



SIDNEY SUSSEX COLLEGE
CAMBRIDGE



POSTGRADUATE HANDBOOK

2020-2021

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COVID-19 awareness

The COVID-19 pandemic situation is often changing by the day, and the College is maintaining a separate [COVID-19 Guide](#) on the [Sidney COVID-19 Moodle page](#) to explain any necessary changes to the ways in which we learn, live and work in College.

It is worth noting that the University, Departments, College and MCR are establishing innovative ways of running events safely, and you will be kept informed by the relevant body as to the details. Facilities around College may not always be available or may require prior booking as a result of the pandemic situation. Please see the [COVID-19 Guide](#) on the [Sidney COVID-19 Moodle page](#) for more details.

While we have tried to provide as much accurate information as possible in this handbook, it is important that you check the [COVID-19 Guide](#) for the latest Sidney-specific guidance and information and please do speak to your Tutor or a member of the Pastoral Support Team if you have any concerns. We will continue to work together as a community to support and care for one another through these challenging times.

Please regularly check the following links for information about COVID-19:

College <https://www.vle.cam.ac.uk/course/view.php?id=180912>

University <https://www.cam.ac.uk/coronavirus>

Every effort has been made to ensure that the information in this Handbook is correct at the time of writing, however details are subject to change.

If like 80% of every year's new group of postgraduate students, you are coming to Cambridge for the first time, you'll spend a short period getting used to the way the College and the University work, the layout of the town, and generally settling in and finding your way to the good things here – friends, student societies, pubs, and coffee.

There are a few important things that you should do in preparation for your arrival. If you have questions please get in touch with the Postgraduate Office Administrator, Mr Shaun Darby, Telephone + 44 (0) 1223 338810; email: GradOffice@sid.cam.ac.uk.

Funding: You will have been asked by the University's central Postgraduate Admissions Office to provide guarantees of full funding for the entire course of your degree before you are allowed to start. It is extremely important that you do this before you come to Cambridge as otherwise it is not possible to accept you into the College or into your department. Although you may have heard otherwise, there is little or no money available to make up insufficient funds once you arrive. If you are having problems it is far better to get in touch before you come, than to arrive hoping to 'find' funding part way through your course.

Health Questionnaire: You will receive from us a health questionnaire – please complete this and send it directly to the College Nurse at Sidney Sussex College. This information will be held in strictest confidence and enables the Nurse to respond to any special needs.

Medical Kit: It is recommended to bring a mini medical kit with you including plasters, paracetamol and a digital thermometer. This year you will also need to bring face coverings/masks, we suggest a minimum of 4 washable face coverings or a good supply of disposable masks if you prefer.

UK SIM Card: Please be aware it is a good idea to have a UK SIM card for your phone (you will need to make sure your phone is unlocked from your network). This is important because if you need to contact the NHS or your local GP (doctor) they usually need to call you back and this requires you to have a UK telephone number, so it is worth planning ahead in case the need arises.

Medical Care: Those applying for a Tier 4 student visa from 6 April 2016 and coming to the UK for 6 months or longer are required to pay an immigration health surcharge as part of their visa application fee. Students will be required to pay £300 per year of leave granted on their visa. If the leave includes part of a year that is 6 months or less, the amount payable for that year will be £150. If the leave includes part of a year that is more than 6 months, the full annual amount of £300 will be payable. Tier 4 dependants will also be required to pay the surcharge. The immigration health charge is in addition to the standard visa application fee.

The immigration health surcharge will entitle Tier 4 students to access National Health Service (NHS) care in the UK free of charge in the same way as a permanent UK resident. However, if you are from outside the British Isles we advise that you should also have medical insurance, to cover travel home if you become seriously ill or must return home to seek extended treatment.

For more information see [Tier 4 visa](#).

We strongly encourage you to register with a local doctors' surgery – General Practitioner (GP), as they are known here – during your first week in Cambridge. GPs look after the health of people in their local community. They are the first port of call for all health problems and checks except serious emergency treatment. More information is given on page 9.

