CAMBRIDGE REGIONAL COLLEGE

#WE ARE CRC

HIGHER EDUCATION STUDENT HANDBOOK

2026–27

WELCOME

Welcome to Cambridge Regional College. Beginning Higher Education is an exciting step in life.

You may find yourself stimulated not just to learn and develop new skills and expertise, but even begin to think in a new way. I am sure that you will find the experience exciting, interesting, sometimes challenging and certainly rewarding.

Whether you choose to leave higher education when you achieve your qualification here, or choose to go on to complete a full Bachelor's degree and perhaps beyond, you can be confident that your learning will help you in your career and life for many years to come.

I believe that you have made a great decision in choosing Cambridge Regional College for your studies. We are very aware of the trust you have placed in us and will do everything we can to ensure that you have a great learning experience and that your time at CRC is very enjoyable.

If you work hard, with an open mind, and keep a keen eye on the opportunities which lie ahead of you, there should be no limit to what you can achieve. I will look forward to congratulating you personally at our graduation ceremony.

Mark Robertson
Principal and CEO

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INFORMATION

CAMPUS LIFE

For news, features and to find out what's on, go to the CRC website **www.camre.ac.uk** or follow us on social media:

CRC_College

Cambridge Regional College
Cambridge Regional College Huntingdon Campus

Cambridge Regional College

@CRC_College

ADVICE AND INFORMATION

There is a range of advice and information available in college. To find out more go to: **www.camre.ac.uk/student-support**

STUDENTS UNION

The Students' Union, run by students for students, offers a range of services, including representation and student discounts. For more information go to the Student Voice section of the VLE.

ACADEMIC MATTERS

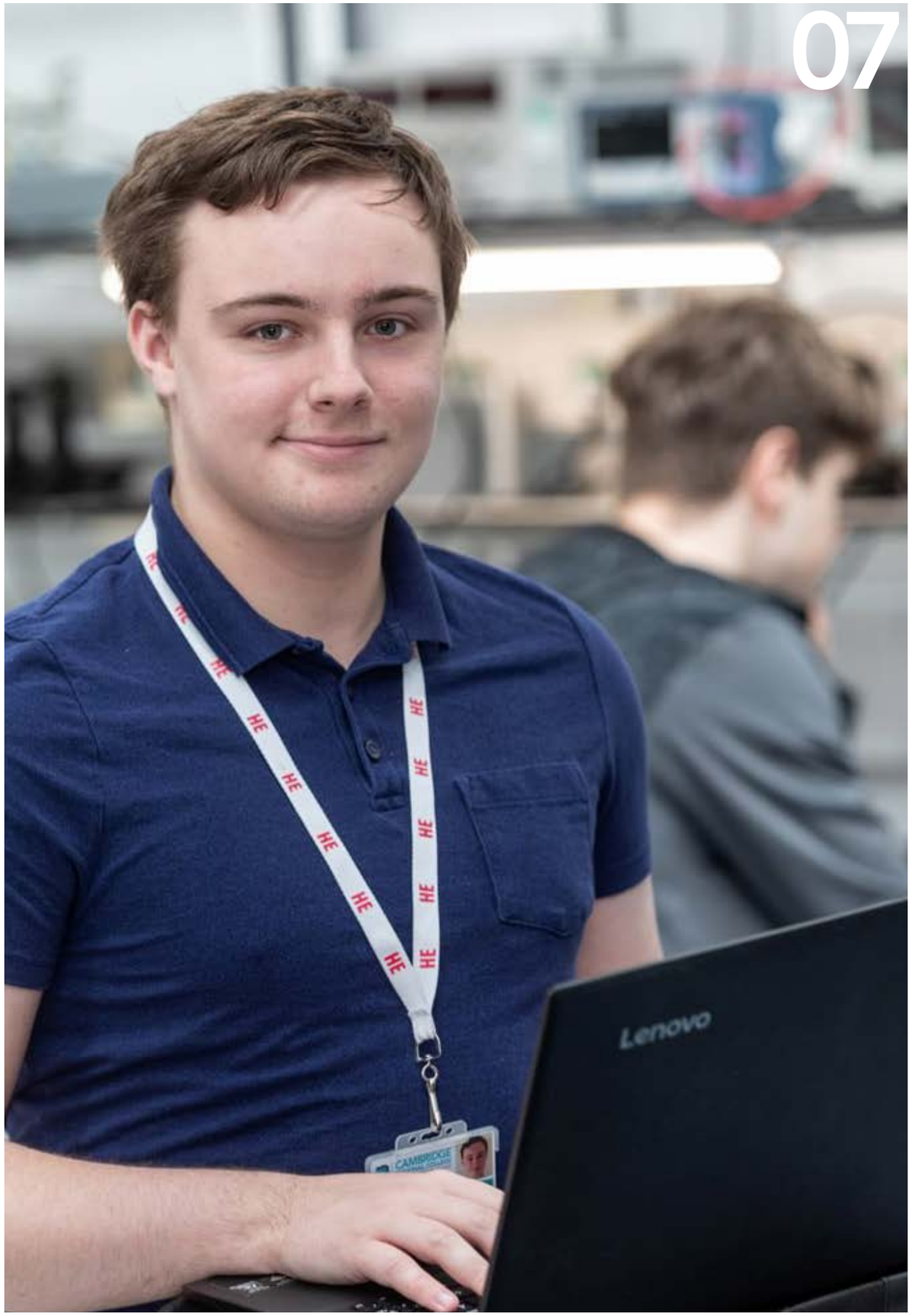
For information on regulatory matters associated with assessment and examinations go to the CRC HE Regulations. Reference copies are also available in departments.

YOUR COURSE

Subject-specific handbooks giving further information on your particular course will be available from your department.

WHAT YOU CAN EXPECT FROM US

- Provide up-to-date and accurate information, advice and guidance on programmes that we offer
- Receive information requested about programmes and how to apply within 5 working days
- Receive an invitation to attend an interview, or offer letter, within 20 working days of receipt of your application
- Send you the following information July/August
  – Instructions on how to join
  – Semester and term dates
  – Details of your induction and how to enrol
- Provide a detailed timetable in the first week of teaching
- Provide a student handbook, including details of how to contact your tutors and support services
- Provide a Student Protection Plan, which demonstrates how we will mitigate against any factors that may impact on us delivering a course



WHAT WE EXPECT FROM YOU

GENERAL

We expect that you will conduct yourself in an appropriate, respectful and considerate way in all your contacts with fellow students and staff.

RULES AND REGULATIONS

When you enter the college you agree to abide by its rules and regulations. You should ensure that you are familiar with them. You are also expected to take reasonable steps to prevent and report cases where other people break the rules particularly in ways that cause actual or potential harm or distress to others, for instance in terms of breaching safety rules or harassment of any kind.

Improving our environment Improving our college Improving ourselves – It's about respect!

As in any community it is important that college members behave in an appropriate manner, respect the rights of others and cooperate with other students and staff to make the best use of the facilities and opportunities provided.

Students who do not observe the behaviour code will be subject to the disciplinary action detailed in the student regulations.

If you are unclear about any aspect of the behaviour code please ask your Personal Tutor to clarify the expectations. Cambridge Regional College expects its students to put the College's values into practice by:

- Behaving in a manner that is considerate and respectful to others
- Attending all classes
- Being punctual at all classes
- Completing work to the required standard and meeting any deadlines for submission
- Attending lessons properly equipped to work
- Working hard and contributing to lessons
- Following the College's Health and Safety guidance
- Switching off mobile phones in classes, Learning Resource Centres, computer rooms and other learning environments
- Keeping the environment clean and tidy and using the waste bins provided
- Keeping corridors clear and safe e.g. not sitting in them or blocking the free passage of others
- Not eating or drinking in corridors, classrooms and other learning areas
- Smoking only outside the college perimeter or in designated smoking areas
- Wearing your student ID card at all times whilst on college premises and showing to staff if requested
- Behaving appropriately at all times. In addition Cambridge Regional College specifically require students to:

- Not take part in, or ignore, harassment or bullying of other students including bullying on social networking sites such as Facebook
- Not bring onto college premises, or use, or offer to other students any controlled drug or alcohol
- Not to attend college when under the influence of any controlled drug or alcohol
- Not record, share or distribute images or videos recorded on any electronic recording device (including mobile phones) whilst on any college premises (including college transport) or college trips, which may cause offence to others or bring the College into disrepute
- Not use language that is offensive or abusive to others including swearing, sexist or racist remarks
- Not bring onto college premises, or use, skateboards, roller skates, rollerblades or other similar recreational equipment
- Not carry on their person a knife or other items which might be regarded as an offensive weapon, any article made or adapted for causing injury, or intended to cause injury
- Pay any fines on overdue items and replacement costs of any lost items from the LRC
- Follow the arrangements for parking cars, motorcycles and bicycles on college premises
- Observe the bus code of conduct when using college buses

This is not an exhaustive list, but it should be adhered to whether students are on college premises, on trips, work placements, residential etc. This code is supplemented by specific requirements for particular resources or locations in the College e.g. use of internet or other software, use of Learning Resource Centres.

