DARWIN COLLEGE
CAMBRIDGE



Fellows' Handbook

OCTOBER 2026

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Dear Fellow,



If you've just been elected to the Darwin College Fellowship, congratulations and welcome – and welcome back to all existing Fellows. Of course, I am new here myself, having been admitted as Master on 1st October 2026, and I already have a wonderful sense of what a welcoming, friendly and inclusive place the College is.

Founded in 1964, Darwin was the first postgraduate College at the University of Cambridge, as well as the first to admit both women and men from our foundation. We pride ourselves on being an international, interdisciplinary and egalitarian community. Whether you are new to the College or a longstanding member, this handbook aims to provide useful information, along with practical advice and tips on who to ask if you have any queries.

You will find details of the formal aspects of membership, along with how to access the College facilities, including the Dining Hall, the famous DarBar, our punts and various meeting rooms, and how you can enjoy the many relaxed intellectual and social activities that the College offers.

The College Registrar, Janet Gibson, will be happy to give you a tour, introduce you to staff and answer any questions that you might have on joining the College. Please contact Janet on jg323@cam.ac.uk to arrange to meet. I too would love an opportunity to meet you in person, either in College or, if you are willing, in your own academic Department – the chance to see new parts of the University is something I really enjoy. We can ask Janet to arrange that. If this document, together with further details on the College website, leaves you with unanswered questions, please feel free to get in touch.

For additional information, the College's Strategic Plan, including its purpose, values and vision is available to download from the website, or in hard copy from the Communications Manager.

I very much look forward to getting to know you and to your involvement in the life of Darwin College.

Professor Nigel Peake
Master, Darwin College

When you first join Darwin

Finding your way around...

- Please go to the Porters' Lodge to introduce yourself. The Porters will activate your University card for swipe access to the front door and College buildings and rooms.
- Contact the College Registrar who will be happy to show you around and introduce you to College members.
- Register your University card with the Accounts Office in order to take meals in the Dining Hall or use the Café.
- If you do not have a University card from your department, our Accounts Office will be able to request one for you. They will need your date of birth and a passport-style photograph.
- If need be, activate your RAVEN access and your CRSId (email). This may have been set up for you by your department. If not, please contact the College Registrar.
- Check the College Calendar and note the dates of Governing Body meetings (Fellows are expected to make every effort to attend these) and other key events.

and working out how things work

- You will be included on the Fellows' page of the College website. Please write a sentence or two about your research (including your own departmental URL) and send it, along with a headshot, to the College Registrar for inclusion.
- Set yourself up with a UPay account. This will allow you to book Formal Halls and pay for any food and drink not covered by your Fellows' allowance. The Catering Manager will be happy to help with questions.
- You will have a pigeonhole in the Porters' Lodge for any post/parcels received at College. Please do try to check the pigeonhole regularly so you don't miss anything important and it doesn't get overstuffed!
- There are lockers in College that you can use for storage. Please speak to the Porters if you would like to be allocated one.
- Please register your bike at the Porters' Lodge. The Porters issue tags for bikes at the beginning of each academic year. Members should not leave their bikes in the racks if they are going to be away from Cambridge for a prolonged period. (Bike racks are currently located beneath the Dining Hall or under the Old Granary.)



Porters and IT

The Porters' Lodge

The Porters' Lodge is in the main entrance of the College, off Silver Street. It is staffed 24 hours a day, and is the first port of call for any enquiries that cannot be answered by reference to this information guide or the website. The Porters are responsible for:

- Reception, information, CCTV, security, fire safety awareness (the fire alarm is tested every Tuesday at 11.am)
- Distributing post and parcels for Fellows and students in their pigeonholes in the Porters' Lodge
- Registering University cards for room access and various College facilities (gym etc.)
- Booking punts
- First Aid. All porters are first aid-trained. A defibrillator is kept in the Lodge
- Directions & Maps
- College merchandise, which may be purchased at the Lodge.

The Porters cannot stamp or weigh personal mail but there is a small Post Office in the local Derby Stores in Newnham Croft Street, and a main Post Office in St Andrew's Street in town, opposite John Lewis.

IT Services

Darwin College has wifi throughout the site. The preferred wireless network for Darwin College members is eduroam. To access the eduroam network, you first need to configure your device, as outlined here:
http://www.darwin.cam.ac.uk/eduroam

Once you have done this you can access eduroam at any academic or other institution worldwide that supports the service

Our IT department will be happy to help you with any queries. Their office is at the east end of Newnham Grange.

Alternatively use the ticket system at http://webapps.dar.cam.ac.uk/support/ or email
it-support@darwin.cam.ac.uk

(L) Porter Bruce Margetts and (R) Head Porter Derek Scott



Your Fellowship and College Governance

One of your most important roles as a College Fellow is your membership of Governing Body.

Governing Body meetings are held six times per academic year, usually in the Bradfield Room. Please ensure that you attend these meetings unless you are on leave.

The Governing Body comprises Official Fellows and Research Fellows. Fellows typically hold an academic post in the University of Cambridge or an associated institution, although some academic-related and senior administrative staff can be elected as Fellows too. Research Fellows are normally post-doctoral researchers in the University and associated institutions.

Your formal admission to the Governing Body will usually take place at the first meeting after your election has been approved, or, in the case of Research Fellows, at the first meeting of the academic year in which your Research Fellowship commences.

Before each meeting you will receive a link to the agenda and papers from the College Registrar. Gowns (of any University) are normally worn.

Evening Governing Body meetings are held at 8pm and are preceded by dinner in the Richard King room at 7pm. You should collect your food from the servery - wine is available at no charge in the Richard King Room, as is bottled water. Lunch is provided in the Bradfield Room for daytime meetings, which start at 1pm.

In common with all Cambridge Colleges, Darwin is legally constituted under a Royal Charter and governed by its Statutes and Ordinances, which you are subject to as a Fellow. The Statutes include the obligation to reside in or near Cambridge for at least two-thirds of each University term, but the Governing Body will normally excuse absences necessary for research purposes.