There is free dental treatment available to students, but it is increasingly difficult to find, and you are advised to have a dental check-up and any treatment before leaving home. Regular dental treatment in Cambridge for which you have to pay is easier to obtain and available to all students.

Pre-existing medical conditions for UK students: If you have a serious or chronic condition which currently requires hospital treatment, you should agree with your hospital consultant or GP whether you need referral to Addenbrooke's Hospital in Cambridge before coming into residence. Should referral be desirable or necessary, prior arrangement will minimise delay in arranging treatment for you in Cambridge. UK residents should bring their medical card with them.

Pre-existing medical conditions for international students: Anyone coming from outside the UK who has a pre-existing condition which may need continuing treatment should be aware that such ongoing treatment may not be available in the UK under the National Health Service provision. If you have doubts you should ensure that you are covered by private medical health insurance for the length of your academic course.

Disabilities: If you have any disability, or specific learning difficulty then it is strongly recommended to declare this to the College and University as soon as possible. You can do this by contacting the [University Disability Resource Centre \(DRC\)](#) and filling in the College health questionnaire. Please, also notify the Postgraduate Office Administrator. This is especially important if the nature of your disability will require special assistance or facilities that may be provided by the College on the recommendation of the DRC.

Insurance: Insurance for personal possessions is provided through Endsleigh Insurance Services limited. This policy will provide you with cover throughout the academic year, both in and outside of term. The premium is payable by all members residing in College single occupant accommodation (excludes couples flats) and will be applied to each members Michaelmas Term College Bill.

Arrival Date: If you are taking College accommodation (described below) your room will be ready for the start of your course, but normally will not be available earlier¹. Please let the Postgraduate Administrator know as soon as you can and no later than 1 September about your intended arrival date in College.

Overseas Students

Visas: The visa regulations for students from outside the European Union have recently changed to what is now called Points Based Immigration (Tier 4).

You are advised to go to the [International Students](#) portal on the University of Cambridge website, for further information on collecting your new BRP (Biometric Residency Permit). You can also find some useful information on the [International Student Office](#) website.

Monitoring: The University has a responsibility to monitor students who are sponsored with a Tier 4 visa. Such students must:

1. When invited to do so please upload copies of your passport and visa documents at <https://app.casc.cam.ac.uk/sdu/>. Instructions will be provided with the invitation.
2. Report to the Postgraduate Office at a number of “progress points” during their course of study. Currently students are required to sign-in at the beginning of each term. This will be done electronically in Michaelmas Term 2020 and possibly also in Lent and Easter Terms.
3. Let the College know of any changes of status to their visa (for instance any changes to the

visa, or any arrangements made to work away from College).

DIRECTIONS AND ARRIVAL

The College is located at the heart of the city centre (see the map on the next page). The front gate and Porters' Lodge are on Sidney Street, and the back gate is on King Street. Should you ask somebody for directions, it is worth remembering that the College is opposite Sainsbury's supermarket.

When you arrive in Cambridge go straight to the Porters' Lodge at Sidney Sussex (all taxi drivers know the way to the nearest entrance to the College). Please note that you will need to wear a face covering in the Porters' Lodge and sanitize your hands (using the dispenser outside the Porters' Lodge) before entering. At the Lodge, a Porter will sign you in and give you your room keys and directions to your room. Although the Porters on duty will not be able to leave their posts to escort you and your bags to your house, they will be able to point the way on the map and call a taxi for you if your house is too far to walk to with your bags.

Arriving by Car: Those approaching Cambridge from the North are advised to take the M11 and exit at Junction 13, which is adjacent to the Maddingley Road Park and Ride site. Those approaching from the South are advised to exit the M11 at Junction 12 and then follow the A603 into Cambridge.

You may park very briefly at the College car park on King Street (if available) to unload your possessions (if you are living on the main site). If you intend to do so, you must contact the Porters' Lodge in advance (+44 1223 338800) to arrange for a temporary parking permit and access to the automatic gate. If you are staying longer you should either use one of the city's public car parks (which are expensive) or the park and ride system. Please note that there is no parking for students in the College. Because of the one-way system, approach the College from Parkside, go straight on at the mini roundabout, and follow the road bearing left into Emmanuel Street (you will go past the Drummer Street bus station) and then turn right onto St Andrew's Street which forks onto King Street. Note also that Sidney Street is closed to traffic between the hours of 10am and 4pm, Monday-Saturday.