You will be made aware of these requirements for specific areas at the start of your course.

ATTENDANCE

You are expected to be in attendance at the College for the full duration of the published term dates for your course of study. You are expected to attend all scheduled classes and all other associated activities, and to commit time to your studies so as to fulfil academic and administrative expectations.
Research shows that if you attend regularly you are more likely to achieve a better result than those who do not. Your attendance will be monitored throughout the term and if you fail to attend regularly we will contact you.

STUDY

Your independent study time should be spent preparing for assessments and interactive classes; you will be expected to turn up for classes on time, having prepared appropriately. You should be able to contribute constructively to the session and be able to engage with any questions raised or an in any discussions.
Reading often takes longer than you expect and it is worth learning how to manage reading effectively, using a mix of skim reading with more detailed attention to the text. We anticipate that you need to plan for an average term-time study week of 40 hours.
It is understood that you may also be in paid employment and the recommendation is that you work for no more than 15 hours per week, as any more than this could impact on your core study time. If you are an international student you must ensure that you are entitled to undertake paid employment whilst in the UK and not exceed any permitted hours.

ASSESSMENT & PROGRESS

For details of the assessment pattern for your course see your individual course handbook.
You are responsible for checking any assessment deadline dates for the submission of your work. You are expected to plan your work around your assessment deadlines accordingly. You should take sensible precautions against accidents and last-minute disruption to your studies; saving work in progress, and not leaving things until too late.
Making preparatory notes, using mind maps, and drafting assignment plans are all ways of helping you plan your work. You should also consider the relative weighting of different assessment elements and allocate each element an appropriate amount of time. Information on the rules for exams and assessments can be found in the CRC HE Regulations.

MITIGATION & EXTENSIONS GUIDANCE

Illness and accidents do happen and can affect your assessed work, so do familiarise yourself with the procedures for late or non-submissions and for making a claim for mitigation.
Remember, though, that mitigation claims will only be accepted in cases of sudden or unforeseen events or circumstances that you believe will have a significant or serious impact on your assessed work. If your claim for mitigation is accepted, this will not alter any of your marks but may allow you an opportunity to retake the assessment as if for the first time and to demonstrate your full academic potential. The HE Student Advisor can explain more about the process if you feel you have experienced difficulties in meeting deadlines.
In the event that you are unable to meet the assessment deadline date and feel that you qualify for an extension, you should seek advice from your course leader before the deadline date. Your tutor may authorise a short extension of up to 5 working days.

The following are acceptable reasons for such a request:

- Short-term illness
- a short-term illness of any person for whom the you have a responsibility for care
- authorised absence from the college during teaching weeks
- an enforced change in employment circumstances for which only short term notice was given
- other reasons considered acceptable by the Student Adviser

The following are not acceptable reasons for such a request:

- academic workload
- misreading the instructions on submission deadlines in the Unit/Module Guide
- computer, disc, printer or any other technical failure for which you are responsible (you should ensure that you keep a back-up copy of your work)
- Unauthorised absence from college (e.g. Holiday taken during teaching weeks).

Long Term Extensions

Long term extensions may be considered by the designated Student Advisor for HE, and Head of Access & HE (or nominee). These may be approved if you have evidence to demonstrate that the reason for your claim is significant and you are experiencing personal or professional difficulties and use of other measures would:

- Result in significant disadvantage to the your academic performance and/or ability to complete your studies
- Exacerbate an existing health problem or result in additional stress related problems
- Fail to address the underlying problem or issue which is unpredictable in nature.

Mitigation: Procedure in the Event of Illness or Other Valid Cause

Your Course Leader can advise about your eligibility for mitigation.
Mitigation is the process by which Cambridge Regional College makes allowance for any matter or circumstance which may have seriously affected your performance in an assessment element(s) (including an element submitted for re-assessment).
Mitigating circumstances must have had a seriously adverse effect on your performance and have been unanticipated and beyond your control.

The following reasons are considered as acceptable grounds for mitigation:

- A serious personal illness which is not a permanent condition
- The death, or serious illness, of a close family member, a friend or person for whom you have a responsibility of care
- Sudden or unforeseen circumstances beyond your reasonable control.

The following reasons are not considered acceptable as grounds for mitigation:

- Family, work, financial or other general problems/day to day issues which lie outside of the circumstances identified in the Regulations
- Poor awareness of CRC's Academic Regulations
- Being unaware of, or misunderstanding, a submission deadline or the date of an examination
- Computer, disc, printer or any other technical failure for which you are responsible (you should ensure that you keep a back-up copy of your work).

ACADEMIC MISCONDUCT

The College takes cheating in assessment very seriously; this is referred to as academic misconduct.
You are expected to understand college academic conventions and expectations. To find out more go to HE Regulations page. If you are still unclear about what is expected of you, ask your tutor!

ADMINISTRATIVE & FINANCIAL MATTERS

You are expected to check your college emails, the Virtual Learning Environment regularly and or/ MS Teams. The sorts of thing you need to respond to are central administrative processes relating to your registration status with the College.
The annual registration process involves academic and financial checks that you are eligible to progress to the next academic year. Being a fully registered student means that you are in good academic and financial standing with the College. The financial side of this process involves paying any tuition fees and other debts that you owe to the College.
If you run into financial, academic or other problems in the department, it is important that you contact the services we offer to help you to resolve them.
Staff in our central administrative offices will help you to find a way forward if at all possible and there is a range of support available if you need it. Information, advice and guidance are available on the Student Support Centre website or you can drop in or book an appointment to speak to someone: www.camre.ac.uk/student-support/
There are also specialist central services (learning and disabilities support, Bursaries, counselling, hardship funds).
If you find yourself in difficulty, please seek help early on. More information is available in the Student Support Centre web pages (details as above).

SUPPLYING THE COLLEGE WITH INFORMATION

It is essential that you keep us informed of your current address and provide a contact in an emergency. We need to be able to contact you both during and out of term time and you will need to provide us with a mobile phone number and keep it up to date. We also ask you to provide some personal data such as support requirements, ethnic origin and disabilities, to enable us to monitor the effectiveness of our equal opportunities and diversities policies.
You are encouraged to provide this information. You should notify the College of any criminal convictions that you may have. This information is held in strict confidence (see the Data Protection section).

HOW WE COMMUNICATE WITH YOU

We need to communicate with you for a variety of reasons. Paper-based communications will be sent to the home address you provided at registration, or via tutors. If you change your address, please let your tutor know.
Your password protected personal login will give you access to your college email account and other information. It is essential that you regularly monitor your college email and you should check your email at least twice each week during teaching periods.

YOUR FEEDBACK & STUDENT REPRESENTATION

You are encouraged to take advantage of the opportunities available to participate in student representative bodies, both within your department, college and through the Students' Union. We want you to exercise your rights in terms of voting and standing for representative positions and we welcome and listen to your views. For our Higher Education Students there is particular forum, the Staff Student Liaision Committee, where we work together as staff and students to seek your views and improve on your experience with us. See the Student Representation section of this handbook and the information at: www.camre.ac.uk

CAMPUS INFORMATION

COLLEGE CLOSURES

If for any reason either of the Cambridge or Huntingdon campus sites are closed or have a delayed opening, a message will appear as a pop-up on the homepage of the College website, **www.camre.ac.uk**.

There are three stages to the Campus opening:

- Green – The identified campus is open. This will not show on the website but is the default status.
- Amber - The Campus will have a delayed opening and may, in the case of bad weather, only be open to local students and staff who can make the journey safely. College bus services may not be running and the exact time of opening will be communicated on the day by text, social media, and College websites. This will also affect our commercial offerings including the sports hall and restaurant.
- Red – The campus is closed to all students, staff and commercial outlets.