Rights and privileges of Fellows as outlined in Statutes and Ordinances include:

- Meals in College, seven free per week, plus 10 guests per quarter
- Right to reserve guest rooms, at cost
- Use of College facilities (including boats, Study Centre, gym, Fellows' Study and Seminar Room)
- Use of meeting rooms, which are free of charge for College-associated events; otherwise, a charge may be levied. Catering can be provided (at cost)
- Attending the College feasts free of charge

Ways to contribute
We encourage Fellows to maximise their involvement in College life, for example by attending lunchtime seminars; dining regularly in College, either at lunch, dinner, weekend brunch or at Formal Halls; becoming a Graduate Tutor; joining a committee or hosting meetings in College.

Committees contribute in large part to the running of the College. At Darwin, we pride ourselves on inclusive governance, with student representation on nearly all of committees. Getting involved in committee work and contributing to shared governance is an important part of the responsibilities of Fellows in College.

Accommodation
Research Fellows may apply for single-use accommodation for their first two years (subject to availability). Such accommodation is charged at College rates. Please contact the Accommodation Manager if you wish to apply. Rooms are distributed across the main site and a number of outlying properties.

The College has two guest rooms (both double en-suite) which can be booked by Fellows for short visits by relatives, friends and colleagues. One is situated in Newnham Grange and the other in the Old Granary. Enquiries should be made to the Accommodation Manager.

Fellows' news
The College is always happy to hear from its members of any news, research achievements and awards. Please send details to the College Registrar for acknowledgment at Governing Body meetings and to the Communications Manager for announcements in the weekly newsletter, on social media and the College website as appropriate.

Leave of absence
Fellows may request leave of absence from College, for periods over two weeks in term time, once approved by their department. Your departmental form will also need to be signed by the Master.

Yearly expense allowance for Research Fellows
The College grants you a yearly allowance for research-related expenses. To make a claim, please submit your receipted expenses to the College's accountant.

Expenditure may include travel, purchase of books, conference expenses and computer expenses incurred by your research.

Food and Drink

We are pleased to be able to offer Fellows seven meals each week free of charge. You may also bring guests to lunch or dinner, up to 10 free of charge in each quarter. Please note that bottled soft drinks and traybake items should be paid for separately.

If you have any dietary restrictions or allergies, please make sure the Catering Manager is made aware.

Formal Halls

Formal Halls are seated, served meals consisting of three set courses.

They take place on Wednesdays and Fridays at 7.30pm in the Dining Hall. There is no charge for Fellows if the meal is within dining privileges. Wine is provided for Fellows free of charge. You can book, and indicate your dietary preferences, via UPay.

Please dress smartly for Formal Halls. It is customary for University members to wear an academic gown. Cambridge Doctors should wear their black gowns unless the event is a special 'scarlet occasion', to which Cambridge PhDs wear their scarlet facings and 'Higher Doctors' such as Doctors of Science (ScD) wear gowns that are completely scarlet with coloured silk facings

If present, the Master presides at Formals. In the Master's absence, a Senior College Officer or the next most senior member of the Governing Body (determined by date of appointment to a Fellowship) dining on that night is asked to preside.

Dinner is preceded by drinks from 7 to 7.30pm. When the gong for dinner sounds, please follow the presiding person up to the Dining Hall.

Note that the College does not operate a High Table. There is free seating for all Formal Halls other than major dinners when there will be a seating plan.

Please find a place and stand, waiting for a short Grace to be said. At the end of dinner, around 9pm, guests stand when the gong is struck, another short Grace is said, and diners follow the presiding person out of the Dining Hall.

If you wish to attend a Formal Hall you should book through UPay or via the spreadsheet that the Catering Manager will circulate to Fellows at the start of each term. If you are new to Darwin, we recommend you attend a Formal at the earliest opportunity. It's one of the easiest and most enjoyable ways to meet your fellow Fellows!





All other meals are cafeteria-style, where there are always choices to suit different preferences. When dining in College you should show your University card to the staff at the till in the Servery and say you are a Fellow.

Fellows are welcome to have drinks before and after dinner in the Fellows' Study upstairs in Newnham Grange (diagonally opposite the Master's office).

Food and Drink facilities

- Fellows' Study (swipe access) – free tea, coffee and apéritifs/digestifs are available 24/7
- Servery – offers a choice of hot meals throughout the year except in August
- Darwin College Café offers sandwiches/bagels, baked goods, salads and drinks from 8.30am-8.30pm daily
- Study Centre – coffee/tea vending machine and water

Further information on dining, including daily menus and opening hours may be found here: www.darwin.cam.ac.uk/dine/weekly-menu/

The Bar (DarBar)

The College bar is fully licensed and is located in the Hermitage (next to the café). Staffed by students, it is a lively and popular social hub for the Darwin community, with table football, pool tables, and frequent music and social events.

The bar is usually open every evening from 9pm to midnight (unless an extension has been granted by the Bursar). Last orders are called at 11.40pm.

Members of College are welcome to bring a maximum of three guests into the bar. Guests must be over 18 years of age, and must be registered in the guest book held behind the bar (unless attending a Formal Hall).

The bar staff may ask to see your University card, to confirm that you are a Darwin Fellow.

Highlights of the College estate

Darwin College occupies several fine late Georgian and Victorian houses, including Newnham Grange, The Hermitage and numbers 1-12 Newnham Road.

The core of Newnham Grange was the home of Sir George Darwin, Professor of Astronomy and Experimental Philosophy (and second son of Sir Charles Darwin) and his family for almost 80 years from the 1880s. As the childhood home of the artist and writer Gwen Raverat, it was celebrated in her famous memoir, *Period Piece.* Gwen Raverat spent the final years of her life in the Old Granary, now also part of the College site, and we are fortunate to have much of her artwork on display.

Gwen's sister, Margaret Keynes' history of the house, *A House By The River* is also a wonderful source of background for anyone associated with Darwin. Their brother, Sir Charles Galton Darwin, also born at Newnham Grange, served as Director of the National Physical Laboratory during the Second World War.

