



# PG

Registration –  
wef Mon 9 Sep

[Part-Time Courses - Executive MBA, MAcc, MSt Real Estate & MSt  
Sustainability Leadership, MEd]

Queries: [freshers@dow.cam.ac.uk](mailto:freshers@dow.cam.ac.uk)

## **ACTION [Record on Freshers\_information Area in Sharepoint]:**

- Scan Passport and Visa [if visa holder] and Record Dates .....
- Check Student’s Identification and Record Date .....
- Issue Documentation [if applicable] .....
- Record Fresher as ‘Registered’ .....


## **REGISTRATION:**

- Academic Gown.....
- College Nurse [registration not required] .....
- College Policies and Terms & Conditions .....
- Graduate Tutor .....
- Matriculation Events .....

<a href="https://www.ryderamies.co.uk/shop/range/academic-rob/graduate-gowns/">https://www.ryderamies.co.uk/shop/range/academic-rob/graduate-gowns/</a> [Email for voucher code]
<a href="mailto:nurse@dow.cam.ac.uk">nurse@dow.cam.ac.uk</a> [Email if appointment required]
<a href="http://www.vle.cam.ac.uk">www.vle.cam.ac.uk</a> [Agree online 1 - 11 October]
<a href="mailto:mmc43@cam.ac.uk">mmc43@cam.ac.uk</a> [Dr Marta Correia]
<a href="http://www.dow.cam.ac.uk/join-downing/information-new-students/part-time-postgraduate-students/">http://www.dow.cam.ac.uk/join-downing/information-new-students/part-time-postgraduate-students/</a>
Option 1: Attend Matriculation Ceremony on 16/09
Option 2: Sign Matriculation Sheets in TAO <b>or</b>
Option 3: Attend Matriculation Events on 15/10

[Timetable for Events on 16 September]  
If your place is confirmed after 16/09, proceed to option  
2 or 3

## **INFORMATION:**

- Financial Support [list of funding available] .....
- Letter Requests [bank, student certificate, student railcard applications] .....
- Motor Vehicles and Parking.....
- Tutorial Office [opening hours].....
- Welfare [help and support] .....

<a href="http://www.dow.cam.ac.uk/students/finances-bursaries-and-awards/college-external-and-university-wide-financial-support">http://www.dow.cam.ac.uk/students/finances-bursaries-and-awards/college-external-and-university-wide-financial-support</a>
<a href="mailto:tutorial-enquiries@dow.cam.ac.uk">tutorial-enquiries@dow.cam.ac.uk</a> [Email to request a letter – please allow 5 working days]
<a href="http://www.dow.cam.ac.uk/current-students/downing-college-rules-and-guidelines/bicycles-and-cars">http://www.dow.cam.ac.uk/current-students/downing-college-rules-and-guidelines/bicycles-and-cars</a>
<a href="http://www.dow.cam.ac.uk/students/tutorial-and-admissions-office">http://www.dow.cam.ac.uk/students/tutorial-and-admissions-office</a>
<a href="http://www.dow.cam.ac.uk/students/tutors">http://www.dow.cam.ac.uk/students/tutors</a> [Graduate Tutors]
<a href="mailto:chaplain@dow.cam.ac.uk">chaplain@dow.cam.ac.uk</a> [College Chaplain]
<a href="mailto:academic-registrar@dow.cam.ac.uk">academic-registrar@dow.cam.ac.uk</a> [Tutorial Office]
<a href="https://linkline.org.uk/">https://linkline.org.uk/</a> [Nightline – confidential support]
EMERGENCY – Contact the Porters’ Lodge [01223 334800]

## **ACCOMMODATION [living at Downing]:**

Whilst the College endeavours to provide you with a well-equipped, clean and fully functional room occasionally things do go wrong. In these instances, please action the following:

- Cleanliness [email the Housekeeping Department] ...
- IT Issues [email the IT Department] .....
- Maintenance [report faults/issues online] .....
- Booking Accommodation [email].....

<a href="mailto:cb307@dow.cam.ac.uk">cb307@dow.cam.ac.uk</a>
<a href="mailto:it@dow.cam.ac.uk">it@dow.cam.ac.uk</a>
<a href="https://distro.dow.cam.ac.uk/oms/default.aspx">https://distro.dow.cam.ac.uk/oms/default.aspx</a>
<a href="mailto:accommodation@dow.cam.ac.uk">accommodation@dow.cam.ac.uk</a>

This document can be accessed online at:

[http://www.dow.cam.ac.uk/sites/default/files/2019\\_2020\\_pt\\_pg\\_fresher\\_registration\\_document.pdf](http://www.dow.cam.ac.uk/sites/default/files/2019_2020_pt_pg_fresher_registration_document.pdf)

Each staircase or hostel has a ‘Fire Action’ notice – on your arrival please familiarise yourself with this important health and safety information, as well as locating your designated fire assembly point