FOOD & DRINK

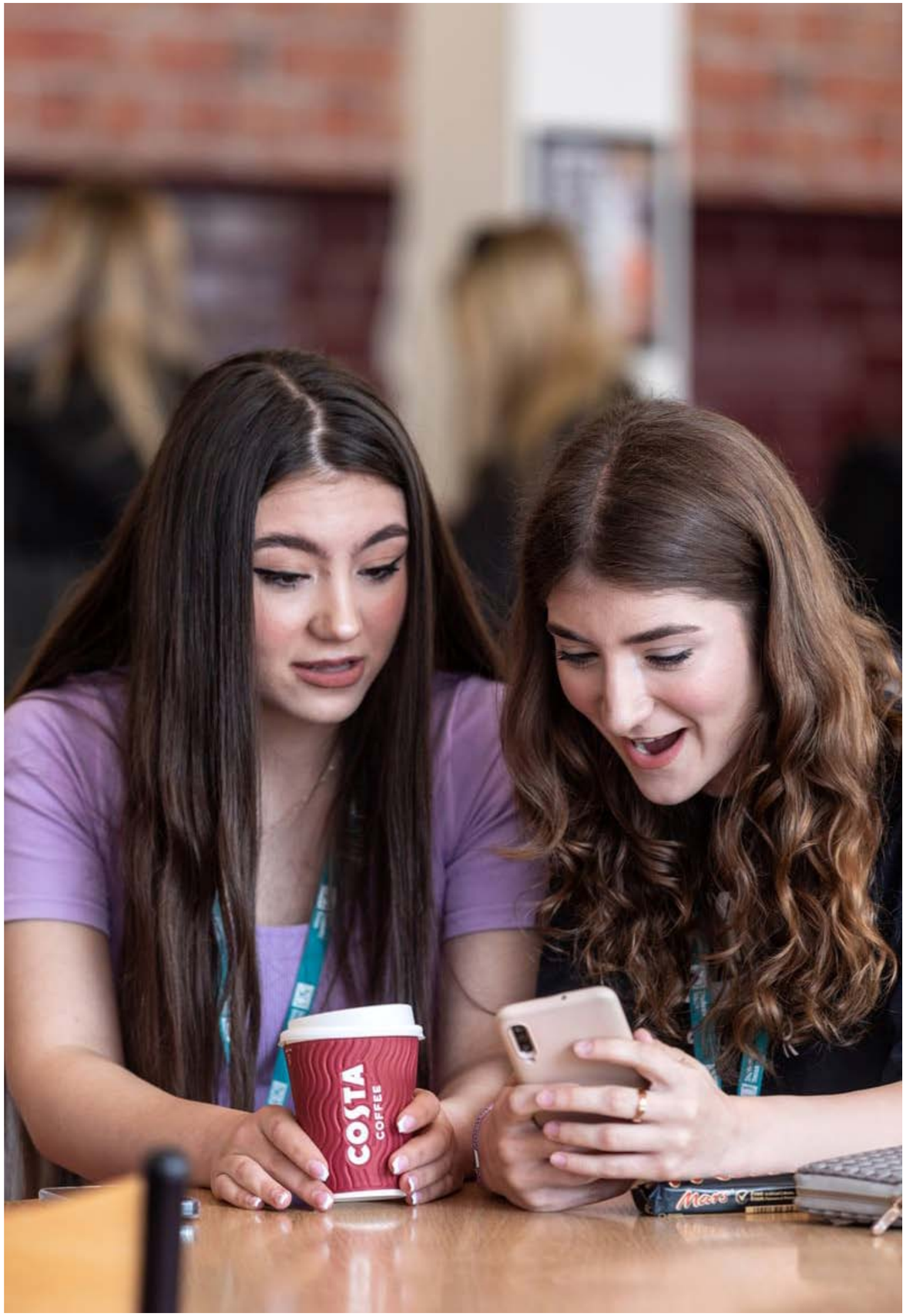
Both Campuses have a number of food outlets including Costa Coffee, The Kitchen, and the Park Café at Cambridge; and Starbucks in Huntingdon. All providing a mix of hot and cold food, drinks and snacks.

Cambridge

The Kitchen (main refectory)
Mon – Fri; 8:30am - 2:00pm
Costa
Mon – Fri; 9:00am - 4:00pm
The Park Café
Mon – Fri; 9:00am - 2:00pm
The Shop
Mon – Fri; 8:30am - 4:00pm

Huntingdon

Starbucks
Mon – Fri; 8:30am - 4:00pm
The Kitchen (main refectory)
Mon – Fri; 11:45am - 2:00pm



ACADEMIC SUCCESS

To be outstanding in enabling students to excel and for serving employers and communities.

OUR VALUES

W elcoming
E mpowering
A spirational
R esilient
E xcellent
C ourageous
R espectful
C ollaborative

OUR MISSION

To transform lives and create prosperity by delivering technical and professional education that meets the needs of students, employers and communities in Cambridgeshire.

SUPPORTING YOUR STUDIES

There are a number of opportunities in the course of each academic year to obtain advice and guidance relating to your academic course and your performance. Sessions may vary in timing and frequency depending on your course so you will need to check your Course Handbook for details of meetings. You can expect the following academic support in addition to the feedback normally provided through your module tutors.

INDUCTION/ RE-INDUCTION

The induction programme will provide an introduction to academic work and support at Cambridge Regional College. This will include an explanation of course outcomes as well as the teaching methods to be adopted and how you are expected to engage with learning. There will also be a 'welcome back' session for second year students which will focus on course outcomes and how your learning is expected to progress. You will be informed about which session(s) you should attend.

ACADEMIC PROGRESS

There will be an opportunity to meet with a personal tutor to discuss your academic progress on at least six occasions each year. The purpose of these meetings is to review your marks and focus on issues relating to your academic performance.

LEARNING RESOURCE CENTRE

In addition to the books, documents, official publications and audio-visual items held in the LRC, you can access LRC information and collections, including eBooks and online resources via the internet. The Electronic Library provides cross- search tools and includes many full text journals and newspapers as well as reference to thousands of journal articles. In addition to suggesting appropriate resources we can help with study skills including referencing, time management, planning and avoiding plagiarism. We can arrange one to one or group sessions, just ask!

The LRC offers access to PCs, Apple Macs and Chromebooks. There are also study desks and some small individual study rooms on our Cambridge Campus. To use a study room, you will need to book a place which you can do by using the online booking system on our LRC VLE page. Here you can also book to use one of the all-day computers. These computers are set aside for students wishing to study onsite during one of their non-college days (Mon-Fri only)

For more information on the LRC please visit our VLE page.

COMPUTING FACILITIES

A personal network account is available to every enrolled student at Cambridge Regional College. This account gives you access to your own dedicated user area, printing facilities and email account. When using the computer facilities please do not unplug or attempt to move any items of computer equipment. Please tidy up your area before you leave.

IT SYSTEMS ACCEPTABLE USE POLICY

The computing facilities at Cambridge Regional College are monitored for safeguarding and security purposes. As a user of the College's systems you are responsible for the safeguarding of your data and identity.

STUDENT ACCOUNT LOGON

As an enrolled student at Cambridge Regional College you will be receive a free personal network, email and wireless account. The network and email accounts are automatically created for you once you have enrolled. The College's BYOD services will allow you to connect to our Eduroam wireless network free of charge.

IT ACCESS

As an enrolled student at Cambridge Regional College, you will receive a free personal college account to allow you to access:

- Free Wifi (eduroam).
- Free Microsoft Office 365 + 5 home licenses for personal devices.
- Free printing.

To access these services, you will need to login with the following details:

USERNAME: YourStudentIDNumber@students.camre.ac.uk

PASSWORD: CRCyourpostcode2026

The password is a one-time password to allow you to login to the systems where you will be asked to change it for a more permanent one.

Microsoft office 365 web link is: https://login.microsoftonline.com/.

STUDENT SYSTEMS ACCESS

You can access EBS Student Portal, the VLE and a host of other useful information and systems by going to www.camrevle.com and logging in with your normal username/password.

STORAGE OF STUDENT WORK

We recommend that you use your Office 365 OneDrive to store your student work. This will allow you access to it both in and outside the College.

FREE MICROSOFT OFFICE

With your Office 365 account you get five free Microsoft Office licenses to install onto home devices.

