



# SIDNEY SUSSEX