You are reminded that no student may keep a car while studying in Cambridge without formal permission from the [University's Senior Proctor](#). Such permission is only given if there is off-road parking available.

¹ Note that this is subject to change as a result of the

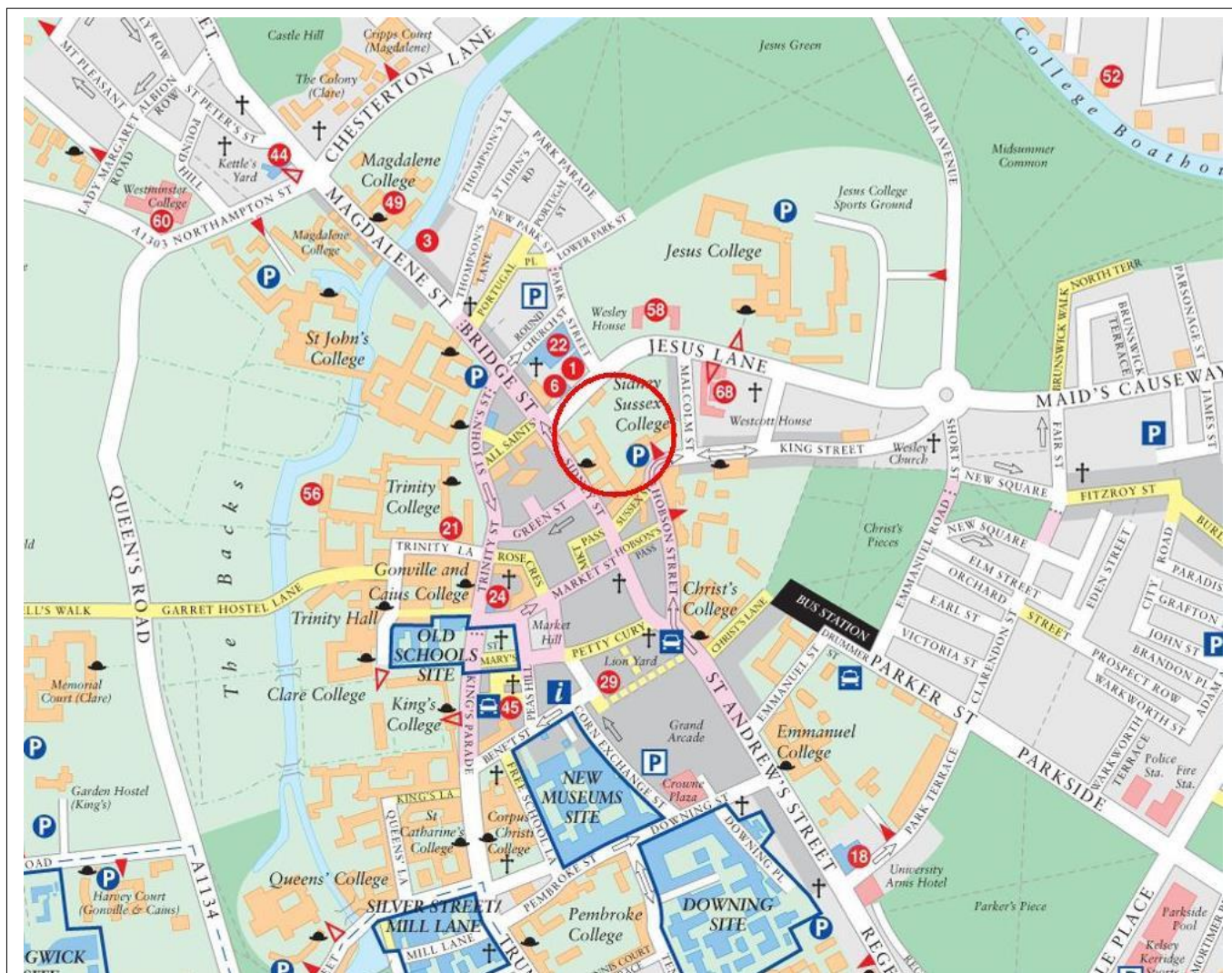
[impact of the coronavirus \(COVID – 19\) outbreak.](#)