PRINT QUOTAS

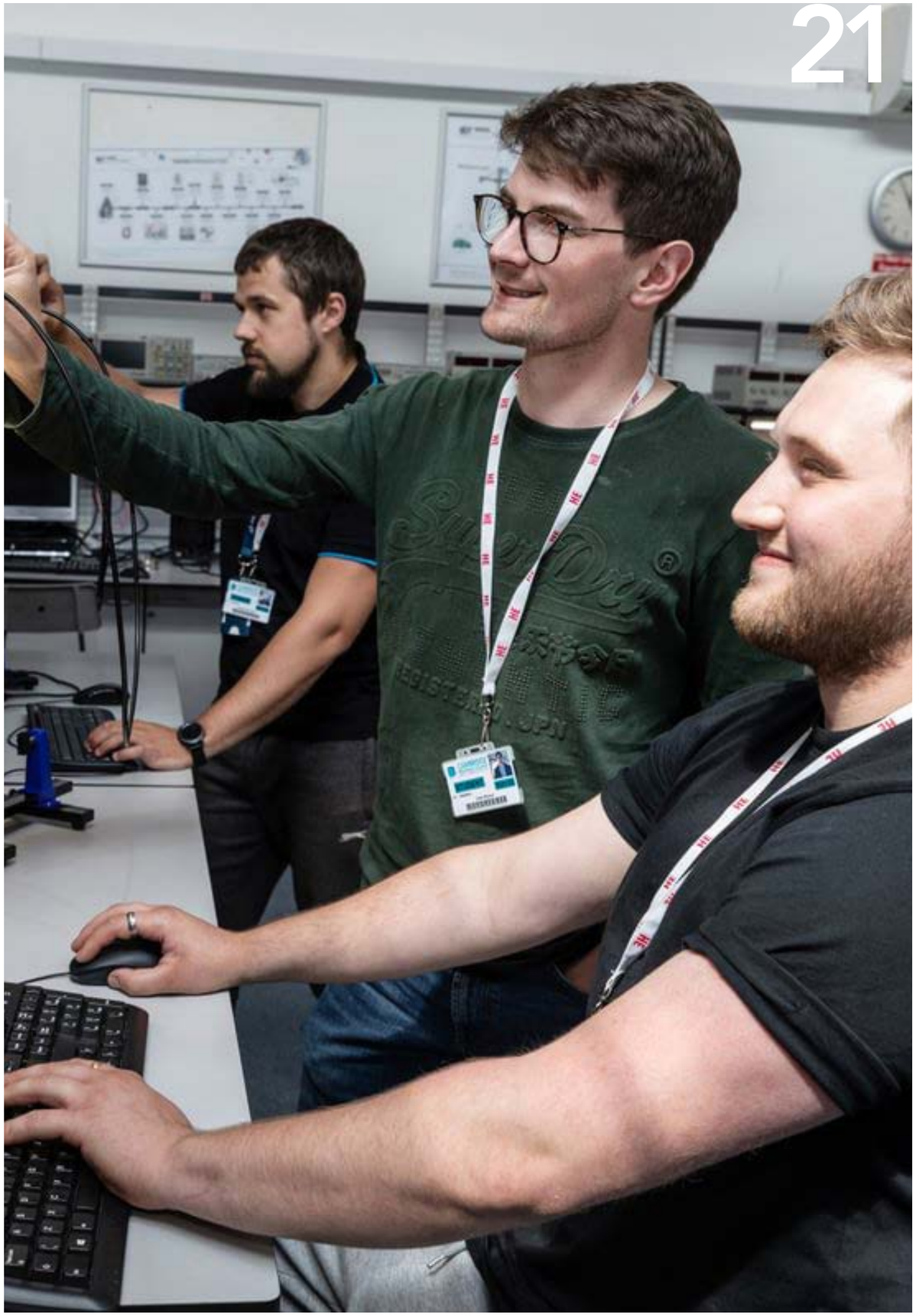
You will also have your own personal print quota which will allow you to print off up to 500 pages free of charge each year. Any additional page credit can be added. Each print job is limited to 10 pages and two copies. If you have more pages or require more copies you will need to re-submit a second job printing for the additional pages or copies. Students must logon to the network in order to print. Students also have the ability to print documents as PDF files.
If you have any questions or require any further information regarding anything to do with the computer facilities or services, please speak to a member of the LRC or IT team.

ENSURING THE QUALITY OF YOUR ACADEMIC EXPERIENCE

We are committed to working with you to improve your academic experience and we welcome your participation and feedback in the following ways:

MEASURING THE QUALITY OF EACH UNIT

This happens mainly via unit evaluation questionnaires completed towards the end of each unit, although staff are also open to informal feedback. Completing the questionnaire will only take a few minutes and provides us, and your fellow students, with useful information about your experience.



MEASURING THE QUALITY OF YOUR OVERALL EXPERIENCE:

You will be asked about your experiences through on- programme surveys. After you have completed your studies at the College, you will be asked about your experiences via a Graduate Outcomes survey. All graduates receiving a recognised higher education qualification from a further education college will be surveyed in this way. Your contact details will be passed to HESA and the organisation(s) contracted by HESA to assist it to undertake this survey. HESA's contractors will only use your contact details for the survey and will delete them when the survey is closed. HESA may hold your contact details for further graduate outcomes surveys where these are in the public interest. Your responses to the Graduate Outcomes survey will be made available to your provider, and your provider may choose to add additional questions to the survey for their own use.

PRIVACY & DATA

Protection information will be provided if you are contacted for any of these surveys. You might also be contacted as part of an audit to check that the survey has been undertaken properly. Please refer to our website for details of the College's GDPR and privacy notices, and ask your tutor if you have any queries about this post- study survey.
Helping the College to respond to feedback listening to the student voice is an important part of the College's quality assurance processes through which it seeks to identify issues and make changes. You can participate in helping us to ensure that your feedback informs our decision making in these ways:

– through the Student Reps scheme.
– by engaging with your Students' Union
– by responding to invitations to participate in focus groups, surveys or other qualitative studies.

The College is committed to listening to and consulting with students. We are particularly keen to hear feedback on your experience on your experience of teaching, learning, support, services and facilities provided. There is a range of mechanisms the College uses to receive feedback and take actions for sharing good practice and improving in areas where there is required:

- Day to day feedback to lecturers, tutors and services staff are welcomed. This helps us all to better understand the good things and resolve the difficulties.
- Focus groups are a great opportunity for you to make suggestions for improvements to cross college services.
- Informal one to one chats with College Managers to hear your thoughts on how we are doing as a college.
- The chance to participate in 'mock lessons' when we recruit new members of teaching staff
- The Complaints and Compliments procedure also provides feedback opportunities.
- Student questionnaires issued twice a year, and an online questionnaire in the spring term to seek your feedback on the course, as well as wider issues around services provided and College facilities.
- At course level, we ask for students to act as representatives for their peers through Curriculum Management Committee and Student Forum.
- The Staff Student Liaison Committee meets three times a year and comprises of all democratically- elected Student Representatives from all Departments. It may also be attended by the Principal, and Deputy Principals, plus College Governors. Student Representatives will bring key issues to the Committee for information and college Managers will ask the Student Liaison Committee to seek views from their classes on any major changes which may affect them.
- The Governing Body of the College (known as the Corporation) has ultimate responsibility for the direction, policies and leadership of the College. It currently comprises 18 representatives from the business and local communities (Governors), two members of staff (Staff Representatives) one Student Governor and another student in attendance. This year the corporation will meet a minimum of six times. A full list of Governors can be found on our website.
- HE specific Student Liaison Committee meets to discuss HE matters at the College
- The Student Governor on the Corporation usually serves for one year and provides a student perspective on matters discussed.

They will gain valuable experience in understanding how the College works and provide a clear voice for student in high level decision-making by the College These are all excellent opportunities for people to get involved and to really make a difference in the decisions made by the College.

If you're interested in finding out how you can become a Student Representative or Student Governor, or want more details on the training we provide, please contact our Student Liaison Officer in The Hub or on 01223 226404.

OTHER SERVICES AND SUPPORT

STUDENT SUPPORT

The Student Support Team can provide information, advice and guidance on a broad range of subjects. Their aim is to assist you to gain the best experience of college that you can. More information can be found at **www.camre.ac.uk/student-support/**

They can help you with:

- Personal concerns affecting study progress or well-being
- Funding and finance including HE bursary, hardship funds and emergency loans, scholarships and bursaries
- Sources of help to improve academic performance – identifying obstacles to learning
- Understanding the college systems and regulations in relation to assessment services, complaints, conduct, and discipline
- Progression, intermission and withdrawal processes - discussion and support
- Referrals to other professional services
- Drop-ins for wellbeing support, free condoms for under 25's and financial/ bursary support.

If you don't know who to talk to or who to ask – start at the Careers Hub at Cambridge Campus in C007a. Seek help early and remember that we are here for you. We are also a proactive service, so you may be contacted directly by our Student Advice Team if we hear that you might be experiencing some difficulties. This may be, for example, in response to concern from your tutor about your attendance, participation or engagement with your course.

STUDY SUPPORT FOR HE STUDENTS

Study Support for Higher Education (HE) students and students receiving the Disabled Student Allowance (DSA).

