Introduction

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.

Information on all aspects of College life, activities and events, is provided regularly on the College website ([www.sid.cam.ac.uk](http://www.sid.cam.ac.uk)), its Raven-protected intranet “Sidnet” and Moodle). 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, Pastoral Advisor** and the **Chaplain and Pastoral Tutor** are easily contacted and will listen and advise you in full confidentiality. 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, and 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, The White Book (2018), dealing with Student Statutes, Ordinances, Regulations. By “matriculating”, students formally commit to respecting the rules of the College, and of the University.
<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTRODUCTION</strong></td>
<td>2</td>
</tr>
<tr>
<td>Who’s Who</td>
<td>4</td>
</tr>
<tr>
<td>Principle Officers</td>
<td>4</td>
</tr>
<tr>
<td>Heads of Departments</td>
<td>4</td>
</tr>
<tr>
<td>Tutors and the Pastoral Team</td>
<td>5</td>
</tr>
<tr>
<td><strong>SSCSU SECTION</strong></td>
<td>6</td>
</tr>
<tr>
<td>FRESHERS</td>
<td></td>
</tr>
<tr>
<td>SSCSU President</td>
<td>7</td>
</tr>
<tr>
<td>Sidney Sussex Student Union (SSCSU)</td>
<td>8</td>
</tr>
<tr>
<td>SSCSU Officers</td>
<td>8</td>
</tr>
<tr>
<td>College Families</td>
<td>14</td>
</tr>
<tr>
<td>Arriving</td>
<td>15</td>
</tr>
<tr>
<td>Settling into Cambridge</td>
<td>18</td>
</tr>
<tr>
<td>Getting around in Cambridge</td>
<td>19</td>
</tr>
<tr>
<td>Freshers Week</td>
<td>20</td>
</tr>
<tr>
<td>Societies and Sport</td>
<td>22</td>
</tr>
<tr>
<td>Sport</td>
<td>22</td>
</tr>
<tr>
<td>Societies</td>
<td>27</td>
</tr>
<tr>
<td>Cambridge Student Union (CUSU)</td>
<td>30</td>
</tr>
<tr>
<td>Getting to know Cambridge</td>
<td>32</td>
</tr>
<tr>
<td>International Students</td>
<td>35</td>
</tr>
<tr>
<td><strong>OFFICIAL SECTION</strong></td>
<td></td>
</tr>
<tr>
<td>COLLEGE DEPARTMENTS AND FACILITIES</td>
<td>36</td>
</tr>
<tr>
<td>The Porters’ Lodge</td>
<td>36</td>
</tr>
<tr>
<td>The Domestic Bursar</td>
<td>37</td>
</tr>
<tr>
<td>The College Library and IT Facilities</td>
<td>37</td>
</tr>
<tr>
<td>The Chapel and Choir</td>
<td>38</td>
</tr>
<tr>
<td>College Accommodation</td>
<td>39</td>
</tr>
<tr>
<td>Post Room</td>
<td>39</td>
</tr>
<tr>
<td>Maintenance and Repairs</td>
<td>39</td>
</tr>
<tr>
<td>Residence Period</td>
<td>40</td>
</tr>
<tr>
<td><strong>COLLEGIATE LEARNING AND SUPPORT</strong></td>
<td>41</td>
</tr>
<tr>
<td>Direction of Studies and Supervisions</td>
<td>42</td>
</tr>
<tr>
<td>Study Skills</td>
<td>42</td>
</tr>
<tr>
<td>Celebrating Academic Excellence</td>
<td>43</td>
</tr>
<tr>
<td>Research and Professional Experience</td>
<td>43</td>
</tr>
<tr>
<td>The White Book</td>
<td>44</td>
</tr>
<tr>
<td>Dignity at Study</td>
<td>44</td>
</tr>
<tr>
<td>Freedom of Speech</td>
<td>44</td>
</tr>
<tr>
<td>Fitness to Study</td>
<td>45</td>
</tr>
<tr>
<td>The Tutorial System of Pastoral Support</td>
<td>46</td>
</tr>
<tr>
<td>The Chaplain and Pastoral Tutor</td>
<td>46</td>
</tr>
<tr>
<td>The Pastoral Advisor</td>
<td>46</td>
</tr>
<tr>
<td>The College Nurse</td>
<td>47</td>
</tr>
<tr>
<td>University Pastoral and Mental Health Support</td>
<td>47</td>
</tr>
<tr>
<td>The Tutors</td>
<td>48</td>
</tr>
<tr>
<td>The Tutorial Office</td>
<td>49</td>
</tr>
<tr>
<td>Finance</td>
<td>50</td>
</tr>
<tr>
<td>Health and Safety</td>
<td>52</td>
</tr>
<tr>
<td>Fire Safety Drills and Tests</td>
<td>54</td>
</tr>
<tr>
<td>Personal and Building Security</td>
<td>55</td>
</tr>
</tbody>
</table>
Who’s Who

Principal Officers

Master—Professor Richard Penty
Master’s Lodge
P.A. Mrs. Sheryl Anderson:
Tel: 330868
sa609@sid.cam.ac.uk

Vice Master—Dr Michael Ramage
College Room: B05
College Tel: 330797
ViceMaster@cam.ac.uk

Bursar—Mrs Sarah Bonnett
College Room: E1
College Tel: 338882
bursar@sid.cam.ac.uk

Senior Tutor—Mr Max Beber
College Room: B3
College Tel: 338847
SeniorTutor@sid.cam.ac.uk

Senior Tutor—Mr Max Beber
College Room: B3
College Tel: 338847
SeniorTutor@sid.cam.ac.uk

Heads of Departments

Domestic Bursar—Mr Albert Ray
College Room: E3
College Tel: 760948
DomesticBursar@sid.cam.ac.uk

Head Porter—Mr Colin Maxted
College Room: Porter’s Lodge
College Tel: 338800
porters@sid.cam.ac.uk

Librarian—Mr Alan Stevens
College Room: Library
College Tel: 338852
TheLibrarian@sid.cam.ac.uk

I.T Manager—Miss Lisa Wilson
College Room: Q11
College Tel: 339520
computer@sid.cam.ac.uk

Housekeeping Manager
Mrs Karolyn Duke
College Room: Garden Court
College Tel: 338880
TheHousekeeper@sid.cam.ac.uk

Head chef—Mr Stephen Mather
College Room: Kitchen
College Tel: 761226
chef@sid.cam.ac.uk
Who’s Who

Tutors and the Pastoral Team

Senior Tutor—Mr Max Beber
College Room: B3
College Tel: 338847
seniortutor@sid.cam.ac.uk

Tutor—Dr María Noriega-Sánchez
College Room: C04
College Tel: 339522
mn316@sid.cam.ac.uk

Tutor—Dr Colin Roberts
College Room: H12
College Tel: 768018
car43@sid.cam.ac.uk

Tutor—Dr Edward Wilson-Lee
College Room: Y08
College Tel: 338045
ew303@sid.cam.ac.uk

Please note that Dr T Lambert will be covering for Dr Wilson-Lee during Michaelmas Term.

College Nurse
Mrs Jenny Taylor
Health Centre
College Tel: 338826
nurse@sid.cam.ac.uk

Pastoral Tutor and Chaplain
The Revd Brett Gray
College Room: Y1
College Tel: 338837
PastoralLead@sid.cam.ac.uk

Pastoral Advisor
Miss Lucy Hodgkiss
P11
College Tel: 338826
PastoralAdvisor@sid.cam.ac.uk

Tutorial & Student Finance Manager
Mr David Graves
College Room: B1A
College Tel: 760972
tutorial@sid.cam.ac.uk

Tutorial Assistant
Mrs Claire Girdlestone
College Room: B1A
College Tel: 338844
tutorial@sid.cam.ac.uk

Tutorial Assistant
Mrs Celia Summerlin
College Room: B1A
College Tel: 338847
tutorial@sid.cam.ac.uk
Hey Freshers!

We are Bavankanth Chandrasekaran and Ana Maria Lopez-Ruiz and we will be your Freshers’ Reps! We have been hard at work all summer organising a fantastic Freshers’ Week for you to enjoy with various activities, fit for all, as well as putting together exciting things such as college families and subject reps, which will be explained later on in this guide!

Sidney is where you will live, eat, work and play, and you will soon be referring to it as ‘home’. Above all, Sidney, as well as Cambridge, has a vibrant, diverse and friendly atmosphere. There is no need to worry about fitting in, as you will be welcomed into our community of unique and hard-working yet fun-loving individuals. Whoever you are and wherever you come from, there is a place for you at Sidney. Whether you chose Sidney, or Sidney chose you, you are now part of a new generation of Sidneyites.