Arriving by Coach or Bus: The [National Express](#) has a coach network that connects Cambridge with the rest of the UK, including a frequent coach service from London Victoria and the London airports (please see 'arriving by plane' below). Tickets can be purchased in advance or on the coach (as long as there is space). Coaches usually stop at Parkside bus station which is a 5 minute walk from College, and taxis are usually available if required.

Arriving by Train: [Trains](#) from central London, either from King's Cross station or Liverpool Street station, run at least once an hour from both stations, and take between 45 and 90 minutes. The [Eurostar](#) terminal at St Pancras station, near King's Cross station, connects the UK to Paris, Brussels and beyond. There is a bus service and taxis at Cambridge train station.

Arriving by Plane: The nearest airports are Stansted and Luton, but most flights from outside Europe will come into Heathrow or Gatwick. From the airports, the simplest way to Cambridge is to take the [National Express](#) Coach Airport Services. The coaches run frequently and take 2-3 hours from Heathrow and 3-4 hours from Gatwick. You can also travel from the airports by train (from Gatwick take the Thames Link train to King's Cross or the Gatwick Express to Victoria station in London followed by the underground or taxi to King's Cross or Liverpool Street to catch the Cambridge train; from Heathrow, either take the underground to King's Cross, and change there to the Cambridge train or take the Heathrow express to London Paddington followed by the underground to King's Cross.). For train times/fares see [National Rail](#)

Remember you will need to wear a face covering when using public transport



1 ADC Theatre 3 Alumni Office 6 International Office 18 Cambridge Assessment 21 Cambridge Commonwealth Trust 22 Union Society 24 Cambridge University Press 29 Chaplaincy 44 Kettle's Yard House and Gallery 45 Linkline 49 Pepys Library 52 Sports clubs of the University - Boat Club 56 Wren Library 58 Cambridge Theological Federation 60 Westminster College 68 Westcott House

ABOUT SIDNEY SUSSEX COLLEGE

As a member of Sidney, you will be joining a lively city-centre College which is convenient for all the main shopping and entertainment areas of Cambridge; and, being central, it is close to most of the main departmental, library, and laboratory sites situated around the fringe of the city-centre. Sidney is opposite Sainsbury's, the only city-centre supermarket - a very big advantage!

Sidney is a small College, both numerically and physically, in comparison with most other Cambridge Colleges. We have slightly over 360 undergraduates at any time reading for degrees in the whole range of University subjects; and about 200 postgraduate students at all stages of research, of which about 100 will be first-year postgraduate students. The Fellowship of the College (about 75) includes specialists from virtually all the larger and smaller faculties. A list of Sidney fellows and their academic interests can be found on the [Sidney Sussex College](#) webpage.

The College grounds are especially beautiful: two formal seventeenth-century courtyards are the front door of the College; a more informal Victorian cloistered courtyard with a croquet lawn functions as the transition into Sidney's glorious and extensive gardens of six acres, open to all members of the College. There are several more modern buildings around the perimeter of the site. Public rooms and facilities such as the dining hall, the Chapel, seminar rooms, a small gym, a squash court, the library and computer suite, and public function rooms are located all over the College. A large proportion of undergraduates and a handful of postgraduates live in the main site while many other postgraduate students live in College owner hostels around Cambridge.

The Master's lodge at the centre of the College is a welcoming location for various social events during the year; every Fellow has an office on the College site, and a few live in College full-time.

Postgraduate students in Cambridge do most of their work in their departments or libraries, and usually find that their supervisors are not fellows of their College. As a postgraduate student at Sidney, you'll automatically be a member of the MCR (the Middle Combination Room – there's the Senior Combination Room for the Fellows and the Junior Combination Room for the Undergraduates). The MCR elects its own officers and representatives to the College Council (the executive body of the College) and has a dedicated social space in

rooms which some students also choose to work. Whether you are living in College accommodation or not, you are encouraged to take meals in the College dining hall and you will be using your University card to pay for your meals. There are frequent guest nights in Hall organised by the MCR, as well as many other social and academic events throughout the year.

