
- Castle Rangers Cheerleading Club
- Cricket
- Croquet
- Darts
- Men's Football
- Women's Football
- Golf
- Hockey
- Mixed Lacrosse
- Nethall
- Pool
- Rowing
- Running
- Men's Rugby
- Women's Rugby
- Squash
- Table Tennis
- Tennis
- Ultimate Frisbee
- Volleyball
- 5-a-side football







www.castlejcr.com/sport

#### **SOCIETIES**

Castle has a variety of different societies! Becoming a member of a society is a great way to get involved in college life and meet new people with similar interests. Here is a list of just some of the societies:

- Art Society
- Castle Big Band
- Castle Chapel Choir
- Castle Theatre Company
- Christian Union
- Floreat Castellum (undergraduate college magazine)
- University College Feminists
- University College Music Society (incorporating Castle Big Band, Castle Choir and Mundie in the Undie)

If it happens that you can't find what you're looking for, try looking at the many different societies that the Durham Students' Union has to offer at:

#### www.durhamsu.com/groups

Or alternatively, set up a new society here in Castle by speaking to the JCR's Unions and Societies Officer (castle.uso@durham.ac.uk).

## MATURE STUDENTS NETWORK AT CASTLE

Are you aged 25 or above when you begin your postgraduate course? This year we have launched Mature Students at Castle, a peer-run network which aims to connect and provide peer-support for mature students at whatever stage of study. Beginning in Induction Week, we will offer a range of informal events throughout the year to help you benefit from everything that College life has to offer and ensure that you get the best out of your time at university.

If you would like to connect then please contact Simon Stevenson (simon.n.stevenson@durham.ac.uk) the group's convenor.







www.castlejcr.com/societies

## SOCIAL

The MCR hosts a number of social events throughout the year providing members with an opportunity to get to know other MCR Members, relax and have fun. Social events can be in-person or online and can be formal occassions or casual. We celebrate many holidays of different cultures and religions in the MCR. Additionally, we normally arrange coach trips across the North East of England including York and the Northumberland Castles!

#### **FORMAL EVENTS**

- -Traditional port and cheese evenings
- -Casino nights
- -Cocktail and mocktail parties
- -Whiskey tastings

### **CASUAL EVENTS**

- -Board games evenings
- -Crafternoons (Arts & Crafts)
- -Quiz nights
- -Castle Bake-off
- -Movie Nights
- -Trips by train and coach. In the past these have included ice-skating in Newcastle and a coach trip to Alnwick & Bamburgh Castles













Please contact the Social Chair with any questions or suggestions:

## **HOLIDAYS & FESTIVALS**

The MCR puts on themed events to mark occasions such as: Halloween, Thanksgiving, Christmas, Chinese New Year & Spring Festival, Burns Night, Pancake Day, St Patrick's Day, Easter, Pride and more.

### **SOCIAL COMMITTEE**

The Social Chair and the Social Committee do their best each year to ensure that there is a broad and diverse range of events; hopefully there will be something for everyone! However, if you have an idea for a social event, please contact them, suggestions are always welcome! You can also get involved with Social Committee, where you can help plan and run events!

#### STEWARD BRUNCHES

Each term the Steward of the MCR traditionally welcomes members to the Maurice Tucker Room for a delicious brunch in a relaxed setting! Cream Cheese and smoked salmon bagels accompanied by a glass of prosecco or orange juice are an MCR favourite with vegan, vegetarian and gluten free alternatives on hand too.









social.castlemcr@durham.ac.uk

## INTERNATIONAL STUDENTS

Castle MCR has a proud history of welcoming international students from around the world and celebrates a diverse, vibrant, and cosmopolitan environment. The MCR dedicates its efforts to create a strong sense of belonging and support for every MCR member. There is a wide range of social events, well-being, and careers workshops in the Castle MCR and within the University, aiming at enhancing international students' studying and living experiences.