Freshers’ Week takes place over the first few days leading up to the official start of term (the first term is referred to as ‘Michaelmas term’ in Cambridge), and it’s your chance to meet as many Sidneyites as possible, whilst having lots of fun and settling in to your new life at university. We have multiple activities whether you want to go out clubbing and drink or if you prefer to have a chill night in, as well as many events that can be enjoyed regardless of your drinking preference! University is a great way to not only meet people like you but also people who are completely different to you, and they may end up being some of your closest friends!

We hope you will find this to be a comprehensive guide to beginning life at Cambridge. You will find a wealth of information on how to prepare for your arrival and what to expect when you first move in. In particular, there are details about the various events that will be happening in Freshers’ Week, although a full timetable will be given to you closer to the time, likely to be the week before you arrive. Check the Sidney Freshers page and your Hermes email regularly both leading up to Freshers and during as it will have lots of important information!

There are various people that you can contact if you have questions or want some reassurance before coming. In this guide, we have provided the contact details of representatives from our Sidney Sussex College Student Union (SSCSU), individual subject groups and societies. Finally, please feel free to contact us via our Facebook group (Sidney Sussex Freshers 2018), or via email at freshers@sscsu.org.uk.

We can’t wait to meet you all in October! BavAna
Hey Freshers!

My name’s Jono Faber, and I’m the President of Sidney Sussex College Students’ Union (SSCSU), your college student representatives. Before I explain more about how your student union works, congratulations from us at SSCSU for getting your offer! Sidney has one of the most friendly and welcoming communities in Cambridge, with students here joining in every part of Cambridge life. We are all so excited to welcome you in October, and help you make Sidney your own – if you spot a dark blue ‘SSCU’ jumper, please come and say hello!

We at SSCSU are a committee of around two dozen students, voted in by all undergraduates over two elections each year. You’ll have heard from our amazing Freshers’ Reps Ana and Bav, who are working on welcoming you with style to Cambridge in Freshers’ Week, but we have positions striving to make all parts of student life the best they can be at Sidney. Whether it’s our Welfare team offering confidential support, our BME and LGBT+ officers hosting nights out and campaigns, or our Accommodation officer fighting for lower student rents, SSCSU is here to do two main things: to make college life more vibrant and inclusive for all undergraduates, and to represent our student community on issues that matter.

First, college life. Sidney is great. We run a wide range of events over the year to give opportunities for the Sidney community to come together and do stuff we love. Acoustic nights are particularly a highlight, with our student-run bar always overflowing to hear Sidney’s up-and-coming acts, but don’t miss out on text-a-cupcake nights, our annual Bouncy Castle Day, or being a DJ at our themed bops (read: parties). There are countless other events you’ll also find happening around college – if you have a hobby or passion, someone else in Sidney is guaranteed to share it.

Just as much as helping create a good time, SSCSU is here to represent you on the issues you care about, either in college committees or to the wider university. Current campaigns of ours include pushing for more funding for Sidney’s musicians and athletes, reducing Sidney’s carbon footprint, and supporting a university-wide scholarship fund for refugees, among many others. If you fancy pitching in yourself, our Access team and newly re-established Feminist Society have got some big things planned for next term. Crucially, though, if any issue is important to you just mention it to one of our officers, or at our regular Open Meetings – we are here to campaign for and represent all of Sidney’s students.

I’ve no doubt that you are feeling a mixture of excitement and nerves at the moment. All of us did before joining. If I could pass on one thing to you, it is to back yourself. You will be challenged in many new and interesting ways, but you will also find yourself in beautiful new places, with new friends, achieving things you never thought you could do. Cambridge is an amazing place, full of incredible opportunities and people, and a brilliant amount of fun. Sidney could not be a better home to explore it from.

If you have any questions or concerns, I’d really love to hear from you. I’m always free to contact on my email (president@sscsu.org.uk), or over Facebook – you’ll find me in the Freshers’ Group!

Congratulations again, and can’t wait to meet you all!

Sidney love,

Jono
SSCSU (Sidney Sussex College Students Union) represents all Sidney students. It is made up of the JCR (Junior Combination Room) and the MCR (Middle Combination Room). Twice a year, elections are held for positions, and taking a role is a great way to meet new people and see another side of how college works. We also have significant input on many important decisions that involve how the college is run and on any decision, which affects students. To do this, we make decisions as an executive committee and form sub-committees consisting of SSCSU officers, such as the Rents Negotiations Party, which works with college to agree on any changes in rent pricing. As SSCSU officers, then, we hold roles that contribute to all students’ experience at Sidney. We have open meetings three times a term, which often pack out the bar for discussion of college issues and you can vote on motions that affect college. You’ll meet members of SSCSU during freshers’ week.

Vice-President – Jack (vice.president@sscsu.org.uk)

I’m Jack, Vice President of the JCR. Alongside Jono, I help to represent undergraduate student interests in College and in the wider University. If you have an idea for a new event or society, a request for funding, or something you want changed, come to me with a motion - I organise our JCR Open Meetings where all undergraduates in College get a vote. Alongside this, I act as another port of call for any issues you face as an undergraduate student; as the previous LGBT+ Officer, I want to ensure that Sidney continues to thrive as a diverse and inclusive student community. Finally, congratulations on making your offer and welcome to the fabulous Sidney family! I’ll be around throughout Freshers’ week, so come and say hi!
Welcome to Sidney! We are Iris and Georgina and we are Access Officers for Sidney’s JCR. When we’re not doing access business, we study History and Politics and HSPS respectively. Our work happens both inside and outside college, through things like college tours and school residential but also going out to visit schools, or going to bigger events as part of the University. But whatever we’re doing, the focus is always to make the University, specifically Sidney, a more representative, accessible and transparent environment. Part of the access role involves support within college, also known as ‘internal access’ or ‘post-admissions access’. We help make sure Cambridge continues to be accessible post-admission so that students can maximise their experience regardless of their finances, background or personal situation. Getting involved in improving access to the University isn’t just for those that come from access backgrounds - it’s a group effort and improving access benefits us all. Access related university and college events are always well advertised via email and social media (The Sidney Group and Sidney Access), but if you have any suggestions or questions, please do get in touch. We’re both here as listening ears around college, so do get in touch if you’d like to chat.

Hiya!
We are Imi and Josh, your welfare officers for your first term. Imi is a second year historian and Josh is a third year NatSci, and we are both really invested in the Sidney community and everyones wellbeing. We are here to help you settle in and for any welfare concerns throughout the year, from medical to social, from small to large, we will always be there to listen to you and point you in the right direction. We will be just two of the many friendly faces around college and we can help raise issues at higher levels, both in college and university. We also provide free sexual health and sanitary products. Condoms are stored in the pigeon hole room but are also available if you contact one of us. Sanitary products are stored in boxes in the female and gender neutral toilets in college. Other supplies, such as pregnancy tests, are also free through us, and we also offer sexual health check ups in college through mobile sexual health clinics. Other aspects of our roles include running events, such as acoustic nights, movie nights or the Easter term bouncy castle event. ‘Welfun’ is an event we run frequently in term times as a chilled evening, often involving music, pizza and different activities. These are a great way to get some social downtime within college and relax, and we can always be found there if you want to see us in person. However, you can always catch us around college too, or contact us using the welfare phone, the Facebook page (Sidney Sussex Welfare - Undergrads) or our emails (welfareimi@sscsu.org.uk and welfarejosh@sscsu.org.uk). Hope you are having great summers and we can’t wait to meet you in October!

love,
Imi and Josh
Described as the “best overall college bar” by the highly respected and definitely impartial Tab, Sidney Bar hopes to be your favourite bar in Cambridge too! As one of the two student run bars in Cambridge, the bar committee does its best to keep the bar stocked and running smoothly; working voluntarily so that you can benefit from the lowest prices around. It’s a great chance to get involved with college life, socialise and gain some great skills you wouldn’t get elsewhere. Also, I highly recommend you try working behind the bar both for the experience and the not-to-shabby £7.90 an hour. Whether you’re there to drink, bop, work, eat pringles or play pool, we’re looking forward to seeing you at Sidney Bar soon!

Our Disabilities Officer represents the interests of disabled students in Sidney. ‘Disability’ encompasses a wide range, such as mental health (e.g. depression), Aspergers or specific learning difficulties, any impairment/injury, long-term medical conditions, or anyone who self-identifies as disabled. Cambridge may sound intimidating as it is, but don’t worry about being open about any difficulties you may find - Cambridge has its fair share of disabled students (almost 10%!) of all types and provides a lot of support. The officer’s role is to give disabled students a voice through SSCSU and ensure your disability doesn’t disadvantage you in Cambridge.

