Disclaimer: Every effort has been made to ensure that the information in this document is correct at the time of printing; details are subject to change however, and the college website (www.sid.cam.ac.uk) is the source of record and for up-to-date information.
**WELCOME TO SIDNEY**

This *Undergraduate Handbook* introduces you to the main people, facilities, and processes which you will encounter at Sidney. **Freshers** - when the *Handbook* doesn’t help, just ask! The Porters and other staff, fellow students, or your Tutor will either have the answer, or point you in the right direction for further advice. **Old Hands**: while you are already familiar with most of what follows, it may be helpful for you also to have this summary of all things Sidney at hand, and to be informed of any changes (e.g. in tutorial cohorts and direction of studies).

Information on all aspects of College life, activities and events, is provided regularly on College notice boards (beginning with the “Screens” – the large glass-fronted board just to the right of the entrance to the Porters’ Lodge), and above all on the College website (www.sid.cam.ac.uk, and its Raven-protected intranet “Sidnet”). You should check these regularly.

Your **Director of Studies (DoS)** will be your main contact and support on academic matters; your **Tutor**, the **College Nurse** and the **Chaplain** are easily contacted and will listen and advise you in full confidentiality on any matter which you wish to raise with them. Finally, the **Porters and the Housekeeping staff** are an easy and very friendly point of contact on all sorts of practical matters. Contact details for key college officers and staff can be found in the “Who’s Who” section of this *Handbook*, and on the College website’s “People” section: see [http://www.sid.cam.ac.uk/aboutus/people/](http://www.sid.cam.ac.uk/aboutus/people/)

College life proceeds happily on an informal basis of mutual understanding, collaboration and support, which binds all of us — Fellows, students, staff — in a common ambition to make and keep Sidney a fantastic place of learning, research, and intellectual enquiry, as well as a great community in which all sorts of extra-curricular interests can flourish: it is in this informal, constructive spirit that the *Handbook* is written. The College also has a set of formal rules — **Statutes, Ordinances, Regulations**, and individual policies and protocols dealing with specific issues and areas of college activity. **College Regulations** of direct relevance to students are available on the College website; by “matriculating”, students formally commit to respecting the rules of the College and of the University, so you may wish to consult the *Regulations* in advance of your arrival.
A SIDNEY WHO’S WHO

PRINCIPAL OFFICERS

PROFESSOR RICHARD PENTY
MASTER
Master’s Lodge, Hall Court.
P.A. Mrs Sheryl Anderson:
Tel: 330868
sa609@sid.cam.ac.uk

DR MICHAEL RAMAGE
VICE MASTER
College Room: B05
College Tel: 330797
vice.master@cam.ac.uk

MR NICK ALLEN
BURSAR
College Room: E1
College Tel: 338882
bursar@sid.cam.ac.uk

MR MAX BEBER
SENIOR TUTOR
College Room: B3
College Tel: 338847
senior.tutor@sid.cam.ac.uk

MR KEITH WILLOX
DOMUS BURSAR
College Room: E3
College Tel: 760948
domusbursar@sid.cam.ac.uk

MR COLIN MAXTED
HEAD PORTER
College Room: Porter’s Lodge
College Tel: 338800
porters@sid.cam.ac.uk

MR ALAN STEVENS
LIBRARIAN
College Room: Library
College Tel: 338852
librarian@sid.cam.ac.uk

MISS LISA WILSON
I.T MANAGER
College Room: Q12
College Tel: 339520
computer@sid.cam.ac.uk

MRS KAROLYN DUKE
HOUSEKEEPING MANAGER
College Room: Garden Court
College Tel: 338880
housekeeper@sid.cam.ac.uk

MR STEPHEN MATHER
HEAD CHEF
College Room: Kitchen
College Tel: 761226
chef@sid.cam.ac.uk
TUTORS AND THE PASTORAL TEAM

THE TUTORS

MR MAX BEBER
College Room: B3
College Tel: 338847
senior.tutor@sid.cam.ac.uk

DR MARÍA NORIEGA-SÁNCHEZ
College Room: C04
College Tel: 339522
mn316@cam.ac.uk

DR COLIN ROBERTS
College Room: H12
College Tel: 768018
car43@cam.ac.uk

MR HENRY MARES
College Room: H04
College Tel: 338863
hmm30@cam.ac.uk

THE PASTORAL LEADS

MRS JENNY TAYLOR
COLLEGE NURSE
Health Centre, Garden Ct.
College Tel: 338826
nurse@sid.cam.ac.uk

THE REVD BRETT GRAY
CHAPLAIN
College Room: Y1
College Tel: 338837
chaplain@sid.cam.ac.uk

TUTORIAL OFFICE

MR DAVID GRAVES
TUTORIAL & STUDENT
FINANCE MANAGER
College Room: B1A
College Tel: 760972
tutorial@sid.cam.ac.uk

MRS CLAIRE GIRDLESTONE
TUTORIAL ASSISTANT
College Room: B1A
College Tel: 338844
tutorial@sid.cam.ac.uk

MRS CELIA SUMMERLIN
TUTORIAL ASSISTANT
College Room: B1A
College Tel: 338847
tutorial@sid.cam.ac.uk
ABOUT THE COLLEGE

Sidney is a lively, centrally located College, within easy reach of most of the main University departments, libraries, and laboratories dotted around the city; it is also convenient for all the main shopping and entertainment areas of Cambridge. Last but not least, Sidney is opposite one of the City’s main supermarkets - a considerable practical advantage!

We are a relatively small College, both in terms of student numbers, and of the size of our main site. We typically admit between 100 and 110 undergraduates each year (just over 3% of the University’s intake), and have over 360 undergraduates in total, reading for degrees across nearly the whole range of University subjects. Sidney also has a large graduate community, with well over 200 students in all stages of research, of whom around 110 will be first-year graduate students. The Fellowship of the College (about 70-strong) includes specialists from many faculties and departments across most subjects taught at Cambridge: see [http://www.sid.cam.ac.uk/aboutus/people/fellows.html](http://www.sid.cam.ac.uk/aboutus/people/fellows.html)

The College grounds are especially beautiful: two formal seventeenth-century courts are accessed from the Sidney Street gate of the College; a more informal Victorian cloistered courtyard with a croquet lawn connects the front courts to Sidney’s glorious and extensive gardens of six acres, open to all members of the College. There are several more modern buildings around the perimeter of the site. Public rooms and facilities such as the dining hall, the Chapel, seminar rooms, a well-equipped gym, a squash court, the library and computer suite, and public function rooms are located on the College’s main site, together with the accommodation for a large proportion of the undergraduate population, with the rest living in College Houses within a short distance of College. The Master and his family occupy the Master’s Lodge at the centre of the College; every Fellow has an office on the College site, and a few live in the College full-time.
**GETTING AROUND IN CAMBRIDGE**

Bicycles are the most popular means of transport in Cambridge, though some students find that they can get around just as easily on foot. Bicycles must be registered with the College: this will greatly increase your chances of getting your bike back if it is stolen. Bicycle registration forms are available from the Porters, who will issue you with a registration number and a sticker displaying it; this must be attached to the frame. A set of essential bicycle tools and a pump are available in Staff Court. All bicycles kept within College grounds must be parked in the bike-shed by A staircase (Hall Court), or at the foot of the staircase to South Court; bicycles may not to be stored in rooms or communal areas. All members of College are encouraged to make use of appropriate helmets; a good lock, securing your bicycle to a fixed anchor point, will ensure that your bike remains yours; bicycle lights and high visibility clothing are essential safety precautions, and the police run regular campaigns to enforce the use of lights after dark, warning/fining offenders. See additional information at:

[http://www.studentadvice.cam.ac.uk/welfare/cycling/](http://www.studentadvice.cam.ac.uk/welfare/cycling/)

In contrast, the historical layout of the city, its narrow streets, and the sheer number of residents and visitors, create major traffic pressures: the University and Colleges are committed to restrict the use of motor vehicles by students. Consequently, a student needs permission from the University Proctors to keep, hire or drive a car in Cambridge during Term. Permission is granted only in exceptional circumstances: further details are available in one of the Proctors’ Notices on display outside the SSCSU Bar.