## **Useful resources for International students:**

University College International Students Handbook

www.castlemcr.co.uk/documents

UK Council for International Student Affairs **www.ukcisa.org.uk** 

You can find lots of useful guidance here in the 'Info & Advice' drop-down including sections on studying & living in the UK.

Durham International Student Association (ISA) www.facebook.com/DurhamISA international.students@durham.ac.uk



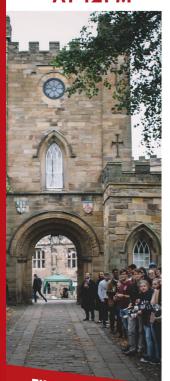




## **PGR WORKSHOPS**

University College and Castle MCR are excited to introduce a series of Postgraduate Researcher (PGR) Workshops to help with different aspects of PGR life, as well as creating a network for researchers within Castle.

## WEDNESDAYS **AT 12PM**



#### WHO ARE THESE FOR?

Postgraduate students registered at University College, although students from other Durham colleges are welcome. Workshops are targeted for:

- PhD Students
- MRes Students

You don't need to have Castle MCR Membership to attend the workshops.

#### WHAT ARE THE TOPICS?

Topics will be varied and applicable to all research areas with occasional workshops tailoring more towards the arts, humanities or sciences. Themes may include:

- Productivity and focus
- Thesis write-up techniques
- Well-being and positivity
- Software and referencing managers
- Conferences and networking

#### WHO ARE THEY RUN BY?

Castle Chaplain Revd Dr. Stephanie Burette is hosting the PGR workshops. Guests from academia and beyond shall be invited as speakers and there will be opportunities to network with other PGR students in the second half of the

workshop.

- FIND THE NEXT WORKSHOP LINK IN: Castle Crier
- Castle MCR Newsletter
- Our Teams group 'Castle PGR Workshops'

## **DURHAM DICTIONARY**

**BAILEY -** The peninsula where the Cathedral, Castle & Bailey Colleges are located, around which loops the River Wear.

**BILLY B -** Bill Bryson Library located on the Science Site.

**BOWING OUT -** When an Exec person bows to the Principal on high table, marking the end of a formal.

CASTLE CRIER - The weekly email from College Office

**CCA -** Castle Community Action, a volunteering committee & charity within Castle that supports the local community.

**CCB** - Castle Charity Ball.

CIS - Durham University's Computing and Information Services.

**COLLEGE COLOURS -** Awarded to Castle MCR Members who provide outstanding contribution to the MCR and the college.

**DSU -** The Durham Students' Union.

**DUNELM -** Abbreviation for the Latin name for Durham - when you graduate you can use it as a post-nominal abbreviation to indicate that you studied at Durham University.

**EASTER** - The holiday and 3rd academic term in Durham. **ENT(S)** - Entertainment at a University event or a College party, usually themed for a special occasion, such as Halloween.

**EPIPHANY -** The 2nd academic term.

**EXEC -** Abbreviation for Executive Committee. All common rooms and societies have them in Durham.

**FLOREAT CASTELLUM -** Mentioned in the College's song, this translates as 'let the Castle flourish'.

**FORMAL -** Three-course dinners where formal attire is worn and gowns are mandatory in Castle (see pages 17-18).

**FORMATIVE -** An academic assignment to be completed but does not count towards your final degree mark.

**FRESHER -** 1st-year undergraduates or new postgraduates. **GOWN -** Black academic robe. You must wear these to formals and Matriculation.

**HILL -** Refers to the Hill Colleges and buildings located near the Science Site and up South Road in Durham.

## There are quite a few abbreviations and slang words particular to Durham University and Castle, here's some that are good to know!

**HOUND -** Post-formal party in the Undercroft Bar or MCR.

**JCR -** Junior Common Room, the student body of undergraduates.

**MATRICULATION -** A gowned ceremony during Induction where students are ceremonially inducted to the University.

MICHAELMAS - The 1st academic term of the year.