Hi Sidney, I’m Helena (she/her) and I’m the Sidney LGBT+ Officer. I’m here to support all LGBT+ members of the Sidney community (including those who are questioning), both informally and through organising events and representing us at college level. So far, I’ve held meetups with other colleges and hosted a Eurovision party. This year, I’m looking forward to meeting you all and organising Freshers’ events, as well as celebrating LGBT+ History Month with talks, films and a college party! There are loads of events for the LGBT+ community at Cambridge, with CUSU LGBT+ organising coffee dates, bar socials, film and TV screenings, brunches, summer parties and a ‘Ball’ at the end of the year! It’s really easy to get involved and the community at Cambridge is so supportive. If you have any ideas for events, anything you want to chat about, or want a friendly face to come to an event with you, please don’t hesitate to drop me an email or a Facebook message. Can’t wait to meet you!
**Women’s Officer – Sarah (womens@sscsu.org.uk)**

Hi! I’m Sarah, the Women’s Officer at Sidney. What this means is that I am a first port-of-call for women and non-binary students at the college: a friendly, caring and confidential ear for any small issues or concerns. I am also a voice to stand up for you and give you advice if you have a concern that needs to be taken higher. Just drop me a fb message, knock on my door or find me around college! We have a strong and inclusive women and non-binary community at Sidney, spearheaded by our Femsoc, which will run several events throughout the year, from chilled movie nights to International Women’s Day events and various discussion panels. Beyond this, I attend CUSU Women’s Forum, open to all women and non-binary people and a great space to meet like-minded people and discuss issues/seek solidarity on a university-wide platform.

**Black and Minority Ethnicities Officer (BME)- Jess (bme@sscsu.org.uk)**

Hi Sidney! I’m Jess Chinegwu, your BME officer. After two years at Cambridge, I have learnt that being a minority ethnic student can come with various challenges, however, this does not mean we should ever feel the need to hide who we are, or not celebrate our differences. Sidney is a friendly and inclusive place and there are a number of students from diverse ethnic backgrounds, so you’ll have no problem fitting in. My aim is to make Sidney as inclusive and intersectional as it can be, especially for the incoming first years. I’ll be a friendly face in college, who you’ll get to know through the various events I’ll put on this year, and am always here to lend a hand whenever needed! If you have any questions, issues, or just need a chat feel free to get in touch on Facebook or by email.

**Academic Welfare Officer – Joe (academic@sscsu.org.uk)**

Hi, I’m Joe and I’m the Academic Welfare Officer at Sidney. I am going into my 3rd year studying geography. My job is to work with the rest of the Sidney welfare team (SSCSU officers and college staff!) to ensure that everyone is happy with the academic side at Cambridge! As well as this, I also represent students on the college’s Library and Education committees to ensure your views are heard by senior members of college staff. If you’re having any issues, from exam stress to issues with your supervisor, I’m here to offer advice and help sort things out.
ENTS OFFICERS- ELLA, NIAMH, REFAAT AND BECCY

There's 4 of us, current members are Beccy, Refaat, Ella and Niamh the former two are second years and the latter two are third years. Our Job is to essentially organise fun events in college throughout the term to chill out and take a well-deserved break from your studies as well as supporting the fresher reps who are Ana and Bav during Freshers’ week for events such as the silent disco. Some of the regular events we carry out include Bops which are parties held in Sidney bar often with outfit themes; hot chocolate movie nights; pub quizzes and the critically acclaimed acoustic nights which always has Sidney bar packed. As Sid ents we always try to cater for drinkers and non-drinkers so that our events include everyone and that everyone has a great time.

Treasurer- Sophie

Hi everyone, I'm Sophie, a third-year Economist, and Treasurer of the JCR. My role is to manage SSCSU's budget and accounts, ensuring the JCR and Sidney's various teams, clubs and societies have the funding they need to flourish. I am the everyday point of contact for existing and prospective clubs and societies, being in charge of monitoring spending and drafting the budget which divides up SSCSU funds. I'm always on hand to help clubs/societies/teams make the payments they need, and I assist in the production of an annual set of accounts for SSCSU. I also help organise Sidney's charitable donations and represent the JCR on most things money-related. SSCSU is well funded by college and has a real ability to enhance the student experience as a result: so feel free to get in touch at any time if you have an idea for a club/society in need of funding. See you all in October!

International Students’ Officer – Bryan (international@sscsu.org.uk)

Congratulations on meeting your offer and a warm welcome to Sidney Sussex College, Cambridge! I’m Bryan, your International Students’ Officer. Having just settled down in Cambridge as an international student a year ago, I am aware of the challenges you may soon be facing in a new environment. But fret not – I’m here to lend a helping hand to make this transition as worry-free and as seamless as possible. If you are worried, rest assured, Sidney Sussex and Cambridge are very warm and welcoming institutions. Sidney is an international melting-pot and everyone feels at home regardless of where one hails from. I look forward to welcoming and meeting you in person during Freshers’ Week!
**GREEN AND ETHICAL AFFAIRS OFFICER—JAMES (GREEN@SSCSU.ORG.UK)**

Hey fresher! My name is James and I’m your Green and Ethical Affairs officer until Easter Term. I’ll be organising and running events that relate to environmental sustainability, climate justice, and other ethical causes. The JCR has voted to support divestment from fossil fuels, and I’ll be working to try facilitate that too. On a similar note, if you’re interested in climate activism, Sidney bar hosts the meetings of the Cambridge Zero Carbon Society, so you’re in a good place to get involved in that – if you want to know when meetings happen, you should like them on Facebook. Anyways, I hope you have a really lovely time here at Sidney, and it would be great to see you all at any upcoming green events!

**ACCOMMODATION OFFICER—HENRY (ACCOMMODATION@SSCSU.ORG.UK)**

Hi everyone, I’m Henry, a second year Modern Languages student and your Accommodation Officer. My job is to oversee all accommodation related issues at the college. If you have any general accommodation issues, questions, problems with your room or with interactions with housekeeping please feel free to have a chat or email me at any time. In addition, I chair the Rents Working Party, to help set the JCR policy on rent negotiations, and work with the tutorial office to set the price of rooms as well as sitting on some college committees. Perhaps most importantly for a lot of you I will be getting in contact with you next term about how the ballot for second year rooms will work and what you will need to do, but for now just enjoy yourself and please do ask if you have any questions or concerns.
Some of the first people you’ll meet in Freshers’ Week are your college family, usually, but not exclusively, made up of two parents and two children. College parents are our informal mentoring system; you’ll be given two ‘parents’, likely to be one second year from your subject, and one second year from another subject. Your college sibling will be another fresher who does a different subject to you. Leading up to Freshers’ Week we will send you a questionnaire through Hermes email to help with the selection process to match you to your perfect parents. If you don’t fill in the form, you will get allocated randomly.

Your college parents are likely to get in touch prior to you arriving, via either Facebook or email (so remember to look out for a message!) They’re a great point of contact for any questions/concerns you may have about your subject, Sidney, and life in Cambridge more generally.

Once you arrive in Cambridge, they’ll organise a ‘Family Formal’ for an evening of Freshers’ Week. This is a great opportunity to experience formal for the first time, have a chat about your first few days and get to know some students in the year groups above you. From there, many families keep in touch during the year – whether it’s through a message in your pigeon hole (your mail slot), or a coffee at the end of term.

However; this is only just when the fun begins. As you settle into Sidney, your thoughts will eventually begin to move towards next year, where you yourself will think about ‘getting college married’. Engagements, college weddings, all a great deal of fun for you to find out about when you arrive in October!
Arriving

Moving into Sidney for the first time is an experience that you won’t forget. Top tip is to research Cambridge’s one-way system before you drive into the city, and once you’ve navigated that, park either in the College car park (if you’re living in Sussex House or Garden Court) or the Cromwell car park (if you’re living in Cromwell Court). Members of the Freshers’ Team, a group of second years, will be waiting for you. They’ll take you to get your Welcome Pack and key and they’ll help you take your luggage up to your new room. They’re there to make moving in easy for you.

Whilst you unpack your things, meet your neighbours and explore your new accommodation, your parents will be taken on a tour of the college. You will be able to buy your gown at this point too.

In the afternoon, everyone will head over to the gardens of college for a Garden Party, where there will be food and drinks, speeches, plenty of people to chat to, and hopefully some sunshine. Look out for your DoS and your college family!

The end of the Garden Party is time for your parents to leave. Being left at university is a strange feeling, but we’ve all gone through it and your Freshers’ Week should be so busy and fun that it won’t matter. After the Garden Party, you’ll go for tours of Sidney and of Cambridge, before going for dinner with others from your subject.

The first evening will be the Freshers’ Week Launch Night Party in the bar, a chance to socialise with other freshers, hear about the rest of the week and buy event tickets.

Packing

We are so close to the center of town that almost anything can be brought once you get here if you forget it, however we thought it would be useful to have a rough guide for packing – enough to get started, but not comprehensive. Inevitably, you will bring things that won’t be of use in your first term, but it’s better to play on the safe side. Check out the CUSU guide too for more helpful packing tips!

Important Documents

- ID, a driving license or passport is a must for registering with services across Cambridge, as well as for access to the nightclubs etc.
- UCAS documents.
- Student Finance documents: college will need to see copies of these after you arrive if you have applied for a student loan.
- Any other important paperwork: your bank details, insurance documents, national insurance details, NHS card (for registering with a doctor’s surgery).
BASIC ITEMS...