The Hermitage, built in 1853, belonged to Dr Stephen Parkinson of St John's College, from 1913. In the 1950s it was briefly the first site of New Hall College (now Murray Edwards), before being purchased by the newly established Darwin College in 1966.

Both Newnham Grange and the Hermitage are Grade II listed, along with the Rayne Building and the Dining Hall.

Gardens

Darwin's gardens, running along the River Cam, were created by combining the back gardens of the College houses.

Fellows are encouraged to use the gardens both for leisure and for events.

We also have two islands accessible via the bridge beside Newnham Grange.

Barbecues are permitted on the small island. Please contact the Second Bursar if you wish to have a barbecue.

The Rayne Building and the Dining Hall

The Rayne Building forms the main College corridor, linking Newnham Grange and the Hermitage. It was built, together with the Dining Hall, in the late 1960s, shortly after the foundation of the College.

The buildings were designed by architects Howell, Killick, Partridge and Amis to blend unobtrusively with the existing historic buildings on site. The ground floor of the Rayne Building acts as the College's central administrative hub, housing the Porters' Lodge as well as accommodation, accounts, bursary, catering, communications, housekeeping, IT and maintenance offices.



Newnham Grange

The Old Library is on the ground floor of Newnham Grange. See 'bookable rooms' for details.



The Reading Room is open 24 hours and available to all. It is intended to be used as a quiet space for reading or study.

Upstairs in Newnham Grange are the Fellows' Study, the offices of the Master, Vice-Masters and College Registrar, plus the Newnham Grange Seminar Room, and Guest Room 1. See 'Bookable Rooms' for details of the latter two.



The offices of the Dean, the Deputy Dean and the Deanery Office admin team can be accessed via the stairs near the Old Library or through the unmarked door next to the Master's office. The Head of Wellbeing has an office adjacent to the Deanery office.

The Fellows' Study is on the first floor of Newnham Grange and is exclusively for the use of Fellows. Free refreshments are provided.

The Hermitage

The Parlour is open from 5am to 9pm and available to all for reading, study and socialising.



The Common Room Café is open 8.30am-8.30pm daily, serving savoury and sweet items as well as tea and coffee. The Bar is located next to the Café.

Study Centre

The Study Centre, which was designed by architects Dixon Jones and opened in 1994, is next to the Old Granary. It provides members with a quiet working space, access to computing facilities and houses the College library.

The Old Granary

The Old Granary is a Grade II listed building which formed part of the home and grounds of the Darwin family from the 1880s until the College's foundation. The building now contains student accommodation.
The College's kayaks, paddleboards and canoes are stored in the shed next to the Old Granary, and secure bike parking is available under the building.



The Painted Room

This room, at the end of the Tennis Court gallery and adjacent to the Study Centre, was used by the Darwin family as a tea room. There are three frescoes on the walls of the room, thought to have been painted by Gwen and Jacques Raverat, including the 'Cambridge Dons' fresco which depicts a number of figures including Cambridge academics and other College Fellows.

The room is designated as study space for the use of the Finley Fellow.

Malting House

The Malting House is a Grade II listed building on Newnham Road overlooking the former mill and mill pond, with views across to the trees and streams of Sheep's Green and the main artery of the River Cam. The house was acquired by the College in 2003 and after sensitive restoration it became a student hostel. It is a short walk from the main College site, opposite the Granta pub.

The name, appearance and features of the Malting House are a reminder of its original 19th century use as a malt house for the conversion of barley to malt for brewing beer. In the 1920s the building housed a famous and influential progressive school.



Bookable rooms

Various rooms in College can be booked by Fellows for meetings, supervisions, conferences and seminars. These are free of charge for College-associated events; otherwise, a charge may be levied. Catering can be provided (at cost).

Rooms can be booked on the College website at https://www.darwin.cam.ac.uk/members/facilities-guide/.

Details of these rooms are:

Newnham Grange Seminar Room

(upstairs in Newnham Grange)
This room is reserved for the use of Fellows, who can book it for meetings. It can seat up to 10 people around the table.

Old Library

(ground floor of Newnham Grange)
This room can seat ~30 people around the table or 60 if set out in theatre style. The room can be used for meetings or social functions, such as drinks receptions, book launches or concerts. It may be reserved for student study during exam period. It contains a Steinway grand piano that can also be booked for use.

Moses Finley Room

This room is located in the Study Centre and may be used by Research Fellows for quiet study. Please have your card registered by the Porters.

Bradfield Room

This room is located outside the Study Centre and may be booked for meetings or events. The Bradfield Room can accommodate up to 100 people depending on the required layout. The room is equipped with built-in camera and microphones. Events may be filmed and Zoom/Teams hybrid meetings set up by following instructions here.

1 Newnham Terrace Seminar Room

(accessed through the opaque glass doors at the far end of the Dining Hall, or through the gardens)
This room is suitable for meetings/seminars. It can accommodate 20 people around tables or 30 if laid out in theatre style. It has built in AV equipment.

Dining Hall

The Dining Hall can be booked for events organised by Fellows, by arrangement with the Catering Manager.

Richard King Room

This smaller dining room, across the landing from the Dining Hall, can seat up to 30 people for dinner. It can also be used as a meeting room, or for seminars.

In addition, there are a number of smaller rooms, seating up to four people, which are suitable for supervisions.

For any event that requires photography or filming in College grounds you should contact the Second Bursar to seek permission. The gardens may be used for private social events by arrangement in certain circumstances. Note that such a reservation will not mean that other users of the garden will necessarily be denied access.

Bookings for the Islands and/or the pianos should also be made via the Second Bursar.

Regular events

There are various annual events at Darwin that you should add to your diary:

- **The Commemoration Dinner**, marking Darwin College's recognition as an Approved Foundation on 29 January 1965, is held annually on the last Thursday in January. Fellows are invited as guests of the College, along with a number of students.

- **The Darwin Dinner** is held each Easter Term at the expense of the College, on a date determined by the Council. Fellows and distinguished guests are invited, as decided by the Master after considering any proposals by members of the Governing Body.