**NON NOBIS SOLUM -** The Latin motto for University College, translating to: 'Not for ourselves alone.' Derived from Cicero's philosophical work De Officiis.

**PALATINATE** - A descriptor for various things in Durham. Currently it is the name of the student newspaper, and the shade of purple used by the university.

**PINT OF UNDIE -** The house larger beer served in the Undie.

**PORTER -** Responsible for the daily maintenance of the college and have the keys for many of the rooms. Get to learn their names and become friendly with them!

**SCR -** The Senior Common Room. This refers both to the senior members of college - staff and lecturers - and to the room itself which is located off the Tunstall Gallery.

**SENIOR STUDENT -** The head of the JCR is the Senior Student. It is an equivalent role to the MCR President.

**SPAGS -** The much loved La Spaghettata Italian restaurant

**SRC -** Student Representative Committee' similar to a JCR and based in Hild Bede.

**STANDING ORDERS** - These are the rules by which the MCR operates. They can be found on the MCR website.

**STASH** - Merchandise/souvenirs of your time in Durham, Castle, or the MCR.

**SMENERGY -** Our college drink, order in Undercroft bar!

**SUMMATIVE -** Academic work that must be completed and counts towards your final degree marks.

**UNDIE -** The Undercroft Bar, our college bar. It is located below the Great Hall of the Castle.

**TEAMDURHAM -** The sports wing of Durham University.

## **COLLEGE OFFICE STAFF**

Here are the wonderful staff who run our college!

### **PRINCIPAL**

## **Professor Wendy Powers**

#### She/Her/Hers

As the College Principal, my role is all about student learning, engagement and success. I pledge to work with the dedicated student leaders of the JCR and MCR, the esteemed faculty/staff leaders of the SCR, the dedicated



College staff and our cherished alumni and friends to cultivate a collegiate learning community in which each student can grow and flourish. Our Castle community is comprised of members from far and wide, from privileged and marginalized backgrounds, and holding fast to a beautiful array of beliefs, values, abilities and identities. Together, we will explore, take risks, listen, laugh and cry, ask questions, make mistakes, and learn as we engage this stage of life's journey with one another. It is my profound honour to lead, learn and grow with each of you!

Wendy can be contacted by email at: wendy.powers@durham.ac.uk

## **VICE-PRINCIPAL**

## Dr Ellen Crabtree

#### She/Her/Hers



As part of the College Management Team at Castle, I work closely to support the Principal with the strategic development of the College community including student enrichment and wider student opportunities. I work closely with student leaders to support the vital work of the common rooms. I also oversee the Student Support provision at the College, working closely with the Assistant Principal and members of College Office.

Ellen can be contacted by email at: univcoll.vp@durham.ac.uk

#### Dr David Lowther

## **ASSISTANT PRINCIPAL**

He/Him/His



The Assistant Principal is responsible for all matters relating to student support and wellbeing including support for financial difficulties. David is very happy to see students on any academic, personal or other matters, as the need arises. David also leads on the College's Mentoring programme. David is an Honorary Fellow in the Department of History.

David can be contacted by email at: univcoll.ap@durham.ac.uk

## **ADMINISTRATION CO-ORDINATOR**

#### & STUDENT SUPPORT OFFICER

Paula Furness has two roles: she supports the Assistant Principal with the College's pastoral and welfare provision to ensure that students obtain the most from their time at Durham. Paula is also the College Secretary supportsing the overall administration of the College. Acting as first point of contact for many internal and external stakeholders, the secretary is a central role and contributes to the smooth running of University College.

Paula can be contacted by email at:

## Paula Furness

She/Her/Hers



paula.furness@durham.ac.uk

## Rev'd Dr Stephanie Burette

She/Her/Hers



## **COLLEGE CHAPLAIN**

& SOLWAY FELLOW

Stephanie is the College Chaplain and leads in the provision of pastoral, spiritual and religious support to all members of the College community: all staff and students of all faiths and beliefs, and those with none. Stephanie is involved in a wide range of activities in the college community, working closely with college staff and student leaders. In addition to the Ministerial and Pastoral responsibilities.