In addition, the Postgraduate Tutors host a series of dinners for postgraduate students and Fellows during the year and a bi-annual dinner where Ph.D. students may invite their supervisor. Any student may book College rooms for events they wish to organise, and the postgraduate students enjoy convivial garden parties in the warm weather, bops, and other entertainments at other times. You will also find that you have another social base in your department, where postgraduate students and faculty members in your field interact.

Although you may not be interacting with them very much at the academic level, you will probably meet lots of the Sidney undergraduates, who live on site and also use the dining hall and other facilities. You will find that the level of energy at Sidney is very high, and that there are lots of things happening in a small community. Undergraduate extracurricular activities such as drama, music, and sport are all open to postgraduate students as well, who are encouraged very warmly to join in. We urge you to bring your musical instruments, sporting equipment, your singing voice, your acting skills, and anything else that will help you contribute to the life of the College.

GETTING HELP

THE POSTGRADUATE TUTORS

The Postgraduate Tutors are Fellows of the College who oversee the well-being of all postgraduate students in Sidney. They have personal contact with postgraduate students in pastoral, academic, and social situations, but in collaboration with your Department, they are also responsible for the administration associated with your programme of study, and keep contact with the University and with your department about your progress. Their names and contact details are available on the [College Website](#).

POSTGRADUATE OFFICE ADMINISTRATOR

You will be formally assigned to one of the Tutors, who will normally be your first point of call. However, you are welcome to contact either Tutor about any issue at any time.

The Postgraduate Tutors' role before you arrive includes accepting you for admission to the College, assigning accommodation, answering your questions or arranging for special needs, and putting you in touch with other bodies in the University which can further assist you as you prepare to begin your degree. Once you arrive, the Postgraduate Tutors will welcome you to College, explain how things work, and, with the help of the [Postgraduate Office Administrator](#), members of the MCR Executive, and the tutorial team, generally help you get settled. Ongoing responsibilities include helping you maximise your enjoyment and comfort as a College member, which might include not only helping solve personal, financial, or bureaucratic problems you may encounter but also hosting you at dinners and drinks parties and helping you to organise events and facilities within the College for postgraduates.

Your Tutors are there to support you should you experience bullying or harassment from other students or staff, or if you need to approach the police concerning serious offences. For more information see the [College White Book](#) (2018) and the [University's Policy](#) on harassment and sexual misconduct.

Most of all, the Postgraduate Tutors are your advocate within the College, and on occasion your advocate in any issues which arise with your faculty or department. Although the pastoral team of tutors, headed by the Senior Tutor, is ready to assist you at any time, it is the Postgraduate Tutors who have special knowledge of postgraduate needs (which, as you'll find, are somewhat different from those of undergraduates). Whatever your situation, you can turn to any of the Tutors for advice and help, but you should try first of all to reach the Postgraduate Tutors, usually through the [Postgraduate Office Administrator](#).

You will meet the Postgraduate Tutors, the Postgraduate Office Administrator, and the Senior Tutor at the start of the academic year, and they'll be happy to answer further questions.

As you read this, remember that you can contact the Postgraduate Tutors even if you are not yet at Cambridge (email to the [Postgraduate Office Administrator](#) is preferred in the first instance).

The Postgraduate Office Administrator Shaun Darby is normally the first point of call for postgraduate student enquiries. To get in touch you may visit the office (B staircase, Hall Court, ground floor) which is usually open during normal working hours. Otherwise please get in touch by Telephone + 44 (0) 122338810 or email GradOffice@sid.cam.ac.uk.



PASTORAL TEAM

From time to time students discover that they need a friendly and sympathetic ear in which to confide any difficulties they are having. For postgraduate students the Postgraduate Tutors and the Postgraduate Office Administrator are often the first ports of call. However, the [College's Pastoral Team](#), which encompasses the College Nurse, and the Pastoral Tutor, who also deal with the undergraduates, are also available and very willing to speak with postgraduate students on a confidential basis.