- **The Master's Garden Party** is held annually in June. The Master invites all College Fellows and staff, alongside some friends of the College from the wider University community.

- **The Darwin May Ball**, held in June, is organised by the Darwin College Students Association. Tickets are available some months before the event via the DCSA.



A number of regular events take place throughout term-time:

Lunchtime Seminars

These are held on Tuesdays (Humanities and Social Sciences) and Thursdays (Sciences). Talks, typically on work in progress, are given by students, Fellows and associate members and are intended for a general audience. Talks take place in the Richard King room or the Newnham Grange Seminar Room at 1pm, and attendees are invited to bring their lunch. Everyone is welcome, whatever your discipline.



Chalk Talks

Launched in 2024, Chalk Talks are an opportunity for Darwinians to share their academic passions and ideas in an informal setting. For 10 minutes, all you've got is a flipchart or whiteboard, your words and a captivated audience. No elaborate slideshows, no lengthy presentations – just a raw, inspiring exchange on a topic of your choice that sparks discussion among fellow Darwinians.



Erasmus Seminars

These take place once per term, usually on a Wednesday evening. The aim of the series is to draw upon Darwin's intellectual strengths and to focus largely on the College community for its speakers and audience. The talk lasts around 40 minutes, followed by Q&A. A Formal Hall dinner with the speaker follows, which you are welcome to attend, at cost.



Darwin College Lecture Series

Launched in 1986, the Darwin College Lecture Series is held in Lent Term and is open to all. Each year a theme is chosen and eight eminent speakers are invited to address the topic from their perspective. Lectures take place at 5.30pm on Fridays in the Lady Mitchell Hall (Sidgwick site), and are followed by Formal Hall with that week's speaker as guest of honour.

Punts, kayaks and paddleboards



As a Fellow you have unlimited access to College punts, kayaks and paddle boards. You should first become a member of the Punt Club run by the Darwin College Students' Association (DCSA). Annual membership fees apply (approximately £30 for the season). Thereafter, you can book the punts by visiting the Punt Club webpage or asking at the Porters' Lodge.

Music

Pianos

The College currently has grand pianos in the Dining Hall and Old Library, uprights in the basement of 1 Newnham Terrace and in the Parlour, and an electric piano in the Bradfield Room.

Music Society/Choir

The choir is open to singers of all abilities and is very accessible. Rehearsals are fun and rewarding and take place in a welcoming environment, in the Bradfield Room on Tuesday evenings during term at 7.30pm. Contact John Nilsson-Wright (Fellow) if you are interested in joining.

Music Room

The music room, in Newnham Grange next to the Old Library, can be used outside of office hours Monday – Friday, and at weekends. Bookings are made via the Second Bursar.
There is a selection of musical equipment available for use after you have completed an induction, which can be arranged through the Music Society

Television screenings

The screen in the Seminar Room, in 1 Newnham Terrace is used to show events for which a large audience is anticipated, such as live sports fixtures. A screen may also be put up in the café or bar.



Family-friendly Darwin

Partners and families of Fellows, are, of course, equally welcome at Darwin. They may visit the College, make use of the gardens, and benefit from subsidised rates in the Dining Hall by applying for a family card. Please contact the Catering Manager for further information.

The Darwin College Student Association (DCSA) has an active families group aimed at members with children, with regular get-togethers, games days and picnics. Please email the DCSA Families Officer for more information.



Safety and wellbeing

Accidents/First Aid

All Porters are first aid trained, and have access to a first aid kit. A defibrillator is kept in the Lodge. First aid kits are also available in the Bursary and Catering department.

Wellbeing and Counselling

Darwin has a Wellbeing Adviser, Beau Roberts, who can offer counselling sessions, advice or an opportunity to talk things through. If you would like to arrange a session with Beau, please contact her on bjr44@cam.ac.uk.

The College does not have its own nurse. You are advised to register with a local GP practice close to where you will be living as soon as possible after you arrive in Cambridge.

A list of GP practices in Cambridge can be found on the NHS website. Once you have decided on a practice please contact them directly to register as a patient.

For further useful information about wellbeing and healthcare/support please see the Welfare and Support pages of the College website.

Fire safety

Please make sure you understand the fire instructions in College accommodation and familiarise yourself with your nearest escape routes and assembly point. Note that the College fire alarm is tested every Tuesday at 11am.

If you discover a fire:
Sound the fire alarm immediately by pushing the 'break glass' on a call point.
Evacuate the building.
Inform the Porters' Lodge (Tel: (3) 35660.
Report to the assembly point.
You must only attempt to put out the fire if it is safe to do so. Do not put yourself or others at risk. Door closers are not to be disconnected and fire doors must never be wedged open.

Electric scooters

These should not be brought into College buildings. It is against our fire safety rules to charge these anywhere on College grounds.
Any electric scooters found indoors, whether being charged or not, will be removed.

Parking

On-site parking is only available for disabled drivers, who should contact the Porters in advance to make arrangements.

Data Protection

The College's data protection and CCTV policies can be found here:
https://www.darwin.cam.ac.uk/dataprotection/

College Business Structure

The College Officers are the Senior Management Team but they do not make all decisions alone. The College Council handles many or most administrative decisions, but the primary authority in the College is the Governing Body.

In accordance with Statutes and Ordinances, Governing Body meetings take place six times yearly, twice in each full term (see College Calendar for dates). Fellows, other than Emeritus Fellows, Honorary Fellows and Bye-Fellows, are members of the Governing Body and are expected to attend its meetings to fulfil their responsibilities as a Fellow, except when on leave of absence.

Committees

Membership of College Committees is determined annually by Governing Body following recommendations from the Nominations Committee. Fellows are encouraged to send expressions of interest in Committee membership to the College Secretary or to the College Registrar. Volunteers are warmly welcomed! Terms of service vary between committees and are laid out in the College Statutes and Ordinances. Almost all our Committees also have student members appointed by the DCSA Officers.