Stephanie can be contacted by email at: stephanie.burette@durham.ac.uk

## STUDENT SUPPORT

#### **ADMINISTRATOR**

Linda is the first point of contact for students who wish to make an appointment to see a member of the Student Support Team and is responsible for general queries within Admissions & Student support. Linda is also the first point of contact dealing with students leave and absence processes.

Linda can be contacted by email at: univcoll.studentsupport@durham.ac.uk

## Linda Beighton

She/Her/Hers



### **CASTLE OPERATIONS**

#### **MANAGER**

Mike Wallbank

He/Him/His



**TEAM LEADER** 

Zoë Osborn

She/Her/Hers



Operations are responsible for housekeeping and portering throughout College. If you have any queries or comments about these, or about your rooms or any College facilities, please contact us. We also help co-ordinate events, like balls, and student bookings of event and meeting spaces once these begin to become available again. In the meantime we also co-ordinate Social Protection and will be happy to help with any queries or concerns in this regards, too.

We have a fantastic team of housekeepers, porters and catering staff who do a brilliant job to support the college community and keep everyone safe.

Mike and Zoë can be contacted by email at: castle.operations@durham.ac.uk



## **FOOD & BEVERAGE SERVICE**

### **MANAGER**

I can help with any questions or queries regarding Catering, Bar, Cafe and Events. Including private events, Balls etc. Also if anyone has questions regarding special diets, employment on the Bar/Café or how we have made our Catering COVID-19 safe, please get in touch.

Jamie can be contacted by email at: **jamie.short@durham.ac.uk** 

## Jamie Short

He/Him/His



## **ALUMNI & DEVELOPMENT MANAGER**

### Julia (Raszewska) Bonner

She/Her/Hers



Julia's role is to build lasting relationships with University College alumni and the broader Durham community. Julia is working closely with the College Officers to ensure that alumni are informed about the College's work and feel empowered to make a tangible difference to our community. Julia also assists with preserving and enhancing the fabric of the College, supporting students through bursaries, career advice and other activities to enhance their University experience.

Julia can be contacted by email at: castle.alumni@durham.ac.uk



## **USEFUL CONTACTS**

### **CASTLE MCR**

Feedback form:

www.castlemcr.co.uk/feedback

Welfare form

www.castlemcr.co.uk/contact-welfare

Please check pages 5-10 of the handbook and this link for up-to-date contact emails of Castle MCR Exec:

www.castlemcr.co.uk/executive-committee

#### UNIVERSITY COLLEGE

Student Support

univcoll.studentsupport@durham.ac.uk

Porter's Lodge & Janet Kelly (College Receptionist)

castle.porters@durham.ac.uk

+44(0)191 334 3800

Finance team: Susan Noble & Elaine Bedford

univcoll.finance@durham.ac.uk

Castle Museum and Curator

gemma.lewis@durham.ac.uk

#### **DURHAM UNIVERSITY**

IT & Printing Support: IT Service Desk (CIS)

www.dur.ac.uk/cis/servicedesk/contactus

Finance Office

financialsupport.postgraduate@durham.ac.uk

Enrolement, regsistration, pass lists (taught) & student records student.registry@durham.ac.uk

Concessions, complaints, pass lists (research), progressions reviews & viva information

pg.admin@durham.ac.uk

International Office

international.internal@durham.ac.uk

Immigration Advice

immigration.advisoryunit@durham.ac.uk

Counselling Service

counsel.service@durham.ac.uk

Nightline - 24hr Student Wellbeing Support (during term times) **nightline durham.ac.uk** 

#### **HEALTH**

Book a COVID-19 vaccine:

www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination

Local doctors/GP Surgery - Claypath & University Medical Group

www.durhamstudenthealth.co.uk Green Lane, call: +44 (0)191 386 5081 Claypath, call: +44 (0)191 374 6888

Talking Changes (Mental Health support in County Durham)

www.talkingchanges.org.uk

Urgent or emergency care

website: 111.nhs.uk

Call: 111 for medical non-emergencie

Call: 999 for medical emergencies (Ambulance)

### POLICE/SECURITY

University's Security hub

Call: +44 (0) 191 334 2222.