Prior permission must always be obtained to park a motor vehicle in College. Short-term parking permits are issued in the Porters’ Lodge subject to availability. Guests arriving by car should be advised to use one of the several Park and Ride facilities on the outskirts of the city, which are connected to the centre by a shuttle bus service.

Cambridge has a comparatively low crime rate and safety is generally considered to be good; a safety view reflecting current students’ experiences as well as expert advice from the likes of the Cambridgeshire Constabulary and Suzy Lumplugh Trust is found at

[http://www.studentadvice.cam.ac.uk/welfare/personalsafety/](http://www.studentadvice.cam.ac.uk/welfare/personalsafety/)

[https://www.cambs.police.uk/crimeprevention/student_safety/](https://www.cambs.police.uk/crimeprevention/student_safety/)
**COLLEGE DEPARTMENTS AND MAIN FACILITIES**

**THE PORTERS’ LODGE**

The Porters’ Lodge (01223 338800 or 07774 017631; porters@sid.cam.ac.uk) is your first port of call on most everyday practical issues of college living, and in any emergency: for this reason, you should store the Porters’ Lodge telephone numbers (both the landline, and the mobile number which will reach a Porter when working outside the Lodge) in your mobile’s address book.

The Lodge is open from 6am until 2am every day during Full Term time. From 2am until 6am, there is a Porter on night duty, who can be contacted in an emergency. The two College entrances on Sidney Street and on Jesus Lane are locked at midnight every night, and re-open at 6am; your room key will let you in through the front gate of College on Sidney Street at all times, and your University card will do the same for the automated gate on King’s Street.

Day-to-day reasons for visiting the Porters’ Lodge include:

- Signing the Residence Book
- Borrowing keys (spare room keys are available upon signature; fines are imposed for late return or loss of keys)
- Contacting the Tutorial and Pastoral team in an emergency
- Reporting an accident
- Registering bicycles
- Collecting parcels, chequebooks and other post that can’t be put in your pigeon-hole
- Buying laundry cards

Any accident or emergency should be immediately reported to the Porters: they may be able to provide immediate assistance, and will alert the appropriate emergency service if necessary. If the Porters are temporarily unavailable, students should call the emergency services (999) directly, but remember to inform the Porters at the earliest available opportunity.

Should you experience any problems in relation to the Porters’ Lodge, you are welcome to raise the issue with the Head Porter, Mr Colin Maxted, or the Domus Bursar, Mr Keith Willox.

**THE DOMUS BURSAR**

The Domus Bursar, Keith Willox is responsible for Catering, Conferences, Residences, Gardens, Maintenance and Porters. The Domus Bursar is also the College's Health & Safety Officer and premises supervisor responsible for the licencing of entertainment and supply of alcohol in College including the SSCSU Bar.

**THE TUTORIAL OFFICE**

The Tutorial and Student Finance Manager, Mr David Graves, and the Tutorial Assistants, Mrs Claire Girdlestone and Mrs Celia Summerlin, make up the Tutorial Office team. David, Claire, and Celia are well equipped to deal with many of the administrative queries and problems of student life, from examination enrolment, to the provision of documentation for external agencies, to funding issues, residence permits etc.: it is often worthwhile discussing your query with them, before contacting your Tutor. While the college and the University increasingly use the website as
a way to publicise and distribute forms, some are still only available in hard copy from the Tutorial Office, where you can also find advice on how to complete them.

The staff in the Tutorial Office are highly dedicated to supporting Sidney students, and committed to making the administrative procedures and paperwork of student life simple and unfussy. To achieve this, they will periodically need information or action from you: please help them help you, by always responding to their requests promptly and attentively.

During your time as a student, you may require evidence of your status as a student, and of your progress in examinations (Transcript): the Tutorial Office will produce this documentation (please allow at least a week for your request especially during busy periods). On completion of your degree, the University produce an official University Transcript which is sent to you via the College at the end of August/beginning of September.

Issues concerning your college room, communal spaces, and college facilities are the responsibility of the Housekeeping Manager, Mrs Karolyn Duke, and of her staff: a separate section on College Accommodation, later in this Handbook, covers the role of the Housekeeping Department in detail.

**THE COLLEGE LIBRARY AND IT FACILITIES**

Cambridge students are privileged in having access to three Libraries. The University Library is one of five “copyright libraries”, entitled to obtain a copy of any copy-righted document published in the UK and Ireland; the resources of Faculty and Department libraries range from core reference texts to specialised research journals; and finally, College libraries focus on making available to undergraduate students the textbooks, primary and secondary sources relevant to their undergraduate courses. Sidney’s Library and Computer Suite are open 24 hours a day. The Library is a place for quiet individual study: other spaces – notably a number of teaching rooms which can be booked by students – allow you to do group study without disturbing others; and for chatting to friends, there are the SSCSU Bar, the JCR Room, and plenty of other social spaces around college. Library staff ensure that readers are considerate to one another during office hours, and the college relies on everybody’s sense of responsibility to ensure that the Library remains an ideal study environment at all times.

The College Librarian and Library Assistants are very helpful; in particular, the College Librarian plays an important role in advising students on available information sources beyond the College Library, whether elsewhere in Cambridge or on the Web. You are allowed to take up to 10 books out at any one time during Term and you can borrow them for up to 10 days (excluding short loan and reference books); loan requests, extensions, recalls, reminders of items due, and sundry library correspondence are all conducted digitally via the library website and email. Fines will be levied on your College bill if you have overdue books. Books on loan must be returned by the end of each term, ready for holiday lending. All students can borrow up to 10 books for the holidays. Further details can be found in the Library section of the College website: see [http://www.sid.cam.ac.uk/life/lib/](http://www.sid.cam.ac.uk/life/lib/)

In addition to its extensive book and journal holdings, the Library also has a varied stock of films and music recordings which can be borrowed via the Library Office.”
Digital resources are increasingly central to the student learning experience: at Cambridge, they include the Hermes email client, various processes conducted via CamSIS (the University’s Student Information Service), departmental Virtual Learning Environments (Camtools, which is gradually being superseded by Moodle), and the University Library’s expanding holdings of e-resources. All student accommodation on the college’s main site has physical (Ethernet) connection to the net; and wireless access (Eduroam/UniofCam) now covers most communal areas including the Library. Sidney’s network and computing facilities are managed by its IT Officers, Lisa Wilson, Pat Gates, and Colin Tye: they arrange and manage your connection, and can be contacted by email on computingofficer@sid.cam.ac.uk.

Your College internet connection is primarily for study purposes. Reasonable recreational use of this facility is allowed, as long as it does not create disruption to others or overload the system. The University and the College are obliged to enforce fair usage and copyright rules: your attention is drawn to the relevant University rules (http://www.uis.cam.ac.uk/isc/rules-and-guidelines/guidelines). Many infringements of IT rules are the result of programs left running on your computer: there are a number of ways to prevent this from happening (at the same time minimizing the risk of having your on-line security compromised and of picking up digital viruses), and the IT Officers will be only too happy to advise you.

**Chapel and Choir**

At the heart of College, the College Chapel is a centre of worship for the whole Sidney community. It also provides a splendid setting for many events in the formal, artistic and cultural life of the College. The Chapel is open all day and is available for private prayer, meditation and quiet reflection. The Chaplain, the Revd Dr Brett Gray, leads worship and hosts events, and is available to any member of the College to offer pastoral support and to discuss matters of concern. The Chapel Choir is made up of six to eight sopranos, six altos (male and female), six tenors, three baritones, and three basses. During term time the Choir has a regular commitment in the Chapel to Choral Evensong on Fridays and Sundays and Latin Choral Vespers on Wednesdays. Annual performance tours abroad take place during the vacations: led by a full-time professional Director of Music, Dr David Skinner, Sidney’s choir has acquired a strong artistic reputation through both performances and recordings.

