

# Student Handbook 2024–2025

## Non-award-bearing courses



This information relates to Weekend Courses at the Institute of Continuing Education in the academic year 2024-25.

If you require this handbook in an alternative format, please email: [da@ice.cam.ac.uk](mailto:da@ice.cam.ac.uk)

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# 1 Studying with the University of Cambridge Institute of Continuing Education

## 1.1 Introduction

The Institute of Continuing Education (referred to as 'we' or 'ICE' throughout the handbook) is part of the world-class University of Cambridge and offers a wide range of Weekend Courses which are all taught at undergraduate or postgraduate level.

To ensure that our students (referred to as 'you' throughout this document) are aware of the regulations which govern their study, this handbook lays out the relevant policies for part-time study for Weekend Courses. Many of these policies link into overarching University of Cambridge policies but in some instances, local policies have been developed to accommodate the context in which ICE students study.

## 1.2 Student commitment

Many students attend our Weekend Courses for enjoyment and personal enrichment. Often the courses can be studied with no previous study or experience, however, you should be confident that you are sufficiently prepared to participate in class discussions by completing any required reading.

A wide range of opinions can be represented within each class and as students get to know each other they will become more confident in sharing their own opinion. It is the Tutor's role to ensure that the class stays focused, and to balance the amount of discussion and teaching-time, so that everyone can contribute to discussions. All participants should engage in discussions in a way that is tolerant of others' viewpoints and perspectives.

## 1.3 Student certificates

You will receive a Certificate of Attendance and a digital badge on the Monday after the Weekend Course. These will only be supplied following 100% attendance on the course.

## 1.4 Student Charter

ICE is committed to excellence in adult and part-time education and to facilitating an open and inclusive academic learning environment. We commit to the [ICE Student Charter](#) and expect the same undertaking from our students, where applicable to a Weekend Course.

If there are any occasions of behaviour or conduct that do not comply with the Student Charter, your tutor will speak to you in the first instance to try to resolve the matter. Your tutor can require you to leave a teaching session if your behaviour is disrupting the class.

If the behaviour persists it will be referred to the Director (International Summer Programmes and Lifelong Learning), who will decide what further action should be taken.

## 1.5 Transferable skills

Transferable skills are core abilities and qualities that are relevant and useful in many areas of life, such as socially, professionally or in education. We have identified a number of skills which may be further developed during your studies with us:

Intellectual skills, which include the ability to:

- reflect critically on information received, whether spoken or written
- analyse and evaluate information
- develop and present new ideas
- identify and solve problems
- interpret material which may be presented in an unfamiliar style or format
- apply reasoning or logic

Communication skills, which include the ability to:

- present written material clearly and appropriately
- present oral material articulately and effectively
- enter a debate and argue clearly and concisely
- listen patiently to the opinions of others
- deliver and receive critical feedback constructively

Organisational skills, which include:

- time-management
- record-keeping
- self-discipline
- self-direction
- the ability to gather, organise and deploy evidence, data and information
- bibliographic skills

Interpersonal skills, which include:

- working creatively, flexibly and co-operatively with others
- formulating and meeting team objectives
- interacting successfully on a one-to-one basis
- giving support and encouragement to others

You may also develop your observational and practical skills, research skills and digital literacy. Some specific courses offered by ICE ensure that you are also given the opportunity to develop professional competencies, workplace skills and achieve professional qualifications that will enable you to progress or change careers.

## 1.6 Feedback from students

We value your feedback and want to hear your thoughts on your time with us so we can continually improve our courses. To help us with this you are asked to complete a feedback form at the end of your course and are asked to answer the questions as fully and honestly as possible.

The forms can be returned anonymously, but we are also grateful for personal feedback on any aspect of our provision. Immediate concerns or suggestions can be given to any relevant member of staff, for example your Tutor, Course Administration team or Hall staff. Where we need to follow up urgently about any concern you raise, we will do so. Comments are anonymized before being shared with the Hall or Tutors.



## 2 Before you start your studies

### 2.1 Age requirements

Our Weekend Courses are open to participants over the age of 18 and courses are taught at approximately first-year undergraduate level. No academic qualifications are required, and most courses are suitable for students who are new to the subject. Students on Weekend Courses are aged 18-90+, and from a range of countries.

### 2.2 Language requirements

To get the maximum benefit from studying with us if your first language is not English, you will need to be confident understanding and following discussions presented in written and spoken English at University level and will need to satisfy yourself that you have the appropriate level of English language proficiency. As a guide, we would suggest you need near-native command of the language, with levels around IELTS 6.5 or TOEFL iBT 92. Please contact us if you are unsure.

### 2.3 Support for disabled students

We are committed to developing an inclusive learning and teaching environment for all students and will seek to make reasonable adjustments where possible to enable disabled students reach their full potential whilst studying with us.