If you feel your study skills or use of English might hinder you in achieving your qualification, you can request to receive extra help from study support. This is intended to supplement the help already given by your tutors, and depends on your level of need and the availability of support staff. The help available might range from interpreting and understanding the assignment brief, the planning and drafting process, note taking and summarising skills, and writing academically.
If it is appropriate, support might include some back-to-basics work on sentence structure and paragraphing. The content of the support sessions are agreed between you and the support tutor and are determined by your needs. Sessions normally take place in a group of no more than three and last for an hour.
The first point of contact is the course tutor, who can put you in touch with the study support service. You will be interviewed and have the opportunity to identify the kind of support you may need.

Study Support for Students who are eligible for Disabled Student Allowance (DSA).

The DSA provide help with costs which you might have to pay as a result of your disability, mental health condition or specific learning difficulty. This could include a non-medical personal helper, such as a study support person. If you are in receipt of the DSA you would normally be offered a one-to-one session of one hour, once a week with our team of HE study support tutors. The type of support would be determined by your particular needs, and could include extra help with organisation and planning, or developing skills and strategies which help overcome particular difficulties. The aim would be to support you to develop as an independent learner.
If you have a diagnosis of a learning difficulty such as dyslexia or feel that you have an undiagnosed learning difficulty, then you should contact study support who will interview you and advise you whether a further assessment would be appropriate.

How are you assessed for DSA?

If, after interview with study support, it is decided an assessment for the DSA would be appropriate then you would see one of the Assessment Team here at CRC and undertake a two-three hour assessment to ascertain whether or not you have a specific learning difficulty.
You would then apply for the DSA through Student Finance England which would then fund the necessary equipment and/or study support deemed appropriate. Information for this is available through Bridging the Gap: A Guide to the Disabled Student's Allowances (DSAs) in Higher Education. https://www.gov.uk/disabled-students- allowances-dsas/further-information

COUNSELLING SERVICES

The demands of academic work, difficulties in relationships, changing lifestyles or pressure from your own and others' expectations – amongst other difficulties – can all present you with challenges. Counselling can help you explore and understand your concerns whether these stem from past experiences or current dilemmas.
We may be able to help you with counselling or refer you to an appropriate external service.

HEALTH SERVICES

Health Services Cambridge Regional College has a comprehensive health service that is able to respond to general medical and sexual health enquiries. Medical and sexual health services are available via The Hub Monday to Friday. For enquiries outside these times contact Main Reception.

STUDENTS WITH CHRONIC MEDICAL CONDITIONS

These might include the following: Asthma, Epilepsy, Diabetes and Allergies. You will be asked to complete the 'Health Declaration' form on induction week and register with the college Nurse. Medications for chronic medical conditions can be stored on site. For all enquiries contact 01223 418440.

FINDING ACCOMMODATION

Our Welfare Officer can help you with find accommodation.

CHILDCARE

For information about the support for childcare, please talk to our Student Advice Team.

CAREERS ADVISERS

Careers Advisers can help you to develop your future career potential. We offer a range of opportunities and confidence building experiences which will help you to enhance your skills and employability. They are based within
The Hub.

If you are an international student, it is important that you check your employment status before looking for a job. The International Office can advise on this.

Professionally-trained advisors are available every weekday to help you explore your career direction, your skill development and to provide help with application forms, CVs and interview techniques. If you are not sure whether you are on the right course or just wish to talk things through you can have a discussion with a careers advisor.

We have information on further study at Cambridge Regional College, in the UK and overseas. You can find out about:

- Postgraduate courses and training in the UK, both academic and vocational.
- International Study and funding for postgraduate study; information and advice on getting grants, loans and studentships

CRC HE STUDENT ADVICE

The HE Student Advice can be accessed through Student Services which is based in the HUB; the team is there to help with any problems you may have with whilst studying and help you understand the College's rules and regulations. They are able to refer you to specialist advice and information sources which can offer more detailed and in-depth guidance. e.g. financial advice, careers, learning support.

In terms of Academic queries rules and regulations and assessment queries, the first person you should contact is your course leader as they will the knowledge of your awarding body requirements.

To contact the HUB call the number below or pop into the College HUB.

HE Advice 01223 226415

Your course leaders' contact details will be on Moodle

How can we achieve this?

- Accessible offices and extensive opening hours.
- Appointment only slots to allow students to spend more time with the CRC Student Adviser where necessary.
- A comprehensive knowledge of the support structure available within the College.
- A wide-ranging understanding of the Academic Rules and Regulations of the College.
- By identifying the needs of an individual or group of students and acting on that information.
- By collecting together an extensive library of useful information and leaflets.

SPORT AT CRC

Cambridge Regional College is proud to possess one of the city's finest indoor sporting venues with some of the best sports facilities in Cambridge. The Sports Centre comprises:

- Two large indoor sports halls which are able to accommodate four badminton courts, 5-a-side football, Netball, Basketball, Volleyball, plus many more sports
- A viewing gallery
- Two squash courts
- Fitness suite and free weights room
- Excellent changing and showering facilities
- Ample car parking available
- A fantastic climbing wall.

All enrichment and sports activities that form part of your course are free of charge. To use the gym during college hours, requires a one off payment of £30 which allows access for the for the academic year during college hours.

Sports Centre facilities are also available for hire during the public opening times 16.00 - 22.00 weekdays and 09.00 - 16.00 weekends and all day during the college holiday periods.

The rates are very competitive and details are available from the Sports Centre reception on 01223 418280.

FITNESS SUITE

The fitness suite consists of a range of single station resistance machines, cardiovascular machines and free weights and has air conditioning. The free weights room includes a large range of dumbbells, smith machine and Olympic bars. An induction needs to be completed before you can use the fitness suite; these take place most mornings and must be pre-booked.

SQUASH COURTS

The squash courts are available for 40 minute sessions and are used for both squash and racketball. Equipment for any of these activities may be borrowed on production of your Sports Centre membership card.

ENRICHMENT ACTIVITIES

Varying activities are available. Please see Empower on the VLE for what is available and to book on. Empower is also available via the #WeAreCRC digital induction you will complete. Alternative speak to the Student Engagement Officer or any LRC staff member.

SPORTS

Wednesday afternoons are our cross college Sport afternoons when sporting activities take place ranging from badminton to football. The cross college Sport afternoons involve structured practices and fun games for beginners and experienced players alike.