Musicians wishing to use the piano in the Chapel should approach the Chapel Secretary to make a booking (tutorial@sid.cam.ac.uk).
COLLEGIATE LEARNING

All excellent Universities offer students lecture courses conducted by senior active researchers; most also provide small group learning environments, such as classes and seminars conducted by research students and teaching assistants. Thanks to its colleges, Cambridge uniquely offers to its undergraduates a host of additional opportunities:

- the personalised attention to your learning and intellectual development, which is the essence of Direction of Studies;
- the typical size of small group learning (“supervisions” at Cambridge): “small group” may mean twenty students elsewhere; here, it mostly means two to three students;
- the frequency of supervisions: all of you will be researching and writing at least one assignment a week in term time, honing your information gathering and processing skills, and practicing your verbal and written techniques of exposition and argument, to an extent which has no parallel outside the collegiate system;
- the experience and calibre of the supervisors who meet with you to discuss your work: while some of your best supervision experiences at Sidney will indeed be with exceptional research students just a few years ahead of you, it is not uncommon for senior academics, whose books or papers feature in your reading lists, to be supervising undergraduates.

DIRECTION OF STUDIES AND SUPERVISATIONS

Your Director of Studies (DoS) is the key college figure in your studies. Your DoS is a subject specialist who organizes the supervisions and other forms of small group teaching (e.g. the Historians’ “Historical Argument and Practice”, and “Practical Criticism” in English) for which the college is responsible. Just as crucially, your DoS advises you on all academic matters connected to your course, monitors your progress, and helps you set and fulfil your academic ambition. You will meet your DoS at least at the beginning and end of each term, to discuss your progress, supervision reports and any problems, and you are always welcome to get in touch to discuss any academic matter arising along the way. For a fuller description of the role of Director of Studies, and of the mutual responsibilities which constitute the DoS-student relationship, see http://www.sid.cam.ac.uk/current/undergrads/academic/dos

A list of Directors of Studies can also be found at the back of this Handbook (Appendix 3).

Supervision reports are produced by each of your supervisors at the end of each term, and provide valuable feedback on your progress, strengths, areas for improvement, and so on. You and your DoS can access these reports through CamCORS (Cambridge Colleges’ Online Reporting System for Supervisions), the online database of all students’ supervision reports. Only you, your DoS, Tutor and the Tutorial Office can gain access to your reports.

You should talk to your DoS about any problems you may be experiencing with supervisions. If it is not practical or easy to raise a matter with your DoS, your Tutor will listen to you in confidence, and make every effort to resolve any problems.

CELEBRATING ACADEMIC EXCELLENCE

Because of the challenging content of its undergraduate courses, and of the summative nature of its year-end examinations (“Tripos”), Cambridge places very special demands upon its students: all
of you will feel justified pride in having met those challenges, while also making many other visible and not-so-visible contributions to the life of the College and of the University.

Within this broader context, a range of Academic Distinctions celebrate academic excellence in University examinations by Sidney undergraduates.

Scholarships are awarded to those undergraduates who are in the top 25% percentile ranking of their subject’s Order of Merit; they are named after some of the very first benefactors and other key historical figures in the early history of the College. Scholars are formally admitted to their title by the Master at a ceremony early in the following Michaelmas Term, when they also receive their official Scholarship Certificate.

Additionally, Exhibitions are awarded to undergraduates ranked within the 26-35 percentile ranking, or to continuing students who achieve a percentile improvement of 30% (e.g., from 80th to 50th percentile).

Tripos Prizes are also awarded in most subjects to recognize outstanding overall achievement, or especially distinguished performance in some parts of the examination (e.g. a final year dissertation). Most Prizes are named after the name of the recent benefactor, whose generosity made the award possible: often, this is an alum who read that subject, or has a special passion or family connection with it.

PROMOTING EARLY RESEARCH AND PROFESSIONAL EXPERIENCE OPPORTUNITIES

The College offers a number of research and professional experience grants, to enable undergraduates to gain experience in academic research, or in professional, science-based practice (e.g. contributions to costs of medical students volunteering overseas). The awards are intended to enable students to develop research and scientific skills, and will therefore be particularly valuable to anyone considering careers in academic research or research-related fields. Support can be provided for research projects designed in consultation with a student’s Director of Studies or other Sidney Fellow, to be conducted in a two to four week period outside term.; projects underwritten by a student’s supervisor or other researcher within a University department; and internships with normally Cambridge-based non-governmental organisations, charities, or other institutions in the voluntary sector.

FREEDOM OF SPEECH

The College’s core values encompass freedom of thought and expression, and freedom from discrimination. As a place of learning, teaching and research, the College aims to provide an environment in which ideas, opinions and views are freely expressed and can be robustly challenged, while respecting the rights and the dignity of all members of the College community.

In connection with the University’s and the College’s own obligations under recent anti-terrorism legislation (“PREVENT duties”), documentation is being developed to achieve transparent processes in areas including the authorisation and conduct of public meetings, the use of Chapel, appropriate responses to a perceived risk of radicalisation etc. Student representatives are members of the College’s PREVENT Committee, which reports to the College Council.
For a University student, plagiarism is ultimately about one simple “golden rule”: readers of your written academic work – a supervisor, assessor, or examiner - MUST BE LEFT IN NO DOUBT AS TO WHICH PARTS OF ANY SUBMISSION ARE YOUR OWN ORIGINAL WORK AND WHICH ARE NOT. The University’s Plagiarism Guidance is available in full here: http://www.admin.cam.ac.uk/univ/plagiarism/

Although it might be tempting to think of plagiarism as only a minor form of cheating, or as a simple matter of academic etiquette, this is far from accurate. Indeed, it is essential that plagiarism should be understood as a breach of academic integrity. Academic reputations can be destroyed because of plagiarism. Everyone involved in scholarly work, whether senior or junior members of an academic institution are members of an institutional community which aims to uphold intellectual honesty and transparency. This means that due respect should be given to the originators of ideas, data and works being consulted. An absence of such demonstrable respect (through appropriate referencing) means that people have failed to complete the learning process; it is unethical and can have lasting negative consequences for future careers.

Intentional plagiarism matters: it undermines the fundamental tenets of scholarly discourse, it undermines the perpetrator’s reputation for integrity as a scholar, and it is likely to attract disciplinary sanctions with potentially lasting consequences (e.g. for job prospects).
THE TUTORIAL SYSTEM OF PASTORAL SUPPORT

Studying at Cambridge is a life-changing, fully immersive experience, and can be correspondingly challenging; the same can be true of college living, which for most students is the first experience of long-term independent living away from home. Sidney aims to provide personalized, effective pastoral support to its students. Our three undergraduate Tutors are Fellows of the College with separate academic responsibilities within the College and the University, e.g. as Lecturers, Directors of Studies; above all, they are active researchers with insight and empathy in the intellectual challenges which you face; they offer confidential, experienced advice; and they are familiar with the College and University formal processes for which a student may need an advocate. The Tutors, the Chaplain, and the College Nurse, make up the College’s Pastoral team, led by the Senior Tutor and supported by the staff of the Tutorial Office. The system is designed to be your first point of contact in resolving any personal problems you may have in College: a fuller description of the college pastoral care system, including contact details for its members, is available on the college website at:

http://www.sid.cam.ac.uk/current/undergrads/academic/pastoraltutorialteam

THE CHAPLAIN

The Chaplain, Brett Gray, plays an important role in the pastoral and spiritual welfare of the whole Sidney community. College Statutes require that the Chaplain be an Anglican priest; Brett’s role, however, is much wider, and he is there to provide pastoral support to all members of College, regardless of their faith.

Brett is on call 24 hours a day, 6 days a week (Sun-Fri) during term. Office hours during which Brett is available to see student are advertised outside Y1. He can be contacted on 38837 (university network) or on his personal mobile no. 07795 580051. Emergency pastoral support can also be sought via the Porters’ Lodge, who can be sympathetic listeners in a crisis, have been known to brew strong tea, and can advise you on how to access the pastoral support network within college.

More information can be found on the College website:

www.sid.cam.ac.uk/current/everyone/health/pastoral

THE COLLEGE NURSE

Mrs Jenny Taylor is our very experienced College Nurse. Her surgeries are held Monday to Friday in the Health Centre, which is located on P staircase (opposite the entrance to the library). Please check her noticeboard or the College website for drop-in times.

Jenny can advise and support students across a wide range of medical and psychological conditions. You are encouraged to visit her if you feel unwell or sustain an injury or have a problem which you wish to discuss in full confidence.

