



September 2017

Dear New Member,

Welcome to Darwin College! At Darwin, the Deanery is responsible for all matters relating to graduate members and is equivalent in all respects to a Graduate Tutorial Office in other Colleges.

The Deanery comprises:

Dean	Dr Duncan Needham
Deputy Deans	Dr Sara Baker Dr Matthew Jones
Deanery team	Mrs Karen Knight (Deanery Office Manager) Dr Catherine Rooney (Deanery Administrator) Ms Aurora Gutiérrez Antonio (Deanery Administrator)

As a member of Darwin you have a College Tutor – a College Fellow who can provide confidential advice and support on any non-academic problems you may experience and, aided by the Deanery, direct you to specialist support if necessary. Regular academic queries should be directed to your Supervisor/Department/Director of Studies, but your College Tutor may advise in case of difficulties. If you need urgent advice, you may wish to contact the Deanery directly; the Dean and Deputy Deans provide support and advice to College Tutors and are available to take over complex issues as required. All appointments to see the Dean and Deputy Deans should be made through the Deanery; normal office hours are Monday to Friday, 8:30am – 4:30pm, although students can be seen later upon request.

Some of the areas the Deanery deals with are: admissions, health, general welfare, travel grants, confirmations of student status, banking and council tax exemption letters, supervisors' evenings, graduation arrangements, and all matters relating to the Cambridge International Students Team/UK Visas and Immigration, including the monitoring of student visas and the updating of termly attendance records.

If you are new to Cambridge, it may take some time to become acquainted with the functioning of the University. Terms here are short and intense and, particularly in the case of one-year programmes, ground lost at the beginning of the year is not easily made up later. If you find that you are having problems adjusting or coping with your course and/or research requirements, we encourage you to contact the Deanery where we may be of some assistance.

We wish you a fruitful and enjoyable time here at Darwin.

Yours sincerely

Dr Duncan Needham
Dean and Senior Tutor