- Some cash. The first few days will be hectic so it is useful not to have to rush around to cash points while you’re busy! Note that you will need to buy your college gown if you haven’t already on your first day, so make sure you have at least £50 on hand.

- Alarm, even just one built into your mobile phone.

- Toiletries.

- Chargers for all your electronic devices. Your phone will be especially crucial in Freshers’ Week.

- Clothes to suit the September-December weather.

- This includes a few smart clothes. Smart clothes for events such as formal include shirt and tie, or dresses and skirts with nice tops. Some events in Cambridge do require black tie, so it can be worth bringing this.

- Towels including a tea towel for the kitchens is also useful.

- Washing powder.

- Stationery, including paper, stapler, scissors, hole puncher, Sellotape, post it notes and drawing pins.

- A laptop, although there are computers to use in college and in your department building.

- A diary in which you can plan your week.

WE RECOMMEND...

- Some decorative things from home to personalise your room. You will have a noticeboard to display things on, although you are not allowed to stick things straight to the walls. Cushions and throws are also a good idea.

- A drying rack for clothes and coat hangers. The tumble dryer costs £1.00, which is reasonable, but after tumble drying our clothes in Michaelmas we’ve learnt the hard way that some things don’t appreciate being tumble dried and are likely to shrink!

- A bike. This need not be expensive, and they can be bought easily in Cambridge. It is possible to walk almost anywhere in Cambridge, but you can save yourself some time in bed if you have a bike. If you are thinking about playing in sports teams the matches and training locations are often best reached by bike, including the boathouse for rowing. It is not a problem if you’d rather not cycle though, several of us have managed fine without bikes. Bike lights are a legal requirement, and we’d recommend you use a helmet too.

- A basic medicine kit: paracetamol, plasters, cold and flu remedy etc.

- Mugs, cutlery, plates, glasses. Having a few spares can be helpful when friends come round for a cup of tea.

- A bottle opener; one on a key ring can be particularly useful.
SOME OF US BRING...

- **Saucepans/cooking equipment.** This entirely depends on how adventurous a cook you are and the equipment in your nearest kitchen. It is worth bringing a few microwave proof dishes as it’s remarkable how much can be cooked in a microwave.

- **Contraceptives.** If you need to obtain these while you’re here, then they’re available free from the Welfare Officers and otherwise are very cheap.

- **Old A Level/IB notes and textbooks.** This really depends if you think they might be useful for the course you are about to start.

- **A printer.** Some people need to print things more regularly than others so it’s up to you. These can be bought cheaply from the local branch of Ryman’s, so it might be best to see how it goes in the first few weeks. In the meantime, printers are available for a small charge (5p per sheet) in the Sidney library, along with a scanner. Also often subject departments have printers available to use.

- **A duvet cover or throw.** College provides you with one which they will wash for you weekly but it is fine to bring your own to wash yourself if you prefer.

- **Musical instruments.** Even if you’re not sure if you’ll get involved in college or university music groups at the beginning, you never know when playing an instrument could come in handy.

WE WOULDN’T BOTHER BRINGING...

- **A TV:** there are TV rooms in Cromwell Court and the JCR which is both more sociable, and if you use these you don’t have to pay for a TV license.

- **A toaster, kettle or other appliances.** Students are not allowed these in their rooms as college cannot be sure that they are safe, and the kitchens are equipped with them regardless.

- **An iron** as laundry rooms have communal irons with boards.

- **Fairy lights or candles** as they are a fire hazard and you’ll be asked to take them down.
Adapting to life at Cambridge after Freshers’ Week is often not as you envisage it. Everyone begins Cambridge with different expectations of what life at university is like, and it may or may not meet these expectations. But trust us; Cambridge is a wonderful place to study and live – even if it isn’t what you thought it would be like. Some of you may begin to receive work during Freshers’ Week (particularly law students). Whilst it is important that you keep on top of this work, we think you should continue to enjoy the activities of Freshers’ Week as it is a great way to get to know your peers and Sidney. The nature of Cambridge is that generally; you will always have work to do. Although you should always bear this in mind, from our experience, it is not only work which makes life at university so enjoyable. It is involving yourself in extra-curricular activities, whether it’s playing for a sports team or joining a choir. It is developing strong friendships as you ‘journey’ through university together. We think that your university experience will be enriched by involving yourself in some non-work commitments at Cambridge to balance your academic workload.

We also acknowledge that for the majority of you, this is the first time that you will be living with those you study with. Each and every one of you work hard – however, you all will work in your own way. It can be overwhelming when you see those from the subject waking up early to work, or working late into the evening. Some will work in their rooms, others in the library. Our advice is to trust your own working style, thus, don’t be worried if you work differently to those around you. Saying that, you may choose to adapt how you work here, and first year is a great time to figure out how and where you work best.

We want to re-iterate that through your first term here, it is likely that you will have moments of uncertainty. That’s totally normal, but you deserve to be here, and you can do it. Cambridge may involve hard work, but you are fully capable of doing well here. If you’re finding yourself overwhelmed, talk to someone; whether it be your DoS, Tutor, a member of the Welfare team, your friends, or even us, we’ve all been through (at least) a year of Cambridge, and we’d love to chat.

Lastly, please do not forget the importance of sleeping and eating. Your own wellbeing always takes precedence over the work you have been set. This may sound obvious, but exhaustion often leads to being unwell and compounds stress.
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/

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 College 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 center 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
We’re trying to keep Freshers’ Week as cheap as possible, with no compulsory events costing money. SSCSU isn’t trying to make a profit, so we’ll charge you the minimum that will allow us to break-even.

We’ve been looking for the best club nights in Freshers’ Week and will be selling tickets for them, which should range from between £3-£4 (they’re £5 if bought individually). A quick note to recommend that you don’t buy tickets to Cambridge Freshers’ Week events online before you arrive, as persuasive as the promoters can be on Facebook offer-holder pages! We’ll have it all planned out for you when you arrive, and you can buy tickets with other Sidney freshers.

Here are some events that will be happening in Sidney during Freshers’ Week, though some may change as we get closer to the start of term! A finalised timetable for the week will be available on the Freshers’ Facebook group closer to the start of term.

**Matriculation**

This is a tradition that happens in every college, and it is where you officially become a Sidneyite. It is at this point that you commit your life to Sidney. The day involves getting photos taken, a ceremony in chapel when you sign a book that all previous members of college have signed (yep, even our fave Vorderman), and a free four-course formal dinner.

**Dress Code**

The matriculation dress code is not black tie so a normal suit and tie or a dress/skirt will be fine. This is also the dress code for most formal dinners throughout the year. Black tie occasions will require a bow tie, and sometimes longer ball gowns, however this is infrequent through the year until May Week.
**Silent Disco**

The most popular event of Sidney Freshers’ Week. Pop on some headphones and listen to 2nd and 3rd years battle it out for your love using their music mixes. Dress up as bright and colourfully as you can, and the body paint, glow sticks and glitter will be free-flowing. Sidney Bar will be present so you can top up during the event. This will be a paid event but it will be as cheap as possible.

**Drink and Draw (with collective)**

A really popular night during term time now brought into Freshers’ Week! A super chill evening with materials and prompts provided to let your creative juices flow. You don’t have to be an artist to join in as all drawing abilities are welcome! This will take place in the bar if you want to order a drink (or have a cheeky Haribo) and always has a great atmosphere. This drink and draw will be Sidney only, so it should be a great way of meeting people from other years. Great fun if you enjoy drawing, scribbling, chatting, having a little drink or meeting new people.

**Alphabet Bop**

The Alphabet Bop is quickly becoming a Sidney tradition. The costume theme is to dress as something or someone which begins with the same letter as your name. e.g. Josh went as Jack from Jack and Jill, Eleanor went as Entry Requirements. You’ll have all week to source your costume so unless you’re struck with inspiration already, don’t worry about it yet. If you become a bop or swap-goer, you’ll soon realise that dressing up in Cambridge can either be really extreme and hilarious, or a quick outfit that you put together in 5 minutes... which may also be hilarious.
Getting involved in societies at either a college or university level is a fantastic way to get to know people and supplement your academic studies at Cambridge. Many of our highlights from our first year at Sidney include various sports matches and rowing races, and for others it involves music concerts, debates at the Union and dance classes. The opportunities are endless, and are well worth investigating and getting involved in. They also involve a range of commitment levels, from a college sports team that plays a game once a week, to an orchestra that rehearses multiple times a week. If anything, joining a sports team will keep you fit!

Most sign-ups will take place in early Michaelmas, and a great way to get to know the different societies that are available is to attend both the University Freshers’ Fair, and Sidney’s own Freshers’ Fair. Both will take place during Freshers’ Week and details regarding time and place will be given to you closer to the date. Don’t be afraid to sign up for as few or as many societies as you want to; you can always remove yourself from the mail list! Most students involve themselves in one or two societies. A full list of societies is found at http://www.societies.cam.ac.uk. Even if you don’t get involved from Week 1, don’t feel as if you’ve missed your moment. Most societies openly encourage people getting involved at any point during the year, and would welcome you to do so when you want.