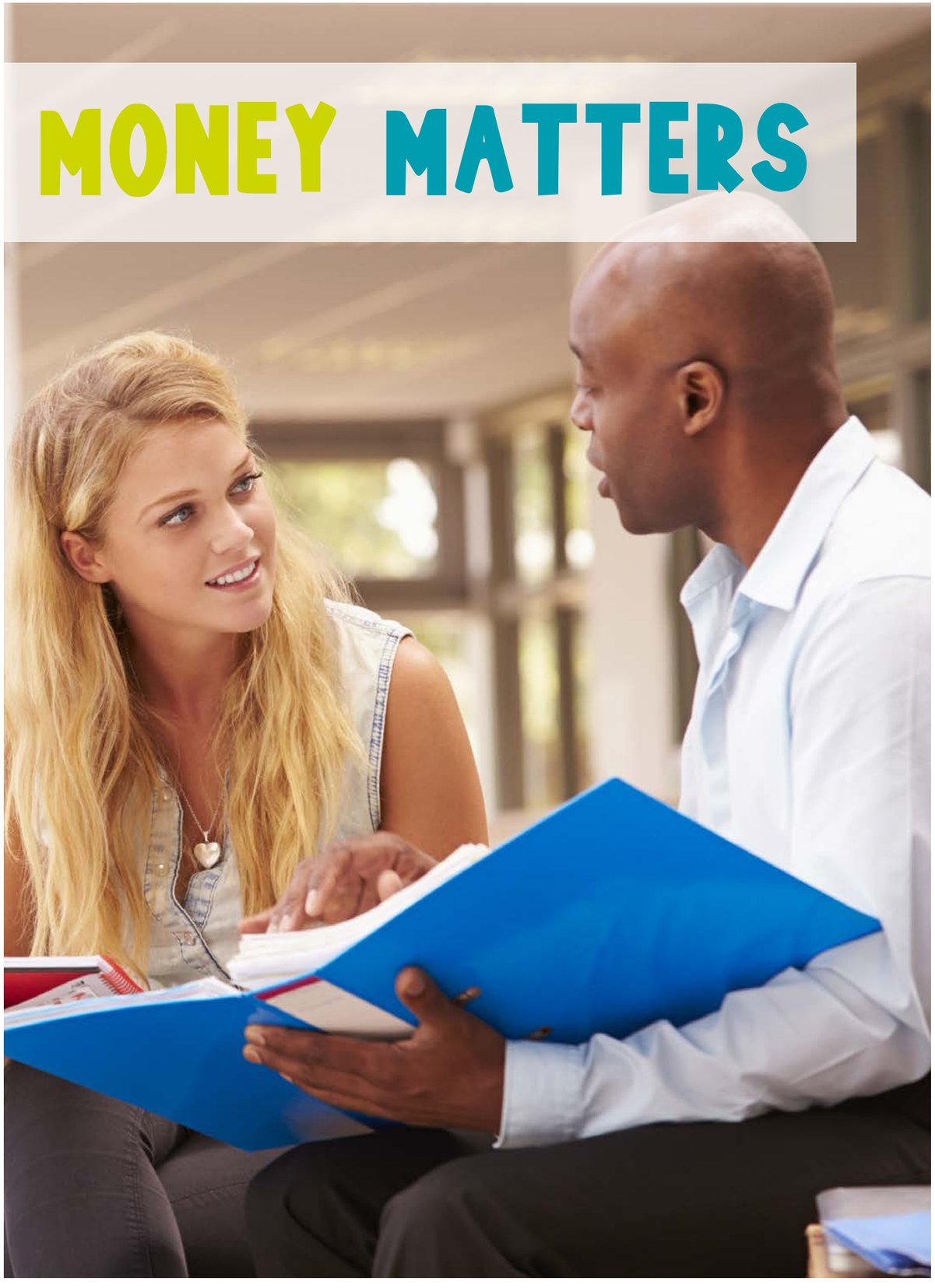
SPORTS TEAMS & FACULTIES

You can participate in a range of college teams which play on a regular basis. Fixtures include inter-college games, matches against other local colleges and international teams.
Students represent the college in the British colleges in Sport Competition; on selection you can compete regionally in your chosen sport and success can lead to the national finals or representation in the National Squad.

COACHING COURSES/SPORTS VOLUNTEERING

A range of nationally-recognised Coaching Awards are available subject to demand. Additional fees are payable for these awards.
If you wish to broaden your volunteering experiences you can get involved in local community sports volunteering and work towards the nationally-recognised Step into Sport Awards Scheme.
All students can get involved; you do not have to be on a sports course.
If you are interested in any of these opportunities please see one of our dedicated Sports Centre Team.

MONEY MATTERS



If you are an International student advice is available from the International Office to ensure that any paid work you undertake is in compliance with your visa status.

DEALING WITH DEBT

If you find yourself in debt contact the Student Advice Team. They will act non judgementally and in complete confidence.
If you owe money to the college – e.g. for tuition fees – contact the college's Finance department. You should be able to reach a suitable arrangement to clear your debt but if you do not, then ultimately you may have your certificate withheld or have your registration terminated. The College Finance department is located in C116.
Please contact via email: FinanceEnquiries@camre.ac.uk

COLLEGE HE BURSARY FUND

There are limited funds that have been made available to provide support for students on specific HE courses.
The HE Bursary Fund cannot be used to pay for tuition fees. It is expected that the fund will largely be used to contribute to travel/ childcare costs.
Note: Monies for childcare costs can only be authorised for children in registered or approved providers. The assessment team do have some limited discretion.

PART TIME STUDENTS

The HE Bursary Fund support all who earn under £33,000.

ELIGIBILITY

- Full time and part time students enrolled on HNC & HND programmes
- Students must meet one of the following three residency criteria:
  - Resident in the UK for the last 3 years
  - Be ordinarily settled in England
  - Eligible for residency as defined by the Immigration Act
- Students gross household income will need to be below £33,000
- Students are expected to have applied for all statutory support that they are entitled to and this includes HE loans and state benefits
- Students must be studying for their first HE qualification.

PROCESS

- Students will need to complete a bursary application online at camre.ac.uk/student-support/financial-support-2.
  If you have any questions about the HE bursary you can contact the Student Advice Team by visiting the Hub or emailing financialsupport@camre.ac.uk
- Applicants will need to provide evidence to support their application and this will include details of their household income. This will include a partner's income, if applicable.

STUDENTS' UNION

STUDENTS' UNION

When you enrol on a course at CRC you automatically become a CRC Students' Union member. The college has an active Students' Union that is dedicated to the interests of students in the college. The Students' Union is run by and for students and aims to enhance the student experience as well as be a representative body for learners. Each year new Students' Union Officers are elected and hold office for one year. Each Officer has their own area of responsibility and the positions are as follows:

- President
- Vice President Cambridge Campus
- Vice President Huntingdon Campus
- EDI Officer
- Treasurer
- Secretary.

If you are interested in becoming a Students' Union Representative, come and chat to our Student Engagement Coordinator in the Hub or online or contact by email sallen@camre.ac.uk

Officer meetings are held once a week. The general SU also meets once a week and all students are welcome to attend. Students who do not wish to be a member of the SU can opt out by completing an opt-out form. These are available from the Student Engagement Coordinator.

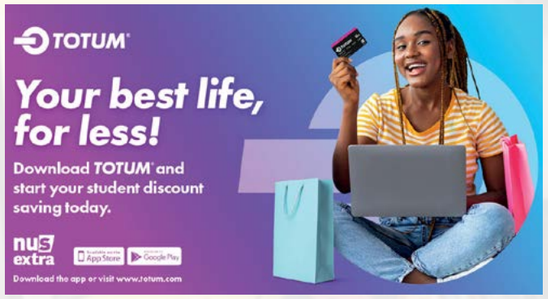
CAMPAIGNS

The CRC SU runs various events throughout the year so please support these.

STUDENT VOICE

The SU Officer Team represent the students on various committees such as the Health & Safety, Equality & Diversity, and Environment Committees. This is to ensure that learners are aware of what is happening throughout the College and to give learners a 'voice'. Please email the Student Engagement Coordinator in sallen@camre.ac.uk if you would like to contact your Students' Union or if you are interested in becoming a Student Ambassador.

TOTUM CARD



When you join CRC and become a registered student, you can become a member of the National Union of Students (NUS) and are eligible to download the FREE Totum App and purchase a Totum Card.

NUS Totum is the number 1 student discount app and card, bringing you over 250 student discounts.

To access what's happening at CRC including events, workshops, clubs, activities and opportunities to enhance your student experience and personal development, download the app **www.totum.com** or use the student discount link on **Empower** on the VLE.

REGISTRATION AND RECORD KEEPING

The annual registration process involves academic and financial checks on your eligibility to progress to the next academic year. Being given full registration means that you are in good academic and financial standing with the College. In most cases your academic standing with the College is known well before the Registration event, but for some groups of students (some students having to resit in the vacation) the results of assessments are available relatively late and special checks are therefore involved.

The financial side of this process involves paying any tuition fees and other debts (e.g. examination fees, registration fees) that you owe to the College. The detailed terms of trade should have been provided to you at or before enrolment. If not please request them from the Finance Department. In essence you are liable for the full fees for the course upon enrolling, at which point the fees should have been paid in full, a payment plan agreed, or an SLC approved Loan been confirmed. The sanctions against non-payment of debts to the College begin with having certain services withdrawn (e.g. library and computing access), and can lead to withdrawal of registration. The key thing to bear in mind if you run into financial, academic or other problems, is that the College wants to help you to resolve them. You should contact the relevant office to deal with any difficulties as soon as possible in order to resolve them prior to registration.

ID CARDS

You are given a joint ID/Library card as part of the registration process when you register in the first year of your course. This card will be valid for the duration of the programme upon which you have registered. Lost cards can be replaced by going to the Student Administration Department – a charge of £5 will be made for replacing lost cards.
Where details are incorrectly printed on the card or subsequently become incorrect, because you change mode of attendance from Full time to Part Time for example, a replacement card can be issued free of charge.

DATA PROTECTION & RECORD KEEPING

The College takes the protection of personal information very seriously. We aim to explain clearly what it is going to be used for and who we may share it with. Unless required or permitted by law, we will always ask you before we use it for any other reason. We will only use your information for marketing with your prior consent.
For further details about our Data Protection policy and Privacy statements, please visit our webpages **http://www.camre.ac.uk/data-protection/**

PROGRESS AND ASSESSMENT

TRANSFERRING COURSE

The College has registered you on a particular course of studies. You may be able to change this course in the following circumstances.

TRANSFERRING WITHIN THE COLLEGE

You can ask to change six weeks or so after the start of the course. While we would like to comply with every student's wishes, we cannot always do so; the chosen course might be full, or you might not satisfy the normal entry conditions for it or the conditions of transfer. Your department will be able to provide further information.