You may also be asked to sit on a panel to assess Research Fellowship applications. The College typically runs two or three competitions each year and the administration of these takes place during Michaelmas and Lent terms.

The dates of committee meetings can be found on the College Calendar.

Admissions Committee oversees student admissions.

Buildings & Grounds Committee is responsible for establishing a maintenance policy for the College estate, implementing the programme of maintenance and improvement, and advising on the procurement and sale of furniture and furnishings, including works of art.

College Council: The College is a registered Charity, and members of the College Council are the Charity Trustees. College Council comprises the Master, Bursar, Vice-Masters, Dean, four Fellows appointed by the Nominations Committee and ratified by Governing Body, the DCSA President, and two additional student representatives appointed by the DCSA. College Council is responsible to the Governing Body for the operational running of the College.

Development Committee is responsible to the Governing Body for advising the College on the case for support, objectives and priorities for fundraising on behalf of the College.

Education and Research Committee is responsible for overseeing the organisation of the annual public Darwin College Lecture Series. It also manages the termly Erasmus Seminar, and supports the weekly lunchtime seminars and termly Chalk Talks.

Estate Planning Committee is responsible for the management and planning of the College estate, including student accommodation, together with the purchase of land and managing development projects.

Fellowships Committee is responsible for overseeing the proposal of Fellows in all categories, including Official, Professorial, Honorary and Emeritus Fellows. It also makes recommendations for the Sir George Darwin Fellow Benefactor scheme. The committee runs the annual Research Fellowship competitions and receives, for consideration, requests for associate memberships in all categories. These include postdoctoral members, with the election of Bye-Fellows and Visiting Researchers. Please see the enclosed document on page.

Equity, Diversity, Inclusivity (EDI) steering group

Darwin College is committed to the following principles:

- Equity: the promotion of a fair community by offering equitable opportunities and addressing different needs relative to the individual
- Diversity: a community that recognises, values and champions differences
- Inclusivity: striving for a sense of belonging in the Darwin community for all

We embrace a view of EDI as most relevant for our community - satisfying, but not restricted by, the nine protected characteristics laid out in UK law. Please note that the College does not condone any form of racial, sexual or other discriminatory harassment and treats any such incident as a serious matter.

Finance Committee is responsible for the financial affairs of the College, including financial strategy, management of investments, the annual budget and accounts.

Health and Safety Committee advises Council on matters relating to health and safety amongst the College membership, ensuring that the College's policies are up to date.

Information Services Committee oversees the College computer facilities, maintenance and development of IT services and the College website design.

Library Committee is responsible for the Study Centre.

Meals Committee reports on policies relating to meals and the conduct of the College kitchens. It is also responsible for College functions such as the Darwin Dinner, the Commemoration Dinner and the annual Garden Parties.

Nominations Committee is responsible for recommending College committee memberships to the Governing Body. This is an annual exercise which takes place between the penultimate and final meeting of the Governing Body each year.

Wines Committee advises the Wine Steward on policy relating to the purchase of wines and the supervision of the day-to-day operation of the College wine cellar.



Current Officers (2025-2026)



The Master
Professor Nigel Peake oversees the governance and management of the College and serves as the ambassador for the College both in Cambridge and beyond.





The Co-Vice-Masters
are Professor John Nilsson-Wright and Professor Angela Wood, who deputise for the Master when necessary and look after a number of internal facets of College life.



The Bursar
Mr John Dix is responsible for College finances, the management of College property and for the non-academic administration of the College.
In 20025-26 John also serves as the Wine Steward, responsible for the ordering, purchasing and recording of the College's wine cellar.



Dean & Senior Tutor
Dr Duncan Needham is responsible for maintaining oversight of the admission, academic support, graduation, health, pastoral support and general welfare of all students. He is supported by





Deputy Deans
Mr Tim Milner and Dr Simone Weyand.



The College Secretary
Mr Julian Evans, is responsible for the administration of Governing Body, and ensuring that the University's requirements in respect of the Fellowship are complied with.



The Development Director
is Ms Fiona Duffy, who is responsible for leading the College's fundraising and alumni relations activities.





The College Praelector and the Deputy College Praelector,
Mr Tim Milner and Dr Edwin Rose are responsible for presenting members of the College to the University for matriculation and for degrees.



The College Archivist
Ms Jacky Cox is responsible for the safe and efficient housing, listing and curation of the College archives.



The Fellow Librarian
Dr Chloe Kattar is responsible for the development, maintenance and organisation of the College library.



DCSA Liaison Fellow
Dr Lara Abel serves as the Liaison Fellow, providing a link between the Fellowship and the student body.



The College Visitor
is Dame Sue Carr, Lady Chief Justice for England and Wales.

The Visitor's jurisdiction is limited to adjudicating on petitions from academic (non-student) members on the interpretation and application of the College's Charter, Statutes and Ordinances. Mostly the relationship between the Visitor and the College forms the basis of contact between legal and academic communities.

Categories of Fellow

Fellows under Title A (Official Fellows) Governing Body members
Fellows under Title B (Honorary Fellows)
Fellows under Title C (Professorial Fellows) Governing Body members
Fellows under Title D (Research Fellows) Governing Body members
Fellows under Title E (Visiting Fellows)
Fellows under Title F (Emeritus Fellows)
Fellows under Title A are elected, initially, for a period of up to five years and are eligible for renewal of that Fellowship for further periods of up to four years.

Other College Members

Emeritus Fellows are retired Fellows who continue to contribute to College life.

Honorary Fellows are distinguished individuals, with many having served the College in some capacity during their time at Darwin.

Visiting Fellows are individuals who are not normally resident in Cambridge but are visiting the University and whose membership of the College will be in the interests of the College community.

Sir George Darwin Fellow-Benefactors are individuals who have made an outstanding personal philanthropic contribution to the College, or individuals who are nominated by an organisation which has made an outstanding philanthropic contribution to the College.

Distinguished Associates are distinguished persons from industry, public service, technology, science or the arts who provide valuable connections between the College and the outside world.

Bye-Fellows are persons whose engagement with the College would be of benefit in pursuing its objectives and functions.