Here we have provided a list of the majority of Sidney societies that will be running next term to give you some idea of what you can involve yourself in!

**Sport**

Playing sport at college level is a fun way to keep fit and spend time with your friends, as well as supporting Sidney and being cheered on by the rest of college. Depending on which teams you join, it can be fairly low commitment, so that it does not impede on your academic studies. Most sports hold ‘cuppers’ where colleges play each other in a weekly league.

**FOOTBALL**

Last year Sidney Men’s football teams (firsts and seconds) enjoyed a brilliant season, with the first team coming 3rd in the First Division and reaching the semi-finals of Cuppers - the best result in College history! All players of all abilities welcome, and if you are interested in playing then please come to trials in the first few weeks of term.

**SQUASH**

Sidney is lucky enough to have its own squash court, complete with heaters so that it is not too cold in the winter. We have a team in the inter-college leagues with a match most weeks and also play in the ‘cuppers’ knockout competition after Christmas. The team tends to be fairly casual with a range of standards from university players to almost complete beginners. There’s squash to be played whatever your standard and however keen you are. Email us at jow24 or jI936 if you’re interested or have any questions!
**LACROSSE**

Lacrosse is the perfect sport for those looking to try something new, meet new people, and have a low commitment sport on the side! Each weekend we meet up and play another college in our league. 30 minutes to warm up and 30 minutes to play them. Most of our team had never played before and learnt quickly, there is really no expectation on how sporty you are, while a few others learnt to play at school. For some of our players they also find the time to do multiple other sports and science degrees, and for others it is their only sport. The point is there’ll be lots of others like you, so come join you’re very welcome, it’s such a fun sport!

**NETBALL**

Ladies Netball gives you the opportunity each weekend to get some exercise and socialise with people from all years. The ladies team is currently in Division 2, having previously topped the first division in the past few years, which is a first for Sidney! Matches normally involve four quarters of eight minutes. Our team is very relaxed and we have a lot of fun. Everyone is welcome, and it does not matter if you have little or no experience, or if you can only make the odd match.

**SIDNEY MEN’S RUGBY**

Sidney will field a men's rugby team this year in partnership with Fitzwilliam. The team will begin the season in division 2. This is great fun and is full of players with with a range of experience, from the occasional blue to the novice. There is no training, just matches on Saturdays. We were successful last year and could be in for some success in the Michaelmas League (promotion/relegation happens every 3 matches) and Cuppers (knockout tournament in Lent term). If you plan to also play at University level, this does not completely rule you out of college rugby so do let me know if you’re keen. Add me on FaceyB to get the ball rolling!

There is no women's team at the moment but if you are interested, we can help set one up or you can try out for the women’s University teams! There is also a university mixed touch rugby team full of Sidney students which is a relaxed standard. Good luck and message me with any questions, Will Bennett xoxox
Touch Rugby

Looking for some physical contact with real human beings? Then look elsewhere! However if you want to experience the wattage cottage of Robbie Blythe, the unrelenting backchat of Ella Monkcom and the infamous storytelling of Matt Ashford then come along. We’re a mixed team so everyone’s welcome, about half of our team had never even touched a rugby ball before joining. It’s very low commitment and great fun, the chat is just as important as the game (except Alex Corsham who’s weak at both, sorry mate). Email jow24@cam.ac.uk or nr434@cam.ac.uk to get involved.

Basketball

Have you ever dreamt about playing in the NBA? Now you’re at Cambridge and you were not picked in the draft with number 1, but hey! Don’t let your dreams be dreams! Join our Sidney Sussex Basketball Team and make Lady Sidney proud of her college with some banging 3 pointers and nasty slam dunks. #ballislife

Pool

Entry level or self-proclaimed pro? Who cares? Not the Sidney Sussex pool society and certainly not its de facto leader, Amin (google me). Look, here at SSPC, we all like a bit of pool (that’s all that counts, right?) and we all wanna get our hands on a cue and have a play, be it on our darling new pool table or in the big leagues, facing up against other colleges - on their sub-par tables ahaha. So just let us help you to get out as much as you wanna put in. No PrEsSuRe

Ultimate Frisbee

Ultimate is a fast-paced team sport played with a flying disc by students all over Cambridge and the UK, and by millions more across the world. Penguins is a mixed-college Ultimate team welcoming women and men of any standard - whether you’ve played before, just thrown a Frisbee in a park or have never touched one in your life! Getting involved with Penguins is a great way to make new friends from other colleges and to give yourself a break from work at the weekend. Penguins are looking for enthusiastic new players to continue to develop and grow the team, so if you’re at all interested, don’t miss us at the Freshers’ Fair!

Badminton

Take a break from studying and meet some other Sidney students at our weekly badminton session. An indoor sport (don’t freeze!), all levels of ability are welcome, you just need a pair of trainers (bring a racket if you have one). Check out the Sidney Badminton Facebook group for updates on location and times or any questions, and we’ll see you at the Sidney Freshers’ Fair! If you want to play competitively we also have multiple teams in the inter-college leagues.
Rowing and Cambridge go hand in hand and as Sidney's biggest society, the Sidney Sussex Boat Club (SSBC) gives you the opportunity to see what it's all about. As a fresher, it's very easy to keep within your year, your course and your college but being a part of SSBC allows you to mix with people from all over – including grads! We take people from all experiences and abilities, so everyone is welcome to give it a go. You can either join as a rower or cox (the person who steers and commands the boat) and you're greatly encouraged to give both a try. If you join, you’ll be put in a novice crew in your first term where you take part in Queen’s Ergs (a huge indoor rowing competition), Emma Sprints (500m side-by-side race, adrenaline rush guaranteed) and the main event, the Fairbairn Cup (an endurance head race taking place at the end of the term). Actually though, the real fun starts if you stick around with us and take part in Bumps in Lent and Easter terms. SSBC has just had a hugely successful Bumps campaign so now is really the time to join and enjoy further glory!

The Boat Club is more than a sports club, it’s a community which honestly does feel like a family sometimes. On top of our termly Boat Club Dinner (basically a formal but much better) we hold various socials including swaps, bar crawls and crew meals. We’re a big club with big hearts and an unbreakable passion for what we do.

Interested? Make sure you come to our fresher’s squash which will be straight after Matriculation Dinner where you can find out more (and get free drinks) and also sign up to our tubbing sessions where you actually get a chance to go on the river!
**Cricket**

Whether you’ve played cricket at club or school level before or whether it’s something you just fancy giving a go, all will be welcome at Sidney Cricket sessions. The newly established team is looking for players so come along for training/net sessions which will organised throughout the year, with matches against other colleges being arranged later in the year as part of the famous ‘cuppers’ competition. It’ll be a great way to meet Sidney students from all years and the perfect way to unwind during term time, so make sure to bring your kit with you to Cambridge (and if you don’t have any then just bring yourself!) If you have any questions feel free to email skipper Matt at mag85@cam.ac.uk.

**Sidney Women’s Football**

Sidney Women’s Football team is a rapidly growing club and welcomes players from all abilities. The previous year was a very exciting one for the team and we have now been promoted to the first division! The team is joint with Magdalene college and is a great way to make friends outside of Sidney. All of the team are very friendly and are looking forward to taking on some new players.

**Sidney Sussex College Associate Croquet Club**

Ever fancied playing the mighty sport of croquet? If so (or even if not), then coming to a finely manicured lawn near you is SSCACC! Utilising our very own extensive and (as stated) well-groomed lawns at Sidney, as well as newly-purchased Jacques croquet set, playing opportunities are provided over the Easter term. From the novice to the seasoned expert there are plentiful chances to participate for all. The set is freely available for students to take out at any point for a casual game or, for the more competitive amongst you, matches. What better way to take your mind off revision than whacking some balls through hoops!? As mentioned, SSCACC will be competing in cuppers (a series of knockout matches against other colleges) again this year and will be hoping to better the success of last year where one of our teams reached the quarter finals! Stay tuned for more info later this year!

**Athletics**

As the reigning women’s cuppers champions, you can be assured that getting involved with athletics at Sidney will make you a winner. With two cuppers meets in Michaelmas and Easter there is plenty of opportunity to show of your athletic talent in the world’s original sport. Sidney is also home to the current men’s AND women’s blues captains meaning there is always a chance to take your athletic career one step further and try your hand at a university level. Contact Tiwa Adebayo (ta407) or Tom Marino for details.
**SocieƟes**

**SIDNEY SUSSEX CHRISTIAN UNION**

Hi! I’m Benji and I am the rep for Sidney’s Christian Union (CU) for the year. We’re a community who want to share the phenomenal news about Jesus, and the life he offers, with students in our college. We run events and discussions to help people explore the big questions of life, where people of all faiths and none are welcome. If you’re interested in getting involved please do get in touch! You can email me (bjm58@cam.ac.uk) or find us on Facebook. There’s a CU Freshers’ Getaway happening for a few nights before the start of term, which is a great way to meet Freshers’ before you arrive, think about how to make the most of your time at university and have plenty of fun! Give me a shout if that sounds interesting and I’ll send you some more details.