TRANSFERRING OUT OF THE COLLEGE

If you want to transfer out of the college you should consult the Student Adviser as soon as possible. You may also wish to speak to a careers adviser.
The rules regarding your retention of Student Loans if you transfer are very complicated and you should consult your LEA, Student Finance, England or a careers advisor before doing anything.

TEMPORARY WITHDRAWAL

You can request a period of temporary withdrawal but you will need to make an appointment to discuss this with the Student Advisor, in the Hub. The request will be passed to the Director of Curriculum. Permission is not automatically granted. If permission is granted, you will be asked to discuss a return to-study plan. We will
also want to talk other possible options through with you and may suggest other resources to help you continue with your studies. Sometimes, if your period of temporary withdrawal relates to a medical condition, we may ask for evidence that you are fit to return to study, and will want to meet with you to talk about any new or additional support needs that you may have, when you return to study. Staff in the Hub will be able to tell you more about this.

An Awards Board may require you to spend time out of the college if you fail a year of study and have to resit.

On return from temporary withdrawal you may experience changes to the curriculum which are inevitable due to the usual process of updating the syllabus to keep it relevant and deliverable. You will have to take the curriculum being offered at the point of your return. If these curriculum changes are known about at the time you temporarily withdraw, these should be discussed when you speak to the Student Advisor. S/he may then discuss what your pattern of study will look like at your return date and this will form part of the 'return to study' plan. You will have to restart the term or year if you did not complete all the assessments associated with the term in which you left. Please refer to the CRC HE Regulations for further information.

ATTENDANCE & ENGAGEMENT WITH YOUR STUDIES

We expect our students to attend all their scheduled teaching and overall to attend not less than 90% of their lectures and classes. Students with good attendance achieve better results.
Poor or non-attendance and/ or poor coursework will lead to discussion with your tutors to identify the reasons and any available remedies. If you do not attend we will contact you to find out why and discuss how we might help.
If your performance continues to give rise for concern, your case may result in disciplinary action which may result in your withdrawal from the college.
Please see CRC HE Regulations.

COMPLETION OF EACH YEAR OF STUDY

Completion of first & second year

Progression is based on securing credit for each of the units you take, which need to add up to meet a set progression requirement for each year/ stage of your studies. You need to successfully complete your HNC to progress to HND.

SPECIAL ASSESSMENT ARRANGEMENTS

Medical problems, ill health or disability special examination arrangements, such as extra time or separate accommodation for unseen tests may be possible. Applications for special test arrangements and exceptionally requests for alternative modes of assessment should be made as early as possible in the academic year.

RELIGIOUS OBSERVANCE

If a religious festival or holy day is likely to mean that you would prefer not to sit an unseen test on such a day, contact your tutor as early as possible in the Autumn term.

USE OF CALCULATORS IN TESTS

Your tutor will inform you if your calculator is suitable for use in tests. Invigilators will replace unauthorised calculators with an authorised model if one is available (there is a very limited supply).

PLAGIARISM, COLLUSION AND USE OF AI

Plagiarism is using other people's words and work and passing them off as your own. This includes published work (books, internet, podcasts), the work of other students and the use of Artificial Intelligence (AI). You can use published work in your assignments, but you must reference it properly. The College uses software to scan student work for plagiarism and use of AI content.

Collusion is allowing work to be shared and submitted by someone else, or allowing or paying someone to complete work for you. Plagiarism and collusion are forms of academic misconduct. Other misconduct includes cheating in exams. The College takes this very seriously. If a student is found to have committed misconduct a penalty is usually applied. This may include having to resubmit work or in extreme circumstances failing a course or qualification. Using referencing can avoid plagiarism. When making notes, make sure that you reference your work properly. Your tutor, or staff in the LRC can offer you advice on how to reference correctly.

MEDICAL CERTIFICATES AND OTHER 'MITIGATING' EVIDENCE

The College has a strictly regulated system for considering "mitigating evidence" for late or non- submissions or non-attendance at tests.

Please consult information from CRC HE Regulations on the VLE.
If in doubt about what to do about submitting illness-related mitigating evidence, speak to a Student Advisor in the Student Support Centre.

FEEDBACK ON ASSESSMENTS

Subject to certain conditions, feedback on your assessed work whether in the form of comments or grades, will be normally communicated to you, within 20 term time working days from submission/examination date.

INTERNAL QUALITY ASSURANCE

This is an internal process that checks that your assessed work is marked in accordance with the awarding organisations grading criteria i.e. Pearson.

EXTERNAL EXAMINERS

External examiners are appointed to ensure that national standards are maintained. They will sample the assessed work, assignments and meet with students and staff.

APPEALS AND COMPLAINTS

APPEALS

The appeals procedure provides a formal means for reviewing decisions in relation to student progression, assessment and awards, and resolving concerns in a fair and considered manner. The decisions against which you have a right to appeal are listed in the CRC HE Regulations. If you have a query about your academic results, you should speak to your personal tutor in the first instance. If you wish to make an appeal you must follow the process outlined in the CRC HE Regulations. Please note that there is no right of appeal against the academic judgement of external examiners.

COMPLAINTS & COMPLIMENTS

The College actively encourages feedback from our students, staff and the wider community of the college, through student voice, surveys and focus groups, as well as formal compliments and complaints. If you have a positive experience at CRC or wish to let us know how we can improve our service to you, please tell us.

We love receiving compliments about our teachers, support staff and the work we do. Tell your tutor or teacher or contact compliments@camre.ac.uk

If you are unhappy about any part of your college experience, we want to hear about it. If you tell us about any concerns or problems that you have, it gives us the opportunity to try to improve things for you, and for others who might have similar issues. Talk to your tutor or assessor/trainer, or a college manager first, as many issues can be resolved that way.

If you want to make a complaint, please contact complaints@camre.ac.uk and our quality team will be in touch. You can read our compliments and complaints policy and procedures on the college website: https://www.camre.ac.uk/about/policies-reports/ You can send feedback via our feedback forms available at Reception or the LRC. Alternatively, you can also send feedback through the website: www.camre.ac.uk/contact/feedback

COLLEGE REGULATIONS AND POLICY DOCUMENTS

STUDENT DISCIPLINE

Please see the student Code of Conduct in the CRC HE Regulations.

EQUALITY, DIVERSITY & INCLUSION

AIM

The College is firmly committed to equalising opportunity for all who form part of the college community and to advancing equality for all as an integral part of all operations. We aim to provide a supportive environment where everyone will be treated with fairness, justice, dignity and respect. The College seeks to:

- Eliminate unlawful discrimination
- Eliminate harassment
- Advance equality
- Promote positive attitudes and foster community cohesion
- Actively promote participation and progression.

PRINCIPLES

1. This policy will apply to all members of the college community including all governors, existing and potential staff, existing and potential students, parents, work placement providers, contractors and their staff whilst engaged in college business, visitors and other users and members of the college.

2. To deliver the policy and college values all members of the college community will be expected to:
a. Value the best in everyone and give equal regard to each person
b. Act with honesty, openness, integrity, fairness and trust
c. Acknowledge and respect differences, meeting challenges and conflicts in a constructive way

3. The College Equalities Group under the direction of the Principal has responsibility for monitoring progress to achieve the aims of the policy and recommending programmes for its implementation.

4. Equality will be included in corporate planning and throughout the college planning and monitoring cycle.

5. An annual report on progress will be submitted to the Corporation and published in accordance with the specific duty of the Equality Act 2010.

6. A range of policies, procedures and working practices will be devised and implemented to drive forward the aims and principles of this overarching policy within the resources available.

7. Policies, procedures and practices will be systematically and progressively analysed for equality impact.

8. The College will ensure learning and teaching is inclusive. Actively promoting progress, meeting a wide range of learning needs and incorporating the contributions of a diverse range of people.

9. The College recognises and aims to make adjustments, to ensure that, as far as are reasonable, a person with disabilities has the same access to learning and services as a non- disabled person.

10. Awareness and understanding of the college policy on equality will be raised throughout the college.

THIS WILL INCLUDE:

a. Promoting equality in staff and student recruitment literature, handbooks, related policies and other communications as appropriate
b. Providing training and development on a range of equality issues. The aim of the training will be to promote and support the development of good practice throughout the organisation. The level of training will be appropriate to the role and level of responsibility.

COPYRIGHT

Students must abide by copyright law, and relevant licences, in any copying they undertake of works in copyright (such as books, journals, DVDs, videos and information on the Web).