Associate Members are typically postdoctoral research workers connected to a University department or institution. They may be awarded membership via an annual competition or be proposed by a Fellow.

The College hosts a significant number of **Visiting Researchers** who are in Cambridge during a period of research leave from their home institutions.

If you know of a colleague who would benefit from having a College affiliation, please contact the College Registrar.



Criteria for consideration of Bye-Fellows

Ensuring good coverage of disciplines, departments and faculties across the University, so that the intellectual breadth of the College community is maintained and enriched.

Supporting a diverse and inclusive College community by seeking broad representation across backgrounds, experiences and perspectives, including those that have historically been under-represented within the College.

Ensuring that candidates are willing to contribute to the intellectual and social life of the College, including regular participation in academic events, seminars and broader College activities.

Drawing on professional expertise within the University, including central administration and non-School institutions, where this expertise enriches the College community.

Drawing on professional expertise from external organisations within the Cambridge ecosystem, where such links enhance the College's academic environment and external engagement.

Nominations for Bye-Fellowships should be moderated through a proportional framework, whereby each Fellow may propose one candidate within a three- year period, ensuring balanced access and maintaining the distinction of the role. The Master may propose multiple candidates where appropriate. Unsuccessful nominations shall not count towards the limit.

Renewals of Bye-Fellowships should follow a review process, requiring the Bye-Fellow to identify a new proposer to advocate for them and to provide a brief report on contributions. This evaluation should take place every three years and form the basis for consideration by the Fellowships Committee prior to renewal of the Bye-Fellowship.

October 2026



University matters relevant to Fellows

Matriculation
This marks admission to academic membership of the University for life or until resignation or, in rare cases, expulsion. Anyone who has studied for a Cambridge degree has already matriculated. For newcomers, matriculation can be achieved by filling in an online form. Fellows should contact the College Praelector (Tim Milner) about this.

MA Status
If Fellows do not have a Cambridge degree, they are eligible to hold MA status (which is not the same as holding the MA degree) and so to wear the Cambridge MA gown (but not the MA hood) on formal occasions. Again, our Pralector team can advise.
Those who have held a College Fellowship for more than three years or an established University academic or academic-related office for the same period, or any combination of these totalling more than three years, are potentially eligible to receive a degree under University Statute B II 2.

You must hold a qualifying post when you are admitted to the degree, so if you are interested and think you are eligible, you should consult the College Praelector as soon as possible and not delay in case you leave your Fellowship or University post.

The Reporter is the University of Cambridge's journal of official business and contains details of governance, events and vacancies within the University. www.reporter.admin.cam.ac.uk

What's On
A calendar of University-wide events and lectures is available at talks.cam.ac.uk

The University has its own What's On guide at www.admin.cam.ac.uk/whatson/ with some events open to the public. Each entry should show details of timing, location and any booking/entrance fee.

The Office for Postdoctoral Affairs
The Postdocs of Cambridge Society (PDoC) was founded to help Cambridge postdocs get better connected with the Colleges and with each other. Read more about their services at www.postdocacademy.cam.ac.uk



Communications, Development and the Archive

Communications

Both internal and external communications are overseen by the College Communications Manager, Laura Kenworthy. The website, darwin.cam.ac.uk, provides detailed information for members and prospective members, as well as regular news stories and updates. You can also follow the College's social media activity on Facebook, BlueSky, LinkedIn and Instagram, while the Darwin College Lecture Series is available to view on YouTube.

You will be kept up to date by email on College events such as the annual Darwin College Lecture Series, the termly lunchtime seminar series, Chalk Talks, Erasmus Seminars and College news.

The weekly newsletter, issued by the Communications Manager, includes items of interest for the Darwin community, events in and around College and news of College members. If you have anything you wish to be included please contact communications@darwin.cam.ac.uk.

It is also worth subscribing to WhatsUp, the weekly student-run newsletter for College events. The latest social events in College, including themed formals, themed nights at DarBar and seasonal events for families, are all advertised here.

The Darwinian magazine, made up of news, features and interviews with current members and alumni, is published twice a year and distributed to alumni and Fellows.





Alumni and Development
The Alumni and Development team manages Darwin's relationship with its alumni, including organising events and reunions, as well as fundraising and donor stewardship. The College has nearly 8,000 alumni around the world, a large majority of whom are outside the UK.

All alumni are automatically members of the alumni association - The Darwin College Society. A committee of volunteers meets several times a year to advise on alumni activity and help deliver events.

Fellows' engagement with alumni relations and fundraising activity is always much appreciated, especially by attending the termly Alumni & Fellows Formal Hall and hosting small alumni gatherings when travelling internationally – please let the Development team know your plans in advance.

'Scholarship for Solutions' is the College fundraising campaign with a target of £60 million. Launched in 2024 to mark the College's 60th anniversary, it aims to secure funds for projects identified in the College Strategic Plan: the Pump House, Garden Room and decarbonisation efforts; increasing studentships, and solutions to global challenges.

The team encourages widespread giving through legacy gifts, telephone fundraising and an annual Giving Day, as well as creating relationships with those able to support the College through more significant philanthropy.

The Director of Development, Fiona Duffy, can be contacted on development.director@darwin.cam.ac.uk



Archive
Records of the acquisition of Newnham Grange and the evolution and development of the College to the present date are maintained in the Darwin College Archive. If you wish to view a document or image, please contact the Assistant Archivist, Rosalind Henderson on rh905@cam.ac.uk.

Sports and leisure

Sports and leisure societies ranging from cricket to cheese and wine are represented at Darwin and provide an array of opportunities to relax and meet new people. A full list can be found here: https://www.dcsa.darwin.cam.ac.uk/sports-societies

Many societies hold weekly events in College.

College gym
The Darwin gym is situated on Newnham Road, next to Gwen Raverat House. To use the gym you must first complete an induction, which you can book by contacting the DCSA Sports Officer on dcsa_sports@darwin.cam.ac.uk



Shared facilities
The College has an arrangement with Downing College and St Catharine's College that allows us use of their sports grounds (football, rugby, tennis, hockey, cricket, lacrosse).We also have an agreement with St John's to use their squash courts.
An annual sports day with our sister College, Wolfson College, Oxford, is hosted by Darwin in alternate years.