THE TUTORS

You will meet your Tutor during your first week in residence as a Fresher, and regularly thereafter at the beginning and end of each term in your first year; at least once per term as a continuing student. Your Tutor will help you settle into College, navigate the Cambridge system with its
occasionally arcane procedures and often unique terminologies. Throughout your time here, your Tutor can advise you, co-ordinate services and processes which you may need to access (for example additional learning support, disability support, disagreements with outside agencies), and be your advocate in any formal or disciplinary proceedings within the college or University.

You can approach your own assigned Tutor for advice, support or other help at any time during your time at Sidney; you may also choose to approach a different Tutor or member of the pastoral team. Such consultations are strictly confidential; unless and until you and your Tutor agree that other parties need to be involved to resolve the problem at hand (the only exception to this strict confidentiality is when your personal safety or that of someone else dictates otherwise).

Each Tutor, including the Senior Tutor, holds a weekly tutorial ‘surgery’, during which you are welcome to call in without an appointment. Surgery times, as well as contact details for all members of the Pastoral Team, are displayed in prominent locations around college, and on the website: http://www.sid.cam.ac.uk/current/undergrads/academic/TutorsDutRot

If you prefer, you can also make contact via telephone or e-mail. A Tutor may also agree to meet with you at another time by prior appointment, if necessary.

There are a vast range of matters about which you might want to consult your Tutor, be it personal or practical: for example, your Tutor would be the appropriate contact should you have any problems with your room which cannot be resolved with the Housekeeper; or, as mentioned earlier, when you do not feel able to discuss an academic issue directly with your DoS.

There are (still!) occasions when University regulations require that hard-copy forms are countersigned by a student’s Tutor, including some applications for funding and financial support, student declarations accompanying finished dissertations, applications to keep a car in Cambridge for exceptional reasons. While these are in themselves trivial matters, do not miss the opportunity to keep in touch with your Tutor so that, should you ever need to discuss substantive matters together, you will do so on the basis of an established acquaintance.

UNIVERSITY PASTORAL AND MENTAL HEALTH SUPPORT

In many cases, the pastoral support available within college can help a student deal successfully with problems or personal difficulties arising during your time in Cambridge. At other times, however, it is helpful to seek independent, specialised support and advice. It is often a good idea to discuss the situation with your GP, particularly if it is affecting your health: the central Cambridge GP practices are very familiar with the pressures faced by students.

Another main source of support is the University Counselling Service (UCS). UCS is run entirely independently of the College and is free to all students in the University. It is staffed by highly-skilled counsellors with extensive experience of working with students. The Service offers primarily brief counselling, with the majority of students seen for six sessions or fewer. As well as individual counselling, UCS provides Cognitive Behavioural Therapy (CBT), and access to guided self-help, where this is appropriate. Brief counselling and CBT both involve an active, collaborative process, with ongoing sessions or follow-ups scheduled at weekly, fortnightly or longer intervals. This therapeutic approach can be very effective for help with a wide range of personal, developmental and academic-related problems. In some cases UCS can offer some longer-term support though this is often in a counselling group. The Service also offers a variety of topic-
specific workshops throughout the year, as well as short-term and longer-term CBT and counselling groups.

UCS offers students strict confidentiality: the College will never know that a student is attending the Counselling service, unless that student chooses to tell us. Of course, it’s nearly always a good idea to keep one of the Tutors or your DoS aware of any problem that you might be having, but it is very important that students using the UCS know that they can rely on total confidentiality.

The UCS publishes a variety of helpful leaflets and documents. Copies of a selection of these can be found in the Health Centre in Garden Court or from the SSCSU Welfare Officer. The UCS is based at 2/3 Bene’t Place and their telephone number is 01223 332865: for further information, see also the UCS website http://www.counselling.cam.ac.uk/.

**Fitness to Study**

The College’s overriding educational objective, subject to a duty of care to all members of the College community, is that every one of its students shall successfully complete studies and receive a University Honours degree.

Difficulties in handling the demands of the course, temporary loss of motivation, mental health issues, bereavement, traumatic events in a student’s family or personal life, are all part of many students’ experience of university. Family, friends, the college’s tutorial and pastoral support system, and other services available to students within the University and beyond, provide a variety of mechanisms for helping students through times of personal difficulty and are often all that is needed to overcome even grave difficulties.

Occasionally, a student’s behaviour or ill health may seriously disrupt or threaten the welfare and/or the studies of that student and/or of fellow members of the collegiate community. While this situation persists, a student is not “fit to study” in a collegiate setting: the College has a duty of care to assess the situation, to monitor its development, and to take appropriate action to safeguard of the welfare of all involved. Appropriate action - ideally taken in agreement with the student concerned - may include the involvement of external specialist support, formal undertakings by the student to engage with a detailed study and/or therapy plan, and in extreme cases the suspension of the student’s entitlement to remain in residence. This process is known as the “Fitness to Study Procedure”: Sidney’s procedure is modelled on guidelines provided by the University, and is available in full on the College website: see http://www.sid.cam.ac.uk/sites/default/files/current/undergrads/academic/fitness-to-study-adopted.pdf

**Dignity at Study**

The University’s Dignity at Study Policy includes guidance to students who may experience or witness inappropriate behaviour. It also outlines the action which is recommended to address inappropriate behaviour, with support if needed, in the knowledge that any concerns or complaints will be dealt with appropriately and fairly by the University and the Colleges. This guidance is intended primarily for students who have complaints concerning the behaviour of others (e.g. a member of University staff, another student), and who consider that the behaviour constitutes harassment or bullying.

The College aims to promote and to secure a climate of equal opportunity in which all its members are respected and valued for their contribution, irrespective of their sex, gender identity (including
reassignment), marital, parental or partnership status, race, ethnic or national origin, colour, disability, sexuality, religion or belief, or age. The College will not tolerate the harassment or bullying of any member of its community by another. Additionally, all members of the Sidney community are expected to treat each other with respect, courtesy and consideration at all times, and to behave professionally in their formal dealings with one another.

Sidney fully shares the values expressed in the University’s Dignity at Study Policy; its own Policy takes into account current developments in University processes, and can be consulted at http://www.cam.ac.uk/current-students/health-and-welfare/dignystudy
COLLEGE ACCOMMODATION

All Sidney undergraduates are offered term-time college accommodation. Collegiate living creates many opportunities for building long-lasting friendships, one of the enduring legacies of having studied here; it also facilitates hugely the common pursuit of extra-curricular activities, from sport, to music, to artistic and intellectual projects. All first year undergraduates (other than mature students) are required to live in College-owned accommodation; continuing students are expected to do so, and require College permission to live out, which shall not be unreasonably withheld.

The Housekeeping Manager, Mrs Karolyn Duke, should be contacted over a number of issues relating to your room and its contents, including:

• Queries concerning the fixtures and fittings of your room, kitchen or bathroom;
• Queries concerning cleaning services;
• Hiring a guest room;
• Hiring additional bed-linen;
• Storing luggage during vacations (though Porters may also advise).

A selection of key accommodation points are reviewed in the remainder of this section; a separate Student Accommodation Handbook has further information on these and all aspects of student accommodation: see

https://www.sid.cam.ac.uk/current/everyone/handbooks/

RESIDENCE PERIOD

While many other universities, and most private landlords, charge student tenants for the whole academic if not calendar year, the college charges you rent only for three “standard residence periods” of ten weeks each: a nine-week core period from the Saturday of the week before the start of “Full Term” (the period during which lectures and supervisions take place, and when you are expected to be in residence) to the Saturday after the end of Full Term, and an additional seven days which can be chosen at either side. Every term, you and the College agree in advance your date of departure (“going out of residence”) and that of return into residence for the following term. You may gain access to your room after 10am on the first day of the period of residence and you must vacate your room by 10am on the last day of the agreed period of residence.

At the beginning and end of each period of residence, you must sign the Residence Book in the Porters’ Lodge and collect/return your room key. You should not leave College until you have informed the Housekeeper of your departure date.