ACCOMMODATION

You are eligible to apply for College accommodation for the first year of your studies if you are starting your postgraduate work in Cambridge and have not previously been a postgraduate student living in University accommodation. We are normally able to offer accommodation for one year to most applicants who accept our offer by early, and each year we ballot some rooms for continuing students. Students bringing partners may apply for couples' accommodation, however because we have very few couples' flats we cannot guarantee that all students with partners will be able to live in College accommodation. Unfortunately we currently have no College housing suitable for students with children.

OCCUPANCY TERMS

College accommodation comes in many shapes and sizes. Several postgraduate rooms are located in 'postgraduate hostels' which are residential houses in Cambridge neighbourhoods near the city centre which have been converted to student use. Each hostel has between 6 and 12 rooms, a full kitchen and bathroom(s), a washing machine, and in some cases a garden. There is space for bicycles within the grounds of each hostel. There is no parking for cars and you are reminded that Cambridge students may not keep cars in the city except by special permission by the University [Senior Proctor](#).

Most incoming postgraduates are offered a single room for the period of the academic year (October to June) plus all or part of the summer, depending on the length and type of their course (i.e. end of July or August – see 'Occupancy Terms' section in next column for full details). No two hostels are alike, and no two student rooms are alike. The College provides cleaning services to the communal areas of student accommodation and maintenance services for each hostel, and you will quickly become acquainted with the person who looks after the house for the College on a daily basis. If you have any problems with your accommodation – e.g. the heating doesn't work – you should contact the e-Maintenance Team through 'sidnet'. Postgraduate students are encouraged to make use of College facilities such as the Middle Combination Room (MCR), the TV room, the Dining Hall, sports fields, and boathouse.

Because our stock of available rooms is fully used and is often still being worked out in September, we cannot entertain requests for specific types of accommodation unless for exceptional medical reasons, in which case a supporting letter from your doctor will be necessary. In addition, once here, the College cannot change your room unless in exceptional circumstances (and depending on availability). Most houses are near the College, but none is especially near any of the labs or departments, so you will not be at any disadvantage relative to your department by being assigned to one house rather than another.

Your occupancy agreement for 2020-2021 will be appropriate to your course of study and run to the end of June, July or August. The annual residence charge is payable in three equal instalments, due at the start of each term. Students will be offered the possibility of extending their tenancy until early September 2021, but are warned that they may have their room assignments changed. Unless you are one of the few postgraduate students whose degree course officially begins before the beginning of full term (6 October) (PGCE, MBA, MPhil Real Estate Finance and MPhil Economics), you cannot take up your College accommodation before the beginning of the occupancy agreement. Please do not arrive in Cambridge before that date unless you have made other plans for temporary accommodation outside of College.

In general, postgraduate student rooms cost in the range of £124.60 to £146.10 per week, which includes heat, light, gas, and housekeeping. The College provides a duvet, two pillows, and a mattress-cover in each room; students must supply their own bed linen, blankets, and towels. Further information can be found in the [Accommodation Handbook](#).

KITCHEN FIXED CHARGE

There is a Kitchen Fixed Charge (KFC) which is an essential overhead charge which enables the College to offer a full kitchen service to all students, and offer meals at a reduced rate. Post postgraduates in the second and third years will be given a discount with no KFC charged for postgraduates in Year 4, or above, or if you are on a part-time course.

For 2020/21, the termly catering charge for new postgraduates will be £152. The pre-paid element to this charge will see each student receiving £20 termly credit to spend on College dining. Any unspent credit will be carried over to the next term, but students are encouraged to use this before the end of the academic year as any unspent credit at this stage will be removed. Catering charges will be reviewed annually. The quality of our meals is excellent, and many students can be found eating in Hall on a daily basis.

TELEVISION LICENCE

If you plan to watch television in your College room you are required by law to purchase a television licence. Currently a [TV licence](#) costs you £157.50 a year and you need a licence to watch or download BBC programs on demand television including catch-up TV on BBC iPlayer, on any equipment, including a laptop or personal computer. You do not need a licence to watch TV in communal areas of the College.