All students who disclose a disability or medical condition on their booking form will be emailed a link to complete a Student Additional Requirements Form (SARF) asking for more information. Completing a SARF on application will enable us to offer you the support and advice you require before the start of the course, enabling a smooth transition to your studies.

If you would like to discuss your requirements or if your circumstances change during the course, please contact the Student Support team at [da@ice.cam.ac.uk](mailto:da@ice.cam.ac.uk). Your information is highly confidential, and we would not share your data without your consent.

Our approach is aligned to the requirements of the Equality Act 2010 which makes it unlawful for educational institutions to discriminate against disabled students in relation to teaching, assessment and access to information. The Act defines disability widely, covering physical, mobility, visual or hearing impairments, medical conditions or mental health difficulties, and specific learning difficulties such as dyslexia and dyspraxia.

### 2.4 Access for students with disabilities

Madingley Hall offers disabled parking at the front of the Hall where level access is provided to the building, dining room, bar and ground-floor teaching rooms. A platform lift provides access to the rooms on the first floor but is subject to safety controls and assessment for wheelchair users.

## **3 Studying with us**

### **3.1 Course booking**

Students can select a course from our wide range of Weekend Courses which have limited spaces allocated on a first come, first serve basis. If a preferred course is full at the time of booking, a student can decide to be added to a waiting list. If a place becomes available, the student will be notified via email. Please note course changes cannot be made once a course has started.

### **3.2 Use of the Internet**

Students will have access to our guest WiFi. The details will be available on arrival at Madingley Hall.

### **3.3 Accommodation**

Students can choose to be resident at Madingley Hall for our Weekend Courses. Bedrooms are situated around the Courtyard and in the Tower Wing, with view over the Courtyard or the gardens. Each room has internet access, a television and a direct-dial telephone, as well as tea- and coffee-making facilities and a safe for your valuables.

Rooms will be ready by 4.30pm on the day of your arrival. On the day of your departure, please vacate your room by 11am and return room keys to Reception. (You might find this easiest to do before your first class on Sunday morning, or if not, at the start of the morning coffee-break, at 10.30am.)

For resident students, breakfast is included in the fee for the room.

### **3.4 Non-resident students**

If you are local or need to secure more appropriate space elsewhere for young family members, you may book as a non-resident.

Non-resident students should aim to arrive at Madingley Hall at c.6.30pm on Friday evening and by 8.50am on Saturday and Sunday morning. Lunches and dinners are included in the fee for the course. Any non-resident wishing to purchase breakfast should check with Reception in advance whether this is possible.

## 4 Fees

### 4.1 About our fees

Our Weekend Courses are payable in two instalments

- Deposit calculated as 15% of the total booking value - tuition/meals plus (where relevant) B&B accommodation - before any bursaries or discounts, applies to all courses. It is possible to secure a booking by paying the deposit; however, this only applies when booking early.
- Fees must be paid in full 14 days before the start of the course.
- For bookings received later than 14 days before the start of the course, fees must be paid in full.

When paying for courses by credit card, where the initial payment is a registration fee, or the first instalment payment, the remainder of the fee will be taken from the designated card according to the schedule given on receipt of the registration fee or instalment.

### 4.2 Cancelling your booking

If circumstances arise which cause you to consider cancelling your booking, it is important to read the [terms and conditions](#) before making the decision as standard refund and cancellation policies will apply. Details on cancellation and refunds can be found on our [website](#).

### 4.3 Cancellation by ICE

Whilst every effort is made to avoid changes to our programmes ICE reserves the right to withdraw any course if we do not recruit enough students for the course to run or in the eventuality that a course director is avoidably unavailable. If for any reason ICE cancels a course, all course/tuition fees will be returned in full. We cannot however reimburse the cost of any pre-booked travel arrangements and suggest that you might like to consider travel insurance to cover any significant costs incurred.



## 5 ICE Policies and Procedures

Information here relates to the academic year 2024-25. Any amendments will be communicated to you and added to the [ICE website](#).

### 5.1 Data protection

Information about the University of Cambridge's data protection policies and procedures is published on the University's [Information Compliance webpages](#).

The ICE Privacy Policy can be found on our [website](#).

We use emails as a way of keeping our community informed about upcoming courses, events and other activities at ICE that may be of interest. If you receive these emails from ICE, it is likely that you have opted-in to receive emails either during the course application process or when completing a contact form on the ICE website. You are offered the option to opt out at the bottom of all our marketing email communications or complete the [unsubscribe form](#) at any time.

If you do not receive email communications from ICE but would like to, please complete the [contact us form](#) on our website. To receive our Inside ICE publication distributed via postal mail twice a year, please complete the [Inside ICE form](#).