You may request college accommodation for study or other reasons beyond the standard residence period: this is subject to endorsement by your Tutor or Director of Studies as appropriate, and to availability. The process of agreeing residence periods is known as “Final Exeat”, and is conducted by completing an on-line form on the college website. Your Final Exeat is important not just for the good management and maintenance of the college stock of student accommodation, and so that you are charged correctly, but also as a way to satisfy the formal University requirement that to qualify for a degree, you must have been in residence for the necessary number of days each term (“keeping Term”, defined by University Statutes as being in
Cambridge for 56 nights during each Term). If you plan to be away from Cambridge for more than two nights, you must arrange for an Exeat (a form giving you permission to leave Cambridge); for safety reasons, all overnight absences must also be notified by signing out in the Residence Book kept in the Porters’ Lodge. Students should also make appropriate arrangements with any supervisors, whose arrangements may be affected by time away from Cambridge. As a general principle, students should only miss supervisions due to absence from Cambridge because of a real emergency.

COMMUNAL FACILITIES

The Junior Common Room. The College provides a Junior Common Room equipped with sofas, chairs and a TV. There is also a smaller common room for undergraduates equipped with a TV in Cromwell court.

The College Gym. This facility is in Sussex House; it has a full range of cardio-vascular exercise and resistance equipment, rowing machines and free weights, together with shower and changing facilities. Membership is available through the College’s Gym Committee. The College also has a squash court that can be booked through the Porters’ Lodge.

The College Student Bar is run by students in conjunction with the College management. It is open to all members of the College during term; any guests must be signed in at the bar on arrival. Note that some of the above-mentioned facilities may be used for conference purposes out of term time.

Laundry Facilities. Card-operated washing machines and dryers are available in the College for use by its members in a centralised laundry room on the Ground Floor of Blundell Court. Students can check the availability of the machines and top up credit for the laundry cards online. A similar system is in use in Sidney House and Cromwell Court. The College houses are supplied with domestic-style washing machines and sometimes dryers which are free to use. Items of clothing should not be left unattended, and the College will not accept any responsibility for loss of personal laundry.

Post in College. Each student, whether resident in College, a College House or in private accommodation, will be allocated a pigeonhole in the Post Room in Hall Court. The Porters will place all mail which is personally addressed in the pigeonholes. Other general mail will be kept in the Lodge for collection. Only the Porters and members of Sidney Sussex College may place mail in pigeonholes. Please note that all students in College Houses should only use the College address and not the house address.

MAINTENANCE AND REPAIRS

Organisation. The College’s Maintenance Team is available for routine and emergency maintenance work. Other work (including most periodic testing e.g. of emergency lighting, fire alarms, lifts etc.) is sub-contracted to a facilities management company, or carried out by specialist contractors. All contractors sign in at the Porters’ Lodge and must carry a visitor’s ID. Students have the right to request that unknown individuals on College premises display their visitor’s ID. Any potential issues with people claiming to work for college should be referred to the Porters’ Lodge.
SMOKING AND DRUG-TAKING

Smoking is not allowed within any building of the College premises or College Houses or in covered external areas (Cloisters or doorways). Smoking is only permitted in the gardens provided this does not cause any harm or annoyance to others, there is a designated smoking area in the Fellows Garden behind the greenhouse.

Illegal drug-taking in any form on College premises is a serious offence which may result in disciplinary action.

ANTI-SOCIAL BEHAVIOUR AND DISCIPLINARY PROCEDURES

The college aims to be a self-regulating, mutually supportive community which needs only rare recourse to formal procedure to ensure responsible and respectful behaviour by all its members towards one another. Within this collegiate culture, there is nevertheless a place for guidelines and actual rules of conduct, and processes to handle breaches of rules, grievances and complaints.

Most provisions relevant to students have been collected in a compendium of College Regulations, including the Procedure in Disciplinary Matters and Protocol on Student Disciplinary Matters.

In general terms, College members should conduct themselves in a fit and proper manner at all times, having consideration for their neighbours, be they fellow students or the local community. The College takes a particularly serious view of student misbehaviour which inconveniences other members of the College, members of College staff or its neighbours, and of wanton, repeated or persistent anti-social behaviour.

In particular, residents in College Houses live close to neighbours all of whom are entitled to a good night’s sleep, and some of whom may be elderly, have young children or be in poor health. The college expects its students in College Houses to co-exist peacefully and respect their neighbours’ right to enjoy their property without undue disturbance or nuisance. The following issues are likely to be the cause of friction between students and local residents:

- Late night noise including loud music and slamming doors
- Large groups of visitors particularly late at night
- Loud parties
- Mess in gardens and back yards.

The Dean is ultimately responsible for applying College disciplinary rules. The Dean, Domus Bursar, and Head Porter are in regular dialogue to head off trouble before it happens. Disciplinary measures at the Dean’s disposal include formal warnings as to future conduct, charges for repair or replacement of damaged property, ‘community service’, requirements to desist from activities, prohibition from use of College facilities (such as the Bar), and exclusion from College accommodation and expulsion from the College for short periods. The most serious complaints or offences are referred by the Dean to a Student Disciplinary Committee, the workings of which are regulated by the College’s Statutes and Ordinances. Comprehensive information on student discipline is provided in the Dean’s page of the College website: see http://www.sid.cam.ac.uk/current/everyone/dean/
FINANCE

A special briefing during your first week in College will offer Freshers an overview of the financial dimension of being a student (see the Freshers’ Week Timetable). The briefing will be led by the Tutorial and Student Finance Manager, Mr David Graves, and current students will take part to pass on the benefit of their own experiences.

COLLEGE BILL

Your College bill is issued at the beginning of every term. Payments can be made electronically via Sidnet (>Students>Finance>Pay Your College Bill Online), by Direct Bank Transfer (please ask in the Tutorial Office for instructions) or in the Tutorial office by cheque or UK bank debit card. The Tutorial and Student Finance Manager will be able to answer any queries on your bill.

If you are experiencing financial problems or anticipate not being able to pay your bill on time then you must consult your Tutor or David Graves. David is your first point of contact in case of a dispute, and he is able to authorize limited delays in the settlement of your College Bill, or payment in instalment, should this be necessary in cases of financial hardship. Just as importantly, he can also advise you on how to seek support from the College’s Student Support Fund and other external sources (see below); and even better, by helping you budget, he can ensure that you do not end up in debt to the College and the University in the first place.

Please note that a late payment charge will be levied on any overdue accounts which have not been authorised for late payment in writing or by email. Such permission will not be withheld in reasonable circumstances, but it is essential that you make contact in such situations.

MANAGING YOUR FINANCES AT UNIVERSITY

For many students, coming to College also involves their most significant experience to date of managing money and budgeting: the sums involved are relatively large and you need to consider your finances for the year, if not the overall duration of your course, as a whole, and budget accordingly.

Money worries should not be allowed to spoil your enjoyment of your studies and your College life. Most financial difficulties can be avoided altogether by sensible budgeting, managed over time, or alleviated by financial support, which the College is able to provide through its Student Support Fund. Should you ever find yourself in financial trouble, remember that we are here to help: there is no reason to hide the problem, and it will typically be much easier and quicker to solve it if you discuss it with the College, your query should be addressed in the first instance to the Tutorial and Student Finance Manager.

You are of course already familiar with the basics of bank accounts. You may not have had a credit card before, in which case one piece of advice is probably helpful: credit cards are one of the most expensive ways to borrow, and, unlike your student bank account overdraft, you will incur full charges for any amount outstanding on your credit card, beyond the payment deadline. The same applies to store cards. Last but not least, your plastic money will include your University Card: this serves effectively as an interest-free credit card within Sidney, with a settlement period equal to a full term: you can use it to buy meals in Hall, beverages from the Buttery, Formal Hall tickets, photocopier cards, College merchandise from the Porters’ Lodge and more.
UNIVERSITY FINANCIAL HARDSHIP SUPPORT AND HARDSHIP FUNDS

The College is committed to ensuring that no undergraduate, once admitted, is prevented by financial hardship from pursuing their degree: if you have any financial concerns, you will be able to discuss the situation in confidence with the Student Finance Officer, Mr David Graves, as well as with your Tutor or other member of the pastoral team. The University website also provides information and advice for both current and prospective students who find themselves in need of extra financial assistance or who are otherwise facing exceptional or unexpected financial hardship. Eligibility criteria for financial assistance vary. Details of University hardship funds and other student support funds can be found in CamFunds, the online directory of awards and funds administered by the University (including departments, faculties, colleges, central offices and other internal sponsors); see http://www.cambridgestudents.cam.ac.uk/fees-and-funding/funding/

Students with a disability may be eligible for the Government's Disabled Students' Allowances, to help with costs incurred as a direct result of their disability. The Disability Resource Centre provides details of a range of financial support for students with disabilities including: Disabled Students' Bursary Fund; International Disabled Students' Fund; Charlie Bayne Travel Trust; Student Disability Assistance Fund; Snowdon Award Scheme. The Access to Learning Fund is available for 'Home' students who face exceptional costs, unforeseen or unforeseeable financial hardship, or emergency situations.