Not having a licence could lead to prosecution and a fine of up to £1,000.

YOUR FIRST WEEK AT SIDNEY²

Doctor: Register with a local doctor/GP (General Practitioner), and with a local dentist. A list of city-centre doctors can be viewed at the Health Centre (P staircase, Garden Court). For further health information and information about registration with a doctor, visit the [Health and Welfare](#) section of the College website.

You can also consult us for more specific advice. It is vital that you register immediately so that you are fully covered in case of illness and emergency. Please remember to complete and return the online form for our records which tells us whom you are registered with (this will be available online before the start of term).

Departmental Induction: Get in touch with your department; there you'll find out how to reach your supervisor. Your department will have an important induction session for new postgraduate students, and those working in labs will have a safety course to attend. Find out right away when these sessions are taking place and do not miss them.

College Induction: The Sidney Postgraduate Induction will take place online. You will meet the officers of the Middle Common Room, the Postgraduate Tutors, the Postgraduate Administrator, and key staff members. Further details to follow.

Matriculation Photograph: If possible please attend for a Matriculation Photograph, which will be taken on Monday, 5 October 2020 11am – 1pm. Gown required. Casual attire is not acceptable, please wear formal attire, jacket and tie, or smart dress. Further details to follow.

Matriculation: Matriculation to become a member of the University will take place online. Matriculation events in College to mark this occasion are still to be finalized. Further details to follow.

Bank: If you need to set up a bank account at a local bank, please let the Postgraduate Office Administrator know the name of the bank and a letter will be produced for you as soon as possible after your arrival in Cambridge.

University Card: This is your photo-identity card which will be your University library card, gets you into various University buildings, and allows you to get student discounts on rail travel and other services. Your card will also be used to charge food taken through Hall and any printing in College onto your College Bill. Information on receiving your card will be made available in due-course.

² Note that all dates and venues are provisional and are subject to change as a result of the impact of the Coronavirus (COVID-19) on the academic calendar.

FEES

Postgraduate students are charged an Academic Fee (University Composition Fee) for each year of their course, and you must in addition pay for your own maintenance and for the living expenses of any dependants who may accompany you.

Your expenses as a postgraduate student at Cambridge fall into two categories:

1. University Composition Fee (for tuition and departmental/College running costs)
2. Services you personally receive from College, including Occupancy Charge for those in College accommodation, meals taken, photocopying, Kitchen Fixed Charge.

All expenses which you need to cover personally are itemized in a College Bill, which you receive at the beginning of each term. You are expected to pay your bills to the College on time. If you are having financial difficulties, it is essential that you inform your Postgraduate Tutor immediately. If you hold an award from an official grant-giving authority (e.g. BBSRC, ESRC, EPSRC, MRC, NERC,PPARC, or AHRC), your University fees will be paid directly to the College by that body. If you are self-funding, or if you hold an award from an awarding body from another country or not included in the list above, and the award is paid to you directly, you will be required to pay these fees to the College yourself. Please make sure you have sufficient funds to pay all your annual University fees in full as soon as you arrive.

Whether you live in private or College-owned accommodation, you'll be asked to give a £250 deposit against your College bill. This is returned at the end of your degree.

Termly bills are issued on the first Tuesday of full term and payable in full within ten days of receipt. If you anticipate difficulty in being able to meet this deadline, please contact the Tutorial Office and Student Finance Manager, Mr David Graves, as early as possible at telephone +44 (0) 1223 760972 email studentfinance@sid.cam.ac.uk.

Termly bills are issued on the first Tuesday of full term and payable in full within ten days of receipt. Update email between student and finance.

Following the completion of your course you would be expected to settle all outstanding monies due to either the College or University before you proceeded to Graduation.

The College has a small number of awards and bursaries. Postgraduate students on research degrees (i.e. non-taught degrees) may apply for a limited amount of research expenses to cover research costs that are not covered elsewhere. There are further awards for students representing the University in various sports, and music awards for those partaking in the musical life of the College. There is a limited amount of hardship money for those who find themselves in financial difficulty due to extraordinary circumstances. Please note though that the hardship money cannot be used for students who arrive in Cambridge without the necessary funding for their entire degree.