Non-emergency

www.durham.police.uk

**Call: 101** Emergency

Call: 999

## **DURHAM UNIVERSITY DISABILITY SUPPORT**

This is a specialised service providing information, advice and guidance to prospective and current disabled students. If you experience a disability and would like to discuss how it affects your studies; the resources available and how you access our service please contact this service. It offers support to students with a wide range of disabilities including, but not limited to:

- Autistic Spectrum Conditions/Asperger's Syndrome
- Dyslexia, Dyspraxia and other specific learning difficulties
- Mental health difficulties
- Mobility impairments

- Sensory impairments
- Chronic and terminal illness

www.dur.ac.uk/disability.support disability.support@durham.ac.uk \*44 (0)191 334 8115









# STASH & MERCHANDISE

There is no better way to express your College pride than wearing Castle MCR stash!





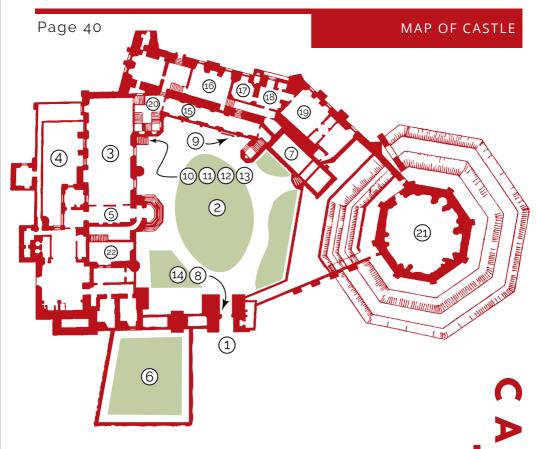




Once per term (usually totalling three orders across one academic year), the MCR Treasurer will advertise the sale of Castle MCR stash. The website, Redbird, contains many college branded items such as jumpers, hoodies and bucket hats! These items can also be customised with your name. Orders can either be sent to the Castle (for free) or (with a possible delivery charge) to your home address. Items usually take a few weeks to be made.

You can also buy pre-made stash across the academic year such as our Castle MCR tote bag, check out:





#### **Ground floor**

- (1) Gatehouse
- (2) Courtyard
- (3) Great Hall
- (4) Servery(5) Screens' Passage
- (6) Fellow's Garden
- (7) Maurice Tucker Room (MCR)
- (8) Porter's Lodge
- (9) Route to reception & Norman Chapel

#### Lower levels

- (10) Undercroft Bar
- (11) Public toilets
- (12) West Courtyard Café
- (Toastie Bar) (13) JCR
- (14) College Office

## **Upper levels**

- (15) Tunstall Gallery (leading to Tunstall Chapel)
- (16) Bishop's Dining Room
- (17) Octagon Room
- (18) Ante Room
- (19) SCR
- (20) The Black Stairs (to be used as a fire escape and not for general use, due to conservation reasons. At the ground level of the Black Stairs there is a family friendly toilet)

## (21) The Keep

(22) Lowe Library (see page 14 for info about access and directions to Library, computer room and Minstrels' Gallery)



## Non Nobis Solum

## **Not For Ourselves Alone**

- www.castlemcr.co.uk
- 🔽 castle.mcr@durham.ac.uk
- www.facebook.com/groups/CastleMCR21
- ତା @castlemcrdurham
- WeChat: Contact our International Officer