THE STUDENT SUPPORT FUND

The College’s Student Support Fund is administered by the Senior Tutor, assisted by the Tutorial and Student Finance Manager. The Fund provides financial assistance for students whose financial situation has become difficult because of unforeseeable substantial changes in their personal or family circumstances. When the difficulty is purely temporary, the Tutorial and Student Finance Manager can advise and agree a rescheduling of charges through the student’s College Bill or, if appropriate, arrange a Hardship Loan. When the financial problem cannot be solved in this way, the Tutorial and Student Finance Manager will be able to assist in preparing an application to the Student Support Fund. The Support Fund can provide discretionary grants, ranging from reimbursement of incidental expenses incurred through illness, to partial rent rebates, to larger grants of several hundred pounds. A link to the Student Support Fund Application Form can be downloaded from the Finance pages on Sidnet:
http://www.sid.cam.ac.uk/current/undergrads/finance/support
SOCIETIES AND CLUBS

One of the wonderful things about collegiate living is the wealth of opportunities it offers for students to pursue their extra-curricular interests, whether artistic, sporting, cultural or other. Most subjects have a dedicated Student Society organizing talks by visiting speakers and other events: subject societies are run by students, but supported through the contacts, advice, and participation by the Fellows. All large subjects have lively societies, from the Engineers’ Stephenson Society, to the Historians’ Confraternitas (the oldest of its kind in Cambridge). The College website carries a list of dedicated society pages at http://www.sid.cam.ac.uk/life/socs; it is far from complete, and “your” favourite society may just have been waiting for your enthusiasm and commitment to give it the profile it deserves!

SIDNEY SUSSEX COLLEGE STUDENTS’ UNION (SSCSU)

The Sidney Sussex College Students’ Union (SSCSU) includes two groups: the JCR (Junior Combination Room), which consists of all the undergraduates, and the MCR (Middle Combination Room), which comprises all the postgraduates. Consequently there is a SSCSU-JCR President and a SSCSU-MCR President and SSCSU represents and is available to help both undergraduates and graduates. The JCR and MCR work together most of the time, but there are occasions where the two work separately (for example, the MCR put on their own events in Freshers’ Week).

SSCSU is designed to support students in many different ways, and its elected officers play a key role in many different aspects of College life. These include organising the main social events of Freshers’ Week, supporting admissions events such as Open Days, financing and supporting College Clubs and Societies, offering academic and other welfare support and representing students’ views to Senior Members of College and to the Cambridge University Students’ Union (CUSU).

The SSCSU-JCR President chairs the SSCSU Executive meetings and attends the SSCSU Open Meetings (open to all junior members of the College, and organized by the Vice-Chair). (S)he also has a vote on CUSU Council and sits on the College Council. (S)he is therefore often the best person to approach first, if you have a question or concern.

The (Male and Female) Social Welfare Officers can be approached about anything that may be concerning you. They hold weekly welfare sessions, which are confidential. On some matters you may prefer initially to approach one of the officers of SSCSU for advice. They may be able to help you yourselves; otherwise they will be able to direct you to the appropriate member of the Pastoral Team. In particular, the President, Social Welfare Officers, Academic Welfare Officer, LBGTQ Officers, Women’s Officer and International Officer are useful points of contact.

Apart from representing the views of the student body in the Education Committee of College Council, the SSCSU-JCR Academic Welfare Officer is an additional source of support, advice, and if necessary representation for a student facing problems in their studies, which can include a difficulty in the working relationship with a supervisor or a Director of Studies.

SSCSU operates under the College’s Code of Practice in Respect of Student Unions (Appendix G in the College’s Regulations and Procedures, see also College Regulation X(5)). Under that Code of Practice, students have the right to opt out of union membership without suffering any disadvantage.
HEALTH AND SAFETY

REGISTERING WITH A GP

Students should register with a Cambridge GP as soon as they can when they first arrive in the city, that way they can receive emergency care if they need it and access health services quickly and easily while they’re at University. This is especially important if they have an ongoing health condition such as asthma, diabetes or epilepsy.

Cambridge GPs are experienced in dealing with students, and also in working with the University and Colleges. This is important if students are ill in the lead up to, or during their examinations and need special exam arrangements or allowances to be made.

If students do not register, this has a negative impact on local GP funding and provision of normal medical services as well as emergency medicines during outbreaks such as Swine Flu. A visit to A&E is for emergencies only, for example a severe injury. For most medical problems, the first port of call is their GP.

Although students are not permitted to register with both a Cambridge GP and one at home, they can register in Cambridge in term time and see their home GP during the vacations by completing a temporary resident form, or by simply re-registering with their home GP. When required, Cambridge GPs are used to liaising with other Practices and Hospitals across the country and to sharing student records. If students need them, hospital appointments should not be affected as they can elect to be seen at any hospital.

Students can choose to register with any local GP, although their College may suggest a Practice close by. Details of how to register with a GP are on the NHS website together with contact details of Cambridge GPs. Full-time international students on a course lasting more than six months will be exempt from charges for all of NHS hospital treatment, except any statutory charges such as prescriptions.

For students on a course lasting six months or more, a Tier 4 student visa entitles them to receive National Health Service (NHS) treatment from a GP or in hospital from the beginning of your stay, free of charge. This also applies to their spouse and children if they are in the UK as the student’s visa dependents. They may need to pay for dental and optical treatment as well as for any medicine prescribed by the doctor.

The Cambridge Student Health website has been developed by a consortium of central GPs in Cambridge especially for students and gives much helpful information.

Registration with a dentist is no longer required but dentists still prefer to keep lists of regular patients to provide ongoing care.

For further information see
http://www.camstudenthealth.nhs.uk/

ACCIDENTS AND FIRST AID

In the event of an accident or serious illness, you must inform the Porters’ Lodge immediately. Depending on the gravity of the event, you may choose to dial the national emergency number 999 (or its European equivalent 112), and then notify the Porters’ Lodge that an emergency call has been made, so that the Porters on duty are ready to assist the emergency services, as well as
the student(s) affected. Following an accident, students must also complete an accident report form (held in the Porter’s Lodge).

**FIRST AID PROVISION**

If you require first aid, First Aid boxes are situated throughout the College and in College Houses and you should ensure that you know where the nearest one is located within your accommodation. The College Nurse can advise on specific locations. Notify your bed-maker or the College Nurse if the First Aid boxes have been used so that they may be replenished.

Additional first aid boxes are also located in: the Porters’ Lodge; College Office; Kitchen; Maintenance Office; Gardeners Greenhouse; Housekeeping Office and the Library.

All Porters and some college staff are first aid trained. Please do not hesitate to liaise with them for assistance.

**Sidney Sussex First Aiders:**

Colin Maxted  Head Porter   338800  
Derek Cowling  Porter    338800  
Philip Hutson  Porter    338800  
Maurice Flack  Porter    338800  
Ian Duke  Porter    338800  
Trevor Rees  Head Gardener  339589  
Keith Halls  Maintenance Manager  338859

**MENINGITIS AND COMMUNICABLE DISEASES**

Meningococcal meningitis is a serious and potentially fatal infectious disease. Most students arriving at the University will have been vaccinated against Group C meningococcal infection. Since the immunisation programme was introduced in 1999 the incidence of Group C infection, which had been responsible for outbreaks of meningitis at other universities, has declined markedly.