In addition the College has a number of studentships which are advertised on the College website as and when they become available. These are competitive and are open to students from outside Sidney and are based on academic merit. The majority of these studentships are awarded via the University's central funding competitions (for example, in partnership with Research Councils or Cambridge Trust Award Schemes) and not through direct application to Sidney.

For more details see the [College Website](#)

RESIDENCE

You are required to be resident in Cambridge for a certain amount of time during your studies in order to qualify for your degree. This is an obligation imposed by the University and managed by the College. The normal residence requirement is three terms per year of eight weeks each. The three terms here in Cambridge are Michaelmas Term (early October to early December), Lent Term (mid-January to mid-March) and Easter (late-April to mid-June), and you are expected to be here at least for these periods ('full term' as they are called); in practice, a postgraduate student is also normally in Cambridge for much of the time in between full terms. If you are planning to be away during term-time, you will need to ask permission of your supervisor and inform the College (for short trips) or formally apply for Leave to Work Away (for longer trips). For more information see Changing your [Student Status](#).

SMOKING

Sidney operates a comprehensive non-smoking policy in all public areas of the College. Smoking is not permitted within the College grounds or buildings, with the exception of the designated smoking area. The Porters can advise of the location if required.

THE DEAN & DISCIPLINE

The College's [White Book \(2018\)](#) of Student Statutes Ordinances & Regulations is available online.

The Dean, Dr Bernhard Fulda is the Fellow responsible for discipline in the College and can be contacted by email at dean@sid.cam.ac.uk.

ROOM BOOKINGS

Any member of Sidney may book a function room either for a society meeting or private function, with the option of having it catered. Contact the Conference and Events Manager email conference@sid.cam.ac.uk for availability and prices.

HOW DO I GET PERMISSION TO HOST A GATHERING OR PARTY?

Gatherings and parties require authorisation from the College, see the [White Book 2018](#). You must apply for permission electronically using the Party Wizard service on [Sidnet](#).

SOME USEFUL INFORMATION ABOUT CAMBRIDGE

A wealth of information about the city's and University's facilities for residents is available on line. The [University's Website](#) is a good starting point:

FOOD

A supermarket is located just across the road from the College. There are small mini-markets in residential neighbourhoods throughout Cambridge. The open market in Market Square in the middle of town is a great place for fruit, vegetables, fish, cheese, flowers, and lots of unusual goods (open Monday-Saturday, early morning to about 4.30 pm).

RESTAURANTS AND PUBS

There is an excellent selection of city-centre restaurants and pubs.

PERSONAL ITEMS AND TOILETRIES

A chemists (a large drugstore) is located a few yards from the College and contains a pharmacy and sells all the usual personal items.

ELECTRICAL GOODS

UK electrical supply runs at 240v with three-pronged electrical plugs. American and Canadian hairdryers, stereos, etc., will not work in England unless they have an internal volt-converter or a special converter appliance attached to them. All other countries work on the same voltage, but will probably require an adaptor plug (available here or in your home country) to allow them to be plugged into UK electrical points. Laptop computers can be equipped with suitable power units for plugging into UK points. Please consult your computer manufacturer if you are uncertain about your machine. Please refer to the [Accommodation Handbook](#) for information on what you can and cannot use in College accommodation.

NEWSPAPERS

There is a newsagent located a few yards away in King Street and a larger stationer can be found in nearby Market Street. There are newspapers and magazines in the MCR.

POST/COMMUNICATION

One large and several small post offices operate in central Cambridge. You can buy stamps from most grocery stores, chemists, and newsagents. Your post will come to your College pigeonhole, not to your room or hostel address. There is an effective internal University Mail Service (UMS) which delivers several times a day between departments. Although students may not use this for personal post, they frequently receive official letters and notices from their departments through the UMS. E-mail is the standard means of communication. You will be given a 'cam' email address and details of how to obtain your passwords, log-in etc, upon arrival in Cambridge, and this is how the College will communicate with you as soon as you are registered.