Boat Club
The Darwin College Boat Club is the largest society in College, with multiple opportunities to get involved in rowing at every level. Find our more at dcbcrowing.wordpress.com/



Gardens and green activities
Darwin benefits hugely from its beautiful green space, and there are many opportunities to get involved in making use of it, including vegetable gardening, bee keeping, or the Green Hub. The Green Hub aims to empower and connect Darwinians interested in environmental and ethical issues.

We are always looking for volunteers to support our Green Impact Award campaign, Project Second Life, and DarWild. If you would like to participate, do get in touch with the EEA officer.

DCSA – the Darwin College Students' Association

The DCSA represents the interests and welfare of Darwin College students by engaging with College administration, providing budgets for Darwin clubs and societies, organising social events, and providing support for students and members.

Green impact

Darwin College takes responsibility for the environmental impact of its activities, and, to reflect its concern for sustainability and its relationship with the environment, has set out a number of principles which guide its strategy and decision-making:

- To protect and enhance the natural environment by reducing our direct environmental impact;
- To create a culture of awareness, and support the sharing of information to improve the personal and collective practices amongst Fellows, students and staff
- To operate a College which supports Green initiatives from its members;
- To align ourselves with, or exceed where possible, recommended University best practices and comply fully with all environmental legislation.

The College employs a part-time Sustainability Project Manager, Miriam Remshard, to oversee and implement projects and initiatives.

The College strives to encourage/facilitate the progress of environmental awareness amongst the student body. The following projects are currently running:

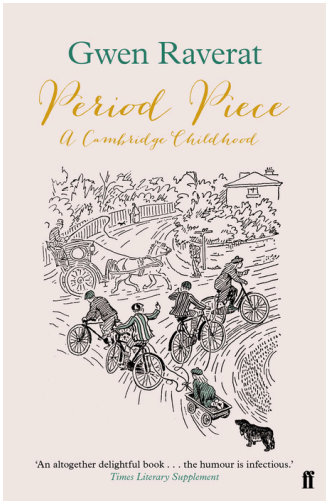
- Student gardens: planters alongside the Bradfield Room are used by students to grown flowers and vegetables.
- Bees: two beehives are located on one of the College islands and are managed by a team of student beekeepers (under the watchful eye of a professional!).
- Recycling: numerous bins are located throughout the College in offices, student rooms and common rooms, including bins for hard to recycle items such as toothpaste and crisp packets.
- Composting of kitchen waste: composting caddies are placed in all student kitchens, and the College kitchens compost as much as possible.
- Sustainable packaging/reducing plastics: all packaging used by the College catering services is eco-friendly and recyclable; there are no single use plastic bottles, and keep cups and RE.USE containers are used as standard.
- The catering department has removed ruminant meats from the Servery menus and provides plant-based options on all occasions.

College Map

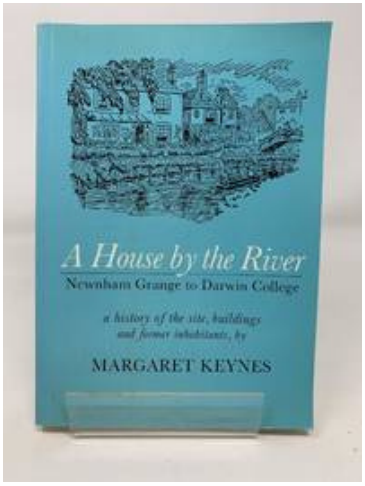

Causewayside 1 - 24
25 - 30
Causewayside 31 - 42
Gym
Green Retreat House
45 - 53 Newnham Road
Hardwick House
10 Barton Road
2 Summerfield
5 Wordsworth Grove
Frank Young House
The Malting House
Newnham Road
Mill Pool
9 - 12 Newnham Terrace
1 - 4 Newnham Terrace
Large Island
Small Island
Car Park
Dining Hall
The Hermitage
Main Entrance
Porters' Lodge
Rayne Building
Newnham Grange
River Cam
John Bradfield Court
The Old Granary
Study Centre and Library
Silver Street
Queen's Green
Queens' College
Queen's Road
Sidgwick Avenue
DARWIN COLLEGE
CAMBRIDGE
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Recommended reading

Period Piece: A Cambridge Childhood
Gwen Raverat
The artist's 1950s memoir of growing up at Newnham Grange in the 1890s.

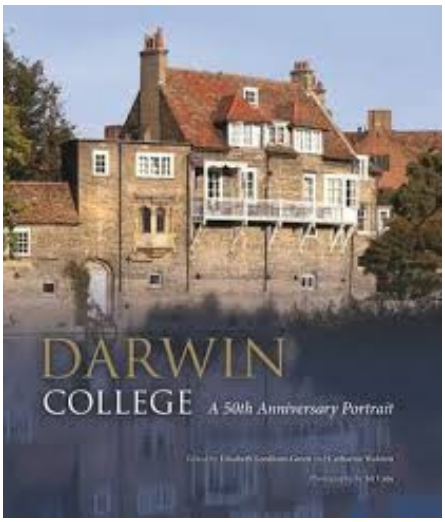


A House By the River: Newnham Grange to Darwin College
Margaret Keynes
Sir George Darwin's younger daughter's history of the house where she was born, published privately following her death in 1974.