There is a provision under the Copyright, Designs and Patents Act 1988 for individuals to make single copies of a limited portion of a book or a journal issue for the purposes of research or private study for a non-commercial purpose. The amount that can be copied is not defined by the Act but the extent of copying must not harm the economic interests of the copyright owner. It is generally accepted that copying should not exceed one chapter from a book or one article from an issue. Audiovisual materials are to be used for educational purposes only. They may not be shown to a fee paying audience and no unauthorised copies may be made. The Library subscribes to many online resources, such as electronic databases and journals, on behalf of the College. In addition to copyright law, the use of these resources is governed by licences which the College has signed with the relevant publishers and information providers. A link to the terms and conditions of use are displayed on the home page of individual resources. It is important for students to familiarise themselves with what sort of copying is permissible. Posters are displayed at self-service photocopying and scanning facilities around the college, setting out in broad terms what is allowed.

Further copyright guidance is available on the Records and Information.
You should note that it is illegal for anyone to sell photocopies without the copyright owner's permission. If anyone tries to sell you photocopied material off campus, you should be extremely cautious, as this could be an illegal activity.

EXAMS OFFICER

Exams@camre.ac.uk
01223 226370

TRAVEL

The College actively encourages the use of sustainable transport. The campus is well served by public transport and there is an on-going programme to promote cycling and car-sharing.

BUS TIMETABLE

Contract Bus Service (Term Only)
View Bus Timetable
http://www.camre.ac.uk/transport/

CYCLE SAFETY

While cycling is one of the most common types of transport in Cambridge, cycle theft is very common too. Even though reported cycle thefts are low at the college, we would encourage you to:

- Buy a good quality cycle lock and use it every time you leave your bicycle unattended
- Ensure your bike is in reasonable condition
- Go for a second-hand cycle if you are buying one
- Take your lights with you when you leave your bike or buy the sort that cannot be removed

E-SCOOTERS

You are permitted to use the Cambridge City Council orange e-scooters that are part of the Voi Electric Bike and Scooter trial (https://www.voi.com/city/cambridge).

All other electric scooters remain illegal on public roads and pathways. We, therefore, cannot sanction their use on either the Cambridge or Huntingdon campus sites. They cannot be brought or stored on campus.

CAR PARKING

During term-time, students may park in Car Parks 5. Parking in any other car park unless assigned, as student parking will result in the issue of a fixed penalty notice.All car parks are enforced by Number Plate Recognition camera.

There is a designated parking area for student motorcycles/scooters and this is in Car Park 3a.

There are designated spaces for vehicles of registered disabled people throughout the site.

Parking is charged at £2 per day and enforced by Number Plate Recognition. Any attempt to avoid the standard parking charge and/or any attempt to tamper with or cause damage to parking control equipment will result in disciplinary action being taken.

Please note that enforcement is carried out by an external company. Any concerns about penalty notices should be directed to the issuing company.

There is currently no charge to park at Huntingdon Campus, however, all vehicle registrations must be registered with the College.

SAFEGUARDING, HEALTH & SAFETY

SAFEGUARDING

Staying Safe in college is called Safeguarding.

In practice Safeguarding means:

- Protecting children, young people and vulnerable adults from abuse and maltreatment
- Preventing harm to their health and development
- Ensuring they grow up in the provision of safe and effective care
- Taking action to ensure all children, young people and vulnerable adults have the best outcomes.

SEE – Safeguarding Everyone Every day

It is everyone's responsibility to keep our College safe. We all need to be alert and SAFEGUARD EVERYONE EVERY DAY. If you see something that you think needs action, report it. It might be something suspicious, it might be inappropriate behaviour by others, it might be someone not wearing an ID badge, it might be something that doesn't make you feel safe – whatever it is report it.

You can report this in a number of ways:

- Tell your tutor or any member of staff
- Report it to a Student Liaison Officer (SLO) who patrol the site to help and support you
- Drop in to the HUB

Contact us:
01223 428800
safeguarding@camre.ac.uk

If it is urgent, please don't email – report it immediately to a member of staff so we can take immediate action. At CRC, students and staff work together to keep everyone safe – play your part and SAFEGUARD EVERYONE EVERY DAY.

STUDENT BEHAVIOUR

Our student regulations details the action taken for any inappropriate student behaviour. All students should be clear that we have a zero tolerance policy to inappropriate behaviour. We expect students and staff to be respectful of others, both inside and out of college. Any incidents of any inappropriate behaviour will be taken seriously and investigated with support provided where needed.

Respect is one of our key values and we are pleased to have adopted the working definition of Antisemitism from the IHRA:

"Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities."

SEE
Safeguarding Everyone Every day

Do not accept bullying. Do not accept any form of sexual harassment. Do not accept any form of discrimination. We don't, neither should you.

Report it and SAFEGUARD EVERYONE EVERY DAY.

If you aren't sure about reporting something, drop in to the HUB or talk to your tutor and explain the situation – they can help you determine the next steps and offer support.

STAYING SAFE ONLINE

"Online activity" is the use of the Internet on any device: Facebook on your laptop, Snapchat on your mobile, gaming on your tablet. It also includes texting and is not just about your safety, but that of others'.

Some key points to remember:

- Don't post any personal information online – for example your home or email address, or mobile number
- Think before posting pictures or videos of yourself. Once it's posted, it's not yours anymore
- Consider everything you post – if you wouldn't say it to someone's face, don't make a permanent record of it online
- Creating or distributing inappropriate or offensive images may result in criminal proceeding
- Check your privacy settings on all the sites you use, and keep them as high as possible
- Never give out your passwords and think about the combinations you use
- Don't make friends with people you don't know – anyone can hide behind another profile online. Remember that not everyone online is who they say they are
- Don't meet up with people you've met online, and speak to someone you trust if anyone suggests that you do
- Respect other people's views
- If you see something online that makes you feel uncomfortable, unsafe or worried, leave the website and speak to someone immediately. If it happens in College, you can talk to any member of teaching staff or visit The HUB
- Take online safety seriously. For help and support on how to stay safe online visit The HUB online.

If you are experiencing any type of harm at College or in your personal life, please speak to any member of staff.
safeguarding@camre.ac.uk

FIRE, FIRST AID AND HEALTH & SAFETY

All students are required to take reasonable care of their own health and safety while on College premises and observe information about health and safety in College. To read all Fire, Health and Safety procedures please visit The HUB Online.

USEFUL INFORMATION AND CONTACTS

	Cambridge	Huntingdon
The Hub		
Helpdesk	via the Student Wall or https://helpdesk.camre.ac.uk	
Student Advice Team (Bursary)	01223 428850	01480 428850
Student Advice Team (Welbeing)	01223 428850	01480 428850
Safeguarding	01223 428800, 07968 253094, 07817 418781, 07989 227493	
Careers & IAG	01223 226315	01223 226315
Enrichment and Sport	01223 226336	01223 226336
Student Union	01223 226336	01223 226336
Student Ambassadors	01223 226336	01223 226336
Administration		
Admissions	01223 418448	01223 418448
Exams Office	01223 418331	01223 418331
Reception	01223 418200	01480 379100
Student Administration	01223 428870	01223 428870
Transport	01223 418225	01223 418225
Evening Duty Manager (4pm-9pm)	01223 418200	01480 379100
The Park, Sports Centre & Vitality		
Park Hair & Beauty Training Salons	01223 418200	
Seasons at The Park Restaurant and Café	01223 418200	
Sports Centre	01223 418280	
Vitality Salon		01480 379379

Also see **www.camre.ac.uk/contact/** for useful contact telephone numbers and email addresses

STUDENT GUIDES

For student guides and processes, please visit:
https://www.camre.ac.uk/about/policies-reports/

Plagiarism Policy
https://www.camre.ac.uk/about/policies-reports/

TERM DATES

Some of our courses are not term time only and run throughout the year

Autumn Term
3rd September - 17th December 2026

Autumn Half Term
22nd October - 30th October 2026

*Staff Development Days: 23rd October 2026, 23rd December 2026

Spring Term
4th January – 25th March 2027

Spring Half Term
15th February - 19th February 2027

Easter Break
26th March - 9th April 2027

*Staff Development Day: 12th April 2027

Summer Term
13th April – 30th June 2027

Summer Half Term
31st May – 5th June 2027

*Staff Development Day: 1st & 2nd June 2027

*Students are not required to come into college on staff development days.

Cambridge Campus

Kings Hedges Road,
Cambridge, CB4 2QT

Tel: 01223 418200

Email: cambridge@camre.ac.uk

Huntingdon Campus

California Road,
Huntingdon, PE29 1BL

Tel: 01480 379100

Email: huntingdon@camre.ac.uk

www.camre.ac.uk

#WeAreCRC

CAMBRIDGE
REGIONAL COLLEGE
GREAT CAREERS START HERE