**COLLECTIVE ARTS (ARTS, POTTERY, MUSIC ETC)**

C'o l l e c t i v e is Sidney's inclusive arts society, bringing together & providing a platform for creative people interested in visual, verbal, & sound art. We host a series of exhibitions of student work throughout the year, as well as our incredibly popular 'drink + draw' in Sidney Bar a couple of times per term (no drawing ability needed & materials/drawing exercises provided!). We also open submissions for our zines twice annually. If you like making things we *always* want to see them, irrespective of what your preferred medium is; you can find our Facebook page at https://www.facebook.com/collectivecam. Please don't hesitate to drop us a message if you'd be interested in organising/curating exhibitions, or if you have ideas for future creative projects! Alternately, send an email to ms2322@cam.ac.uk or add me (Marina Scott) on facebook if you have questions! Excited to meet you all (& don't worry - creative stuff does exist in Cambridge) !!
SIDNEY FEMINIST SOCIETY

Hey, I’m Alannah and I’m currently running Sidney’s FemSoc (Feminist Society). It’s a very informal (yet completely safe) space open to anyone who is interested in discussing or learning more about feminism. We get together fortnightly in the JCR to have chats and eat tubs of those little cookie and flapjack things from Sainsbury’s. It’s a really lovely way to get to know people in college and hear their opinions on topics ranging from FMG to body hair to gender, without fear of judgement (what happens in FemSoc mostly definitely stays in FemSoc). Whether you know nothing about feminism or not, have a lot to say or nothing at all, you are more than welcome to drop in to Chapel court JCR on Tuesday evenings from 6:30-7:30 pm. Also give our FB page a like (>> Sidney Sussex FemSoc >> you will not regret). In the meantime, if you have any questions (about feminism/general questions about life at Sidney) or want to send me some feminist memes, you can hit me up the good ‘ole fashioned way via email (al832@cam.ac.uk). Congrats on your stellar results and I’m sure you’ll find your feet in Cam in no time.

SIDNEY SUSSEX COLLEGE MUSIC SOCIETY

Sidney Sussex College Music Society (SSCMS) exists to enrich everyone’s musical life around the College. We put on musical events and try to help facilitate students’ music-making of all styles and levels. We don’t have members, and everyone is welcome to any event. Our regular free concert series, A Little Night Music (ALNM), runs every Wednesday at 9pm in the Chapel - come along for a relaxed atmosphere and great music, the concerts usually last just 30 minutes. Like us on Facebook to keep up to date on upcoming events, and if you have any queries about music-making/practising/performing in College or in the wider University, get in touch! You can message our Facebook page, send us an email at sscmscambridge@gmail.com, or say hi to any of our committee members at the College Freshers’ Fair.

Freshers’ Gala (10th October, 9pm in the chapel):

This will be our first ALNM of term and is a great way to meet other musical freshers. The event provides musical freshers with a chance to perform in College early in Michaelmas Term. Please contact us via email or Facebook if you are interested in performing!

SIDNEY SUSSEX VEGETARIAN SOCIETY

We are a friendly bunch of plant lovers who meet a few times each term for delicious potlucks! Whether you’re an avid chef or a Sainsbury’s hummus addict we would love you to come along to enjoy and share food and recipes in our buzzing Sidney veggie community. We also plan to have some swaps with other colleges and explore some cafes around town. Find us on Facebook on: https://m.facebook.com/profile.php?id=952253061514215&ref=content_filter
SIDNEY SINGERS

Sidney Singers is a fun and low-commitment pop choir. Our short weekly evening rehearsals are a chance to make quality music in a low-pressure, high-fun environment, while working towards an evening concert in Sidney chapel at the end of each term along with acoustic nights and garden parties when the opportunity arises. We don’t use sheet music and the setlist is new each term, ranging from old classics to current bangers. Get in touch (Finlay Stafford, fs455) for more information or to suggest something for this term's repertoire!

SIDNEY SUSSEX PISTOLS

Cambridge's premier all-female a cappella group is in fact based at Sidney... introducing the Sidney SusSex Pistols! The SusSex Pistols have performed at numerous May Balls over the past two years, as well as at sell-out concerts alongside some of the UK’s finest a cappella groups. Auditions will be taking place in early October and this year we are encouraging anyone who loves to sing to audition - no background in choral music is required! We are especially looking for a beatboxer and a pianist for accompanying rehearsals (alongside singing in the group). Come and sign up for an audition at the Freshers’ Fair - see you there!

CONFRATERNITAS HISTORICA (CONFRAT), SIDNEY SUSSEX’S HISTORY SOCIETY

Confrat is potentially Europe's oldest continually running history society. Since it was formed by Sidney's first History fellow in 1910, it has hosted regular talks and panel debates by historians, which now take place four times a term in Michaelmas and Lent. History and HisPol students are expected to attend (you will hear more on this from your DoS), but the society meetings are also open to students from other subjects and colleges. An annual dinner will take place in Lent term, as well as a garden party after the end of exams. History and HisPol freshers will be given a programme of Confrat events on arrival and will be invited to an informal tea and biscuits session so that members in the years above can introduce themselves. Everyone with an interest in history can join our society, and we will be glad to welcome you to Cambridge!-Camille Houghton-Grimshaw, Magister Rotulorum

VOLUNTEER OPPORTUNITIES WITH STUDENT COMMUNITY ACTION

SCA offers you the chance to give back to the local community by taking part in a range of fun and worthwhile projects. Whether you enjoy doing crafts with kids, helping people with disabilities to try new games or having a cuppa and a chat with an elderly local, these are just a few of the ways you can get involved. If you would like to find out more, then join the Sidney SCA Facebook group or send a message to khl55@cam.ac.uk

SIDNEY ECONOMIC STRATEGY AND BUSINESS CONSULTING SOCIETY

Interested in working in the consulting industry? Tbh, this sounds like a lot of boring career stuff and you’ve probably never heard of consulting before. But apart from interview training, conferences etc., we also do more fun stuff like formal swaps (i.e. when you have formal hall with another society) and other social events. The best thing is that we offer a lot freebies and food at our events while you can learn more about this competitive industry, so feel free to tag along and try it out.
**Cambridge Student Union (CUSU)**

**CUSU** is the University-wide representative body for students at the University of Cambridge. CUSU is a federal body made up of individual college students’ unions (JCRs and MCRs). CUSU is led by six full-time Sabbatical Officers (Sabbs) who are elected by Cambridge students every Lent Term. These officers are supported by a team of support staff.

The 2018/19 team are:

- President: Evie Aspinall
- Education Officer: Matt Kite
- Access & Funding Officer: Shadab Ahmed
- Welfare & Rights Officer: Christine Pungong
- Women’s Officer: Claire Sosienski Smith
- Disabled Students’ Officer: Emrys Travis

**What does CUSU do?**

**Representation**

CUSU provides representation both to the University and outwards, to the wider public. The Full-Time Officers sit on over 40 University committees, and they meet with the local MPs of Cambridge, give interviews with the national press and represent Cambridge students to the National Union of Students (NUS).

**Support**

The Students’ Unions’ Advice Service (SUAS) offers free, confidential, impartial, and independent support, advice and signposting to all students.

CUSU offers campaign support to affiliated JCRs and MCRs, and facilitates training for elected College representatives, including whole-committee training and bespoke training for Welfare Officers, Women’s Officers and Access Officers. Department, Faculty, and School Reps are similarly given training and guidance from the CUSU Education Officer.

CUSU supports sports and societies through running the annual CUSU Freshers’ Fair; hosting an events platform, societies directory and ticket sales via the website; offering grant application support and offering budget advice to committees.
CUSU campaigns to make Cambridge University a better place for students. Part-Time Executive – volunteer roles elected in Michaelmas to campaign on specific issues. Part-time representative roles for student parents, mature students and part time students.

Last year, CUSU officers united to ensure equality of opportunity for all students in light of the inequality of experience and attainment across various intersections of the student population. This included campaigns for academic parity – equal supervision hours between colleges, a college welfare grid, alternative reading lists, opposing cuts to maintenance grants and the Disabled Students’ Allowance.