### 5.2 Change of name or address

The name you give on your application should be your legal name. This will be used on all certificates and any supporting documents (if applicable). If you wish to change your name, address, telephone number or email address, you should contact us on [intenq@ice.cam.ac.uk](mailto:intenq@ice.cam.ac.uk)

### 5.3 Equality and Diversity

The University of Cambridge, which includes ICE, is committed in its pursuit of academic excellence to equality of opportunity and to a proactive and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity. For more information see the University's [Equality and Diversity website](#).

### 5.4 Dignity

The University of Cambridge, including ICE, is committed to maintaining a learning and working environment in which the rights and dignity of all members of the University community are respected.

The University of Cambridge expects all members of its community to treat each other with respect, courtesy and consideration at all times. All members of the University community have the right to expect professional behaviour from others and have corresponding responsibility to behave professionally towards others.

### 5.5 Freedom of speech

The University of Cambridge is committed to the principle and promotion of freedom of speech

and expression and has a long tradition of seeking to safeguard them. Under section 43 of the Education (No.2) Act 1986, universities are required to issue a Code of Practice. The Code covers requirements and responsibilities for meetings on University of Cambridge premises. A copy of the Code of Practice is available on the University's [Freedom of Speech webpage](#).

## 5.6 No-Recording Policy

Audio or video recording of any aspect of the course delivery is prohibited.

In the event that you have additional requirements which have been disclosed to us and the professionally recommended academic support includes recording the session, permission may be granted to record the course delivery for personal study use only. You must store the recordings securely (e.g. password protected) and must not share them with any third party. Neither may the tutor's material be photographed without his/her full consent. Tutors who wish to do so, may share copies of teaching slides solely for the use of class members, but tutors are not required to share teaching materials (beyond the course materials provided for every course). Course members may not be photographed without their express consent.

## 5.7 The University's Health and Safety policy

The University of Cambridge is subject to the Health and Safety at Work Act. The University has a range of health and safety policies in accordance with section 2(3) of the Health and Safety at Work Act 1974. These policies cover all institutions in the University (except the University Press) and apply to all persons working in the University, including students. For more information see the about [Health and Safety website](#).

If you are concerned about a health or safety issue, it should be reported to a member of ICE staff without delay.

Any accident or incident which has a potential for harm must be reported to the Tutor, Course Director or other appropriate person who will inform the Course Administration team and the ICE Health and Safety Committee.

## 5.8 Student Disciplinary Procedure

Disciplinary proceedings may be brought against a student who is suspected of having acted or behaved in a manner which unreasonably interferes with the functioning or activities of ICE, or of those who work or study at ICE, or which otherwise damages ICE or its reputation. The following is a non-exhaustive list of examples:

- a) The disruption or attempted disruption of the teaching or administration of the Institute's work or aggressive or harassing behaviour, either physical or verbal, towards any student, or person, such as a Tutor, acting on behalf of ICE.
- b) The abuse of alcohol or drugs on any premises where ICE courses are held, including transport and residential components of field trips or excursions.
- c) The theft, damage or defacing of any of the Institute's property or any property on premises where ICE courses are held.

- d) Other behaviour inconsistent with the University of Cambridge's Rules of Behaviour (where applicable) which can be found on the [Office of Student Conduct's](#) website.

In the case of alleged serious misconduct, ICE, through its officers, reserves the right to suspend a student immediately from the programme or course and to exclude them from the premises of ICE (whether the permanent premises at Madingley Hall or teaching accommodation elsewhere in the University of Cambridge or externally).

## 6 Contact

### 6.1 Teaching staff at ICE

Please see [www.ice.cam.ac.uk/about-us/staff-profiles/academic-staff](http://www.ice.cam.ac.uk/about-us/staff-profiles/academic-staff) for a list of our academic teaching staff.

### 6.2 Administrative staff at ICE

Please see [www.ice.cam.ac.uk/about-us/staff-profiles/administrative-staff](http://www.ice.cam.ac.uk/about-us/staff-profiles/administrative-staff) for a list of the administrative staff at ICE.

### 6.3 Address for hard copy correspondence

University of Cambridge Institute of Continuing Education, Madingley Hall,  
Madingley, Cambridge CB23 8AQ

### 6.4 General enquiries

For more information and general enquiries, please contact us via the following channels:

ICE Website	<a href="http://www.ice.cam.ac.uk">www.ice.cam.ac.uk</a>
Email	<a href="mailto:inteng@ice.cam.ac.uk">inteng@ice.cam.ac.uk</a>
Phone	+44 (0)1223 760850
ICE Disability	<a href="mailto:da@ice.cam.ac.uk">da@ice.cam.ac.uk</a>
Madingley Hall Reception	<a href="mailto:enquiry@madingleyhall.co.uk">enquiry@madingleyhall.co.uk</a>