Group B, against which there is no effective vaccine, remains the most common bacterial cause of meningitis. Therefore while the risk of outbreaks is now reduced, sporadic cases of meningococcal meningitis can still arise. It remains important for staff and students to be aware of the symptoms and to take prompt action if necessary. The College has a Communicable Disease Outbreak Action Plan, regularly reviewed with advice from the University; guidance for students is available at http://www.cambridgestudents.cam.ac.uk/welfare-and-wellbeing/health-and-welfare-guidelines

**SEVERE ALLERGIC REACTIONS (ANAPHYLAXIS)**

An increasing number of people are vulnerable to severe allergic reactions (anaphylaxis) which can affect the entire body within a few minutes of exposure to the allergen and lead to death if not treated promptly. There are several causes of anaphylaxis of which food is the most common (others include bee and wasp stings, drugs and latex). Nuts and nut products are the commonest food cause of an anaphylactic reaction. Other trigger foods include dairy products, eggs, shellfish, fish, soya, pulses and sesame seeds. Guidance and information is available from several sources including the following:

http://www.takethekitcampaign.co.uk/?dm_i=10KE,3I3KW,GLK6XQ,CJSY6,1
FIRE SAFETY DRILLS AND TESTS

It is the responsibility of all College members, guests and visitors to prevent fire. On a personal level, this means that you must be aware of potential dangers – e.g. smoking, unattended cooking, and use of curling tongs, worn electrical leads etc. The College’s Fire Safety Video is at: http://www.youtube.com/watch?v=rtkzlQ9oVU4.

To minimize fire hazards, the following items are banned in College accommodation: naked flames, candles, lanterns, shisha pipes, incense and oil burners, extension leads, and fairy lights. Cooking appliances are not to be used in bedrooms and only College provided cooking equipment may be used in kitchens. The following items are not allowed under any circumstances: hotplates, gas burners, deep fat fryers, rice cookers, toasters or other untested electrical items. The College also has a number of central procedures to ensure that risks are minimised. In College accommodation, Fire Monitors are assigned, inter alia, to supervise fire safety.

Detection and Alarm. All Sidney Sussex College accommodation is equipped with automated fire detection and alarm equipment. In every case, this is a hard-wired system, relayed back to the Porters’ Lodge by a dedicated link, or via a dial-up line (external houses). In the past, irresponsible behaviour involving the fire detection system has led to students being fined and sent out of College accommodation. It is essential that all members of College understand the actions which need to be taken in the event of a fire alarm, and, when in doubt, seek further information from the fire notice in each building/room or from the Porters.

Escape Routes. Every staircase has its means of escape clearly posted in all rooms. Ask the Porters for further information if this is unclear.

Fire Monitors. Student Fire and Environmental Monitors have been appointed for each residential staircase on the main site, and for each College House. They are responsible for Fire Prevention measures and ensuring that their fellow residents know what to do in the event of a Fire Alarm. They are also responsible for ensuring effective energy efficiency and recycling in their staircase or hostel.

Fire Drills. The Fire alarm system will be tested each Monday between 9.00am and 10.00am. Each alarm will sound for a short period. If the alarm continues, College Members are to evacuate the building in the appropriate manner. Test evacuations of student rooms will take place each term. Students are requested to co-operate by immediately evacuating the building and assembling at the designated point (as indicated on the fire notice in each room).

PERSONAL AND BUILDING SECURITY

Personal Security. Even within College premises, members should take the normal precautions associated with living in a relatively big city. If anything unusual or suspect is observed it should be reported to the Porters Lodge immediately. The Porters may also provide advice as regards personal alarms and other security measures.

Building Security. Most staircase doors have code-protected locks to provide a greater degree of security for possessions and residents. It is very important that staircase doors should be kept closed and locked, and that security codes are not given to strangers or, indeed, any non-Sidney Sussex resident.
The College employs approved contractors on a regular basis for various projects. These sign-in in the Porters Lodge and are provided with a visitor’s ID. Students have the right and should challenge any unknown individual on the College premises for their visitor’s ID. Any potential issues with people claiming to work for college should be referred to the Porters’ Lodge.

**CCTV**

CCTV cameras are used on the College main site to help safeguard the security of people and property. The live pictures are viewed, from time to time, by the College’s Porters, in order to detect any suspicious activity.

Information derived from CCTV surveillance will only be used for security purposes, unless it leads to the discovery of an activity that no employer could reasonably be expected to ignore, for example, breaches of Health and Safety rules that put others at risk.
SECURITY PLAN

The College’s Security Plan addresses a class of events of very low probability, but carrying exceptionally high risk: the obvious example of such an event is a terrorist attack to the city or the University. There are three phases to consider with regard to Security alerts in the College:

Initial prevention
Reaction to a general alert
Reaction to a specific threat

INITIAL PREVENTION

This is a general responsibility for all members of the College: staff, fellows, and students. Access to the College site is generally controlled by means of the Porters and code-lock gates, backed up by staff vigilance and CCTV monitoring. Staircases and houses must be locked, so as not to give ill-intentioned outsiders any opportunity to leave devices in those areas. Every college resident is responsible for preventative security in the room they occupy. Strangers acting suspiciously should be questioned as to the purpose their presence inside buildings. Rubbish bins, waste paper skips etc. are located away from inhabited buildings, and regularly emptied and inspected by housekeeping staff. Generally the message to the whole collegiate body is for everybody to keep their eyes open and their wits about them.

GENERAL ALERT

This is issued to the College by the police and security services in response to a non-specific threat towards the area (Cambridge) or the University. Every General Alert is rapidly disseminated to all concerned by the Head Porter and his staff; an individual in each area of College is then responsible for conducting a security sweep and reporting back to the Porters’ Lodge immediately thereafter. The public areas – Library, Chapel, Hall etc. – will be checked by Housekeeping staff. Residents of College houses (Fire Monitors in particular) and live-in Fellows are responsible for their own house and environs, and each individual should check their own room(s), including adjoining corridor areas. The aim is to split the work among many people to reduce the overall time taken, to improve reaction time, and to heighten awareness.

SPECIFIC THREAT

A Specific Threat means that the whole College or a particular staircase or building has been targeted. To minimize the risk of death or injury, the response consists of an immediate evacuation of the building or area concerned, followed by a full sweep by bomb disposal experts. The quickest way to effect this evacuation will be by sounding the fire alarm for the area concerned.
### APPENDIX 1 – COLLEGE FACILITIES

<table>
<thead>
<tr>
<th>Facility</th>
<th>Location</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>JCR Room</td>
<td>Chapel Court</td>
<td>Access by University Card</td>
</tr>
<tr>
<td>SSCSU Bar</td>
<td>Blundell Court</td>
<td>8-11pm (Sun – Thu) and 8-11.30pm (Fri &amp; Sat)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Can be booked for use outside bar hours through the JCR President.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(out of term through the conference office): key from the Porters’ Lodge</td>
</tr>
<tr>
<td>G3 (SSCSU Office)</td>
<td>G Staircase</td>
<td>Sign key out from Porters’ Lodge</td>
</tr>
<tr>
<td>Laundry Room</td>
<td>Ground Floor, Blundell Court; Sidney House</td>
<td>Swipe card access</td>
</tr>
<tr>
<td>Music Practice Room</td>
<td>Jesus Lane</td>
<td>Swipe card access and key from Porters’ Lodge</td>
</tr>
<tr>
<td>Library/Computer Suite</td>
<td>P Floor, Garden Court</td>
<td>Open 24 hrs/day, you need a University Card to get inside</td>
</tr>
<tr>
<td>Finance Office</td>
<td>Jesus Lane</td>
<td>Access by intercom</td>
</tr>
<tr>
<td>Seminar Rooms</td>
<td>Jesus Lane and Chapel Court</td>
<td>Book through the Conference Office</td>
</tr>
<tr>
<td>Squash Courts</td>
<td>Fellows’ Garden</td>
<td>Sign key out from Porters’ Lodge</td>
</tr>
<tr>
<td>Gym</td>
<td>Sussex House</td>
<td>Key from the Porters’ Lodge to subscribing members</td>
</tr>
<tr>
<td>Boathouse</td>
<td>Midsummer Common</td>
<td>Sign key out from Porters’ Lodge</td>
</tr>
<tr>
<td>Sports Grounds</td>
<td>Queen’s Road</td>
<td>Shared with St. John’s: contact Keith Ellis 01223 357362</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or 07940 550481 or <a href="mailto:sjcSportsground@tiscali.co.uk">sjcSportsground@tiscali.co.uk</a>.</td>
</tr>
<tr>
<td>Mong Building</td>
<td></td>
<td>Book through the Conference Office</td>
</tr>
<tr>
<td>Knox Shaw Room</td>
<td>Cloister Court</td>
<td>Book through the Conference Office</td>
</tr>
<tr>
<td>College Gardens</td>
<td></td>
<td>Book through the Conference Office</td>
</tr>
<tr>
<td>Chapel</td>
<td></td>
<td>Book through Chapel Secretary</td>
</tr>
</tbody>
</table>
### APPENDIX 2 – HALL OPENING TIMES