There are a number of services offered by CUSU (some jointly with the Graduate Union) that are available to all students:

- Free sexual health supplies (condoms, latex-free condoms, dental dams, pregnancy tests and more)
- Cost-price sanitary products
- Cycle safety equipment (bike lights, locks and helmets)
- The Students’ Unions’ Print Shop (printing, binding, photocopying and laminating)
- Room hire
- CUSU Mail Service (CUSU-MS)
- NUS Extra Cards
- Sky TV for JCRs and MCRs

There are lots of ways to get involved with CUSU! Visit our website – www.freshers.cusu.co.uk and www.cusu.co.uk

- Come and find us: Drop into our office at 17 Mill Lane – the main entrance is just off of Silver Street, towards the courtyard behind the Pitt Building.
- Join us at the CUSU Freshers’ Fair on Tuesday 2nd and Wednesday 3rd October from 10am-4pm, on Parker’s Piece and at Kelsey Kerridge.
- Run to be a member of the Part-Time Executive! If you think there’s something you want to change in Cambridge, you could run a year-long campaign to make it happen. We have five teams for Union Development, Ethical Affairs, Welfare and Rights, Access and Funding and Education, along with three representative roles for Mature Students, Student Parents and Part-Time Students. Check our website for more details.
Getting to know Cambridge

**DURING THE DAY**

Cambridge is a great town to study and live in, and Sidney’s central location makes it very easy to navigate. It has all the usual shops and cafes, alongside some great independent places also. We all tend to have our favourite spots; so we thought we’d give you a head start on what to check out!

Cambridge boasts an array of cafés. Moreover, faculties tend to have cheap onsite caffeine fixes and all your standard chains are in town.

Many places do student deals, not just restaurants, so always ask at the counter! Some places also do loyalty cards or apps (e.g. Crepe Affaire, GBK) that can give you great deals if you go there regularly!

<table>
<thead>
<tr>
<th>Café Recommendations</th>
<th>A Classic Brunch</th>
<th>Late Night Snack</th>
<th>Good Deals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afternoon Tease</td>
<td>Bills</td>
<td>Gardies (Gardensa)</td>
<td>Nanna Mex (£5 student deal on Mondays)</td>
</tr>
<tr>
<td>Urban Shed</td>
<td>Tatties</td>
<td>Van of Life</td>
<td>Strada (£5 pizza deal on Mondays)</td>
</tr>
<tr>
<td>Café Abantu</td>
<td>Fitzbillies</td>
<td>Van of Death (Uncle Franks)</td>
<td>Wasabi (30mins before closing time- 50% off)</td>
</tr>
<tr>
<td>Aromi</td>
<td>Sidney in Hall on Saturday!</td>
<td>McDonalds (recently refurbished!)</td>
<td>Itsu (30mins before closing time- 50% off)</td>
</tr>
<tr>
<td>The Locker</td>
<td>Other college brunches on Saturday (Murray Edwards, Peterhouse etc)</td>
<td>McDonalds (recently refurbished!)</td>
<td>Sainsbury's Reduced Section ~8/9pm</td>
</tr>
</tbody>
</table>

FRESHERS
The fun doesn’t stop after Freshers’ Week, and Cambridge gives you every opportunity to ‘work hard, play hard’ all year round. Cambridge nightlife consists of a few good clubs, good bars, pubs and restaurants. Whether you like going out a lot or little, there is always something on offer with like-minded people.

**Pubs**

Sidney’s local pub is The Maypole which is quite expensive. Others that we’ve been to and would recommend include The Mitre, The Bath House, The Eagle, The Anchor and, of course, the local Wetherspoons (the Regal).

**Bars**

There are a couple of good bars around Cambridge, including 2648, Hidden Rooms, Ta Bouche and La Raza.

**Clubs**

**Fez**

Fez offers a variety of different music depending on the night, ranging from House to alternative rock. Fez is just across the road so it’s both convenient and fun. Propaganda, Turf and ArcSoc organise nights at Fez which all have a good reputation. Sunday Fez is a favourite of many Sidneyites. The propaganda nights also usually do free t-shirts for the first hundred ranging from Louis Theroux to Shrek themed.

**Life**

Officially named Vinyl, previously known as Kuda but we call it Life (you get used to it). Was refurbished over the summer! With accommodation located metres above Life, you’re never too far from all the fun. Drinks are very competitively priced here, especially on spirits and mixers. Sundays and Fridays are very popular with Cambridge’s societies and clubs, and Thursdays are potentially good nights.

**Lola Lo**

Located just off the Market Square, Lola Lo’s is a Hawaiian escape from all your work troubles. Split over 3 floors, you’re bound to find a level blasting out your favourite beats. The highlights of this club are the light-up dance floor and the roof-top terrace. After several hours downstairs, this is a welcome relief to the sweaty dance-floor below. Thursdays are the most popular nights here.

**Cindies**

Officially Ballare. Welcome to Cambridge’s most cheesy club. Cindies plays a range of sing-along classics from S Club 7 to Disney tunes. The dance-floor is especially electric on Tuesdays and Wednesdays—the challenge is to see whether you’re fit enough to handle the “Dirty Double” each week, going to both nights. Cindies has three bars, two dancefloors, and a big outdoor area.
ENTS AND BOPS

SSCSU’s Ents team: Niamh, Ella, Refaat and Beccy put on two parties, called ‘bops’, every term. These normally have costume themes which you can get creative with, such as the Alphabet Bop coming up in Freshers’ Week. They also hold other events such as quiz nights, acoustic nights and comedy nights throughout various times in the year.

For those wanting to venture out of the college walls, King’s, Emma and Clare have great ‘ents’. Clare Ents hold one every Friday night. Shot bars, comfy sofas and DJ sets cater for everyone’s taste—you can be as crazy or as chilled as you like. Each week sees a different music set, and their Jazz nights are a favourite for Cambridge students.

SWAPS

Some students organise ‘swaps’, where a group of students from a college, subject or sports team swap with another group of students. Swaps can either be formal (you attend a college formal, a great way to try new places and also get good use of your gown) or at a venue (e.g at Gardies). It’s a great chance to wear a funny costume or some formal wear, eat and drink with other students, and meet some new friends.

STUDENT THEATRE

Many don’t realize when coming to Cambridge how strong student theatre is here. There are two student theatres; ADC Theatre and Corpus Playroom. There are shows on at these theatres most weeks, ranging from dramas to comedies to musicals. Often extraordinarily cheap, and thoroughly entertaining, it’s worth always keeping an eye out for what’s on! If you’re lucky you’ll also get to see a fellow Sidneyite perform which is awesome to see. Getting involved is easy, anyone can get take part regardless of experience!
First, congratulations on meeting your offer, and welcome to Cambridge! An exciting year lies ahead, and I hope you will all enjoy it. My name is Owen, and as the international students’ officer, I am there to help international students learn the ropes of living in Sidney Sussex, and the UK in general.

The most important thing to remember is that both Cambridge and Sidney are very warm, welcoming and responsive institutions. Sidney Sussex is an international melting-pot, and you should feel right at home here, no matter where you come from.

**INTERNATIONAL FRESHERS WEEK**

International Freshers Week is a short period before all the excitement of Freshers Week when the international students can get introduced to each other, and take a breath to settle in and get over the jetlag. Lots of fun activities will be planned for these few days, including a lunch with Sidney Sussex International Freshers, as well as swaps with students from other colleges. While making travel plans, do remember that parents are invited and welcome to the Masters’ Garden Party at the end of the International Freshers’ Week.

**ARRIVING AND ESSENTIAL INFORMATION**

Here are a few less interesting, but very important things to remember:

If you need any help with your visa or travel document, contact the International Students Team at international.students@admin.cam.ac.uk; they are very responsive and helped me greatly in clarifying the process for a tier-4 student Visa (which non-EU students will require).

If you are a non-EU student, once you arrive in Cambridge, you should collect your Biometric Residence Permit. The International Students’ Team arranges the collection of this document, and once you have received your visa, you should check to confirm the date of collection.

After this, you should make sure you go to the Graduate Office in Sidney Sussex to get your BRP and Passport photocopied, and sign the international students’ register.

Some of you may have to do police registration; the process is simple and the university provides plenty of guidance on how to do so (http://www.internationalstudents.cam.ac.uk/arriving/police-registration).

College may request for you to bring your exam certificates, and it is important that you do so if they ask. You will be notified of whether you need to bring a copy of your exam certificates (and the process of doing so) in your confirmation letter.

It is a good idea to peruse the International Students website of the university to clarify any doubts you may have, since it is quite useful. You can also contact the international students team.
The Porters’ Lodge (01223 338800 or 07774 017631; porters@sid.cam.ac.uk) is your first port of call on everyday practical issues of college living and in any emergency: for this reason, you should store the Porters’ Lodge telephone numbers in your mobile.