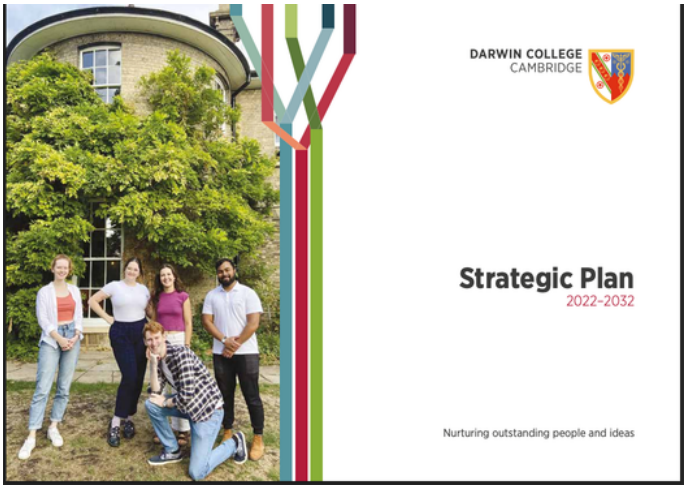


Each Darwin College Lecture Series is published in essay form and is available for purchase through Cambridge University Press.
Videos of past lectures can be viewed on the website or via the College YouTube channel.

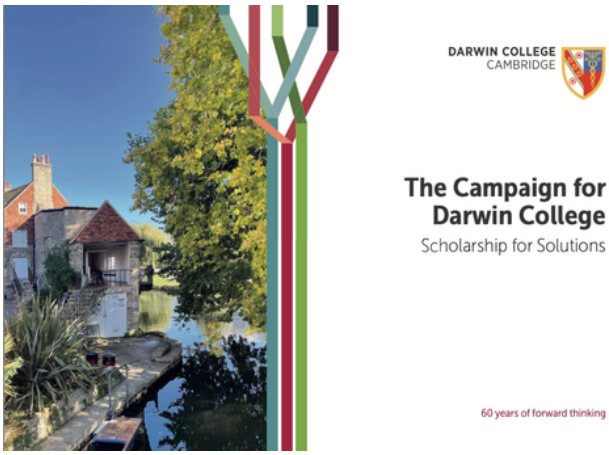
Darwin College: A 50th Anniversary Portrait
Elisabeth Leedham-Green and Catharine Walston
Collated memories and records of the College's first 50 years



Published twice a year, in January and August, the *Darwinian* magazine is distributed in print form to alumni and Fellows, and can be read online on the Alumni and Development pages of the website. .



The College Strategic Plan can be viewed on the website or requested in print form via the Communications Office.



Darwin is currently running an ambitious fundraising Campaign, details of which can be found in the Campaign brochure, on the Alumni and Development pages of the College website.

College contacts

Darwin College Phone List October 2026		Ext	Role based/main email	CRSID	Mobile
Accommodation					
Accommodation Manager	Sue Beckwith	35682	accommodation@darwin.cam.ac.uk	sb783	07851 139 258
Accounts					
College Accountant	Michael Spencer	35678	accountant@darwin.cam.ac.uk	ms2875	07733 352 789
Accounts (student, non-fees)	Anna Ralph	35665	accounts@darwin.cam.ac.uk	ar845	
Accounts (accounts payable)	Ania Dobrzynska-Jadhav	35679	accounts.payable@darwin.cam.ac.uk	ad997	
Accounts & Payroll	Chris Millward	35770	payroll@darwin.cam.ac.uk	cdm22	
Library and Archive					
Archivist	Jacky Cox	33147	jc10021@cam.ac.uk		
Assistant Archivist	Rosalind Henderson		rh905@cam.ac.uk		
Librarian (Fellow)	Chloe Katter	63547	librarian@darwin.cam.ac.uk		
Bursary					
Bursar	John Dix	35664	jtd26@cam.ac.uk		07711 500 486
Second Bursar	Giles Greenfield	35666	gg466@cam.ac.uk		07745 982 848
Catering					
Catering Manager	Ivan Higney	35680	catering.manager@darwin.cam.ac.uk	ilh25	07530 467 572
Deanery					
Dean	Duncan Needham	35673	djn33@cam.ac.uk		07824 533 659
Deanery Office Manager	Karen Knight	35675	ka241@cam.ac.uk		
Deanery Assistant	Gillian Davies	35698	deanery@darwin.cam.ac.uk	gd297	
Head of Wellbeing	Beau-Jessica Roberts		bri44@cam.ac.uk		
Communications					
Communications Manager	Laura Kenworthy		communications@darwin.cam.ac.uk	lk429	
Development					
Development Director	Fiona Duffy	36168	development.director@darwin.cam.ac.uk	fjd22	07460 824979
Alumni Relations Associate	Hannah Milne	36169	alumni@darwin.cam.ac.uk	hm725	
Fundraising Manager	Marlies van Wijk	35690	mv524@cam.ac.uk		
Head of Philanthropy	Kalyani Rhodes	(via Teams)	kr586@cam.ac.uk		
Donor Relations Manager	Karina Malets	35690	km903@cam.ac.uk		
Housekeeping					
Head of Housekeeping	Eniko Lazar	35686	housekeeping@darwin.cam.ac.uk		
HR					
HR Manager	Caroline D'Ayala	35662	hr.manager@darwin.cam.ac.uk		
HR Advisor	Natalie Prytherch		hr@darwin.cam.ac.uk		
IT					
IT Manager	Espen Koht	35778	it-support@darwin.cam.ac.uk	ehk20	07808 500 864
IT Assistant	Andrzej Bugajski	36170	it-support@darwin.cam.ac.uk	ab747	
Master					
Master	Nigel Peake	35668	master@darwin.cam.ac.uk	mr494	07500 883 572
College Registrar	Janet Gibson	35670	registrar@darwin.cam.ac.uk	jg323	07949 370 740
Vice Master	Angela Wood		amw79@cam.ac.uk		
Vice Master	John Nilsson-Wright	35672	johnnilssonwright@icloud.com		07788 751 998
Maintenance			**maintenance@darwin.cam.ac.uk**		
Head of Maintenance	Dave Smith	35688	ds857@cam.ac.uk		07762 313 363
Porters' Lodge			**porters@darwin.cam.ac.uk**		
Head Porter	Derek Scott	35660	das60@cam.ac.uk		07860 483 802



DARWIN COLLEGE
CAMBRIDGE

Please let us know if you would like something included in the next iteration of this handbook, or if you have found information to be incorrect. Comments and suggestions should be given to the Registrar.