<table>
<thead>
<tr>
<th>Meal</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Mon – Fri</td>
<td>08:00 – 09:00</td>
</tr>
<tr>
<td>Lunch</td>
<td>Mon – Fri</td>
<td>12:30 – 13:30</td>
</tr>
<tr>
<td>Supper</td>
<td>Mon – Sun</td>
<td>17:45 – 18:30</td>
</tr>
<tr>
<td>Brunch</td>
<td>Sat</td>
<td>11:30 – 13:30</td>
</tr>
<tr>
<td>Formal Hall</td>
<td>Wed, Fri and Sun</td>
<td>17:45</td>
</tr>
</tbody>
</table>
# Appendix 3 – Directors of Studies

<table>
<thead>
<tr>
<th>Subject</th>
<th>All Parts of Tripos unless otherwise indicated</th>
<th>Directors of Studies (all terms unless otherwise indicated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anglo-Saxon, Norse and Celtic</td>
<td>Part I.a, I.b, II</td>
<td>Dr Love*</td>
</tr>
<tr>
<td>Archaeology</td>
<td>Part I</td>
<td>T.B.C.</td>
</tr>
<tr>
<td>Architecture</td>
<td>Part I.a, I.b, II</td>
<td>Mr Ramage</td>
</tr>
<tr>
<td>Asian and Middle Eastern Studies</td>
<td>Part I.a, I.b, II</td>
<td>Dr van-Ruymbeke*</td>
</tr>
<tr>
<td>Chemical Engineering</td>
<td>Part I, II.a, II.b</td>
<td>Dr Rough*</td>
</tr>
<tr>
<td>Classics</td>
<td>Part I.a, I.b, II</td>
<td>Dr Galanakis; Dr McNamara* (MT)</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Part I.a, I.b, II</td>
<td>T.B.C.</td>
</tr>
<tr>
<td>Economics</td>
<td>Part I</td>
<td>Prof Poliitt</td>
</tr>
<tr>
<td></td>
<td>Part II.a, II.b</td>
<td>Dr Roddie</td>
</tr>
<tr>
<td>Engineering</td>
<td>Part I.a</td>
<td>Dr Longley, Prof Flewitt (MT)</td>
</tr>
<tr>
<td></td>
<td>Part I.b</td>
<td>Dr Garcia-Mayorall</td>
</tr>
<tr>
<td></td>
<td>Part II.a</td>
<td>Dr Longley, Prof Flewitt (MT)</td>
</tr>
<tr>
<td></td>
<td>Part II.b</td>
<td>Prof Flewitt</td>
</tr>
<tr>
<td>English</td>
<td>Prelim to Part I, Part I, II</td>
<td>Dr Dr Craigwood</td>
</tr>
<tr>
<td>Geography</td>
<td>Part I.a, I.b, II</td>
<td>Dr Beckingham</td>
</tr>
<tr>
<td>History</td>
<td>Prelim to Part I</td>
<td>Dr Fulda</td>
</tr>
<tr>
<td></td>
<td>Part I</td>
<td>Dr Fulda</td>
</tr>
<tr>
<td></td>
<td>Part II</td>
<td>Dr Lambert</td>
</tr>
<tr>
<td>History &amp; MML</td>
<td>Part I</td>
<td>Dr Fulda</td>
</tr>
<tr>
<td>History &amp; Politics</td>
<td>Part I</td>
<td>Dr Fulda, Dr Eilstrup-Sangiovanni</td>
</tr>
<tr>
<td>History of Art</td>
<td>Part I, II.a, II.b</td>
<td>Dr Salmon*</td>
</tr>
<tr>
<td>Human, Social, Political Science Tripos (HSPS)</td>
<td>Part I</td>
<td>Prof. Mayall</td>
</tr>
<tr>
<td></td>
<td>Part II.a, II.b</td>
<td>Dr Eilstrup-Sangiovanni (Politics &amp; IR)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dr Stasch (Soc. Anth)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dr Duschinsky (Sociology)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dr Stargardt (Bio Anth)</td>
</tr>
<tr>
<td>Land Economy</td>
<td>Part I.a, I.b, II</td>
<td>Prof McHugh</td>
</tr>
<tr>
<td>Law</td>
<td>Part I.a</td>
<td>Mr Mares</td>
</tr>
<tr>
<td></td>
<td>Part I.b</td>
<td>Dr Bordin, Mr Mares (MT)</td>
</tr>
<tr>
<td></td>
<td>Part II</td>
<td>Mr Mares</td>
</tr>
<tr>
<td></td>
<td>LLM and MCL</td>
<td>Dr Bordin, Mr Mares (MT)</td>
</tr>
<tr>
<td>Linguistics</td>
<td>Part I, II.a, II.b</td>
<td>Dr Caines*, Dr Butler* (ET)*</td>
</tr>
<tr>
<td>Management Studies</td>
<td>Part II</td>
<td>Prof. Poliitt*</td>
</tr>
<tr>
<td>Manufacturing Engineering</td>
<td>Part II.a, II.b</td>
<td>Prof Neely</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Part I.a</td>
<td>Dr Groisman</td>
</tr>
<tr>
<td></td>
<td>Part I.b</td>
<td>Dr Ross</td>
</tr>
<tr>
<td></td>
<td>Part II</td>
<td>Dr Boucher~</td>
</tr>
<tr>
<td></td>
<td>Part III and MAST</td>
<td>T.B.C.</td>
</tr>
<tr>
<td>Medicine</td>
<td>Part I.a</td>
<td>Dr Flynn</td>
</tr>
<tr>
<td></td>
<td>Part I.b</td>
<td>Dr Lawrence~</td>
</tr>
<tr>
<td></td>
<td>Part II</td>
<td>Dr Jackson</td>
</tr>
<tr>
<td>Clinical Studies</td>
<td></td>
<td>Dr Gurnell</td>
</tr>
<tr>
<td>Modern &amp; Medieval Languages</td>
<td>Part I.a</td>
<td>Mrs Franklin</td>
</tr>
<tr>
<td></td>
<td>Part I.b</td>
<td>Dr Noriega-Sanchez</td>
</tr>
<tr>
<td></td>
<td>Year Abroad &amp; Erasmus</td>
<td>Dr Bill</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------</td>
<td>----------------</td>
</tr>
<tr>
<td><strong>Music</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Natural Sciences</strong></td>
<td>Part I.a</td>
<td>Dr Eiser,</td>
</tr>
<tr>
<td><strong>Philosophy</strong></td>
<td>Parts I.a, I.b, II</td>
<td></td>
</tr>
<tr>
<td><strong>Psychological &amp; Behavioural</strong></td>
<td>Part I, II.a, II.b</td>
<td></td>
</tr>
<tr>
<td><strong>Theological and Religious Studies</strong></td>
<td>Part I, II.a, II.b</td>
<td></td>
</tr>
<tr>
<td><strong>Veterinary Medicine</strong></td>
<td>Part I.a, I.b, II, and Clinical</td>
<td></td>
</tr>
</tbody>
</table>

**NB:** * = external Director of Studies; ~ = CTA;
APPENDIX 4 – CAMBRIDGE CITY MAP