The Lodge is open from 6am until midnight every day during Full Term. Outside these times a Porter on night duty can be contacted in an emergency. The College entrance on Sidney Street is locked at midnight, and reopened at 6am; your room key will let you in through the front gate of College on Sidney Street. Your University Card will grant you access through the gates on King Street and Jesus Lane. Day-to-day reasons for visiting the Porters’ Lodge include:

- Signing-in and Borrowing keys (spare room keys are available upon signature; fines are imposed for late return or loss)
- Reporting an accident and contacting the Tutorial and Pastoral team in an emergency
- Getting directions to rooms/areas of College
- Registering bicycles and Buying laundry cards
- Collecting parcels and other post that can’t be put in your pigeon-hole

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.
The Domestic Bursar

The Domestic Bursar is responsible for Catering, Conferences, Residences, Gardens, Maintenance and Porters. The Domestic Bursar is also the Colleges Health & Safety Officer and premises supervisor responsible for the licensing of entertainment and supply of alcohol in College including the College Bar.

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” in the UK. It is 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, and 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 College 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 Assistant 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 (except 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/

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, Moodle, and the University Library’s expanding holdings of esources. 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: they arrange and manage your connection, and can be contacted by email on computer@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 to 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.

The 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 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, Sidney’s choir has acquired a strong artistic reputation through both performances and recordings.

Musicians wishing to use any of the instruments in the Chapel will require the permission of the Director of Music (director.music@sid.cam.ac.uk) and will also be required to book the Chapel through the Conference Office.
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 (thehousekeeper@sid.cam.ac.uk), should be contacted in case of issues relating to your room and its contents, including:

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

A separate Student Accommodation Handbook has further information on all aspects of student accommodation: see https://www.vle.cam.ac.uk/course/view.php?id=75091&sectionid=1794651.

**POST ROOM**

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 these pigeonholes. Other general mail and personally addressed large packages 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**

The College’s Maintenance Team (Maintenance@sid.cam.ac.uk) 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.
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 on either side. Every term, you and the College agree in advance on your date of departure (“going out of residence”) and 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 on 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. The University Statutes define keeping term as follows:

“The Michaelmas Term shall begin on the 2nd October and shall consist of eighty days, ending on the 30th November. The Lent Term shall begin on the 15th January and shall consist of eighty days, ending on the 15th March. The Easter Term shall begin on the 23rd April and shall consist of seventy days, ending on the 14th June.”

To ‘keep term’ a student will need to be in residence for the following number of nights:

Michaelmas Term - 59 Nights
Lent Term - 59 Nights
Easter Term - 52 Nights

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). Also, 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 notify their supervisors, if any supervisions will be missed.

As a general principle, a real emergency is the only ground upon which students can miss supervisions due to absence from Cambridge.
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:

• personalised attention to learning and intellectual development, which is the essence of Direction of Studies;

• individualised small group learning (“supervisions” at Cambridge): “small group” may mean twenty students elsewhere; here, it mostly means two to three students;

• frequent 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;

• Discussions with experiences and high caliber supervisors: 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 Supervisions

Your Director of Studies (DoS) is the key college figure in your studies. Your DoS is a subject specialist who organises the supervisions and other forms of small group teaching (e.g. “Historical Argument and Practice”, in History 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 goals. You will meet your DoS at least at the beginning and at the end of each term, to discuss your progress, supervision reports and any problems. 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

https://www.sid.cam.ac.uk/current/undergrads/collegiate

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.

Study Skills

Bek Genery, the College Teaching Associate in Learning and Writing Skills works collaboratively with students to assist with their academic skills.

To give you an idea of how she can work with you: if you are

- A first-year undergraduate finding time management, exam revision or referencing a bit of a mine field;
- A second-year undergraduate thinking about the sort of independent study skills you might want to improve now you have received first-year feedback;
- A student of any cohort wishing to chat about study skills and dissertations (from line-spacing rules, to rules of citation, plagiarism, structuring of the argument)/exam technique;

Feel free to book a session using the scheduler on Moodle or contact Bek directly at CTALEarningAndWritingSkills@sid.cam.ac.uk.
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.

Tripos Prizes are awarded to undergraduates who are in the top 10% by average mark across all papers in their subject’s Order of Merit.

Scholarships are awarded to those undergraduates who are in the top quarter by average mark across all papers in their subject’s Order of Merit. 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. Exhibitions are awarded to undergraduates ranked within the 26th - 35th percentile ranking, or to continuing students who achieve a percentile improvement of 25% (e.g., from 75th to 50th percentile).

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, and 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, typically with Cambridge-based non-governmental organisations, charities, or other institutions in the voluntary sector.
Rules of all levels (Statutes, Ordinances and Regulations), which govern the relationship between the College and its students, have been consolidated into one document for ease of consultation: this is known as the White Book. By matriculating each Sidney Fresher undertakes to respect the rules contained in the White Book, as well as those governing the University (The White Book is available to students before matriculation). Your Tutor, any other member of the Pastoral Team, and your student representatives in SSCSU, can all be consulted for explanation and advice. Your attention is drawn to some of the areas concerning your studies whilst at Sidney:

**Dignity at Study**

The University’s Dignity at Study Policy includes guidance to students who may experience or witness inappropriate behaviour. It 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 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 found in the White Book (2018).

http://www.cam.ac.uk/current-students/health-and-welfare/dignitystudy

**Freedom of Speech**

The Colleges 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 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 has been developed to ensure 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. Please refer to the White Book (2018) for details.
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 deemed 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 the White Book (2018).
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 personalised, 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 empathy and insight into the intellectual challenges which you may face. They can 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, the Pastoral Advisor 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 of its members, is available on the college website at:

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

THE CHAPLAIN AND PASTORAL TUTOR

The Chaplain and Pastoral Tutor is available to speak confidentially to any member of the Sidney Community about welfare matters, regardless of their faith or background. He is available by appointment Monday — Friday, and is also often in College on Sundays. Alternatively, if you happen to be passing by his office (Y1) and the outer door is open, you are always welcome to knock. If a situation is urgent, it is best to try his mobile (07795 580051), please leave a voicemail, not a text, as call forwarding may be in operation) or contact the Porters.

Otherwise he is best contacted by email (PastoralTutor@sid.cam.ac.uk) or the University Phone Network (38837).

The Chaplain is also part of the College pastoral team which provides cover for emergencies at night. If you have immediate concerns for yours or someone else’s welfare, please contact the Porters, who will call out the team member on duty.

THE PASTORAL ADVISOR

The Pastoral Advisor prioritises student wellbeing and mental health above all else. As a qualified Art Psychotherapist the Pastoral Advisor can offer long term therapy to individual students as well as provide a space where students can drop in and discuss how they are on a more informal basis. A number of wellbeing events are also arranged throughout the year, including a weekly term-time Art Therapy group and Mindfulness group. The Pastoral Tutor and Pastoral Advisor share on call duties. “We all have mental health and go through difficulties in our lives so finding ways to cope is essential for our own wellbeing. It is this positive attitude to self-care that I promote here at Sidney. No feeling is too small, your mental health is important.” Lucy, Pastoral Advisor.
**The College Nurse**

We are lucky to have a very experienced College Nurse whose surgeries are held Monday to Friday in the Health Centre, which is located on P staircase (opposite the entrance to the library). The Nurse can advise and support students across a wide range of medical and psychological conditions. You are encouraged to visit if you feel unwell or sustain an injury or have a problem which you wish to discuss in full confidence.

The Pastoral Advisor’s and College Nurses office hours and drop-in times can be found on the notice boards in the Health Centre or on the College website.

---

**University Pastoral & 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: central Cambridge GP’s are very familiar with 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 primarily offers 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 SCSU Welfare Officer. The UCS is located at 2/3 Bene’t Place, Lensfield Road, Cambridge and their telephone number is 01223 332865. For further information, see also the UCS website [http://www.counselling.cam.ac.uk/](http://www.counselling.cam.ac.uk/).
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; and 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 e.g. 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 is at risk).

Each 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/pastoraltutorialteam

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 academic/professional: 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 etc. 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 you will do so on the basis of an established acquaintance.
The Tutorial Office

The Tutorial and Student Finance Manager and the Tutorial Assistants make up the Tutorial Office team. The Tutorial Office Team 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.

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 produces an official University Transcript that is sent to you via the College at the end of July/beginning of August.

Issues concerning your college room, communal spaces, and college facilities are the responsibility of the Housekeeping Manager, and of her staff: a separate handbook, the Accommodation Handbook, can be found in your welcome pack or on the College website, which deals with these issues.
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 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.

THE 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 and is also your first point of contact in case of a dispute, authorization of limited delays in the settlement of your College Bill, or payment in instalment, should this be necessary in cases of financial hardship.

If you are experiencing financial problems or anticipate not being able to pay your bill on time then you must consult your Tutor or the Student Finance Manager. Advice can be offered on how to seek support from the College’s Student Support Fund and other external sources (see below); and advice on budgeting.

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.
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, 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 College 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 upon 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 re-imbursement of incidental expenses incurred due to 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
**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 the 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.

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 their 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/](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, 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).

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, you will find their details listed on notice boards around the College. Please do not hesitate to liaise with them for assistance.

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


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.takethelitcampaign.co.uk/?dm_i=10KE,3I3KW,GLK6XQ,CJSY6Y
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/straighteners, 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 cooperate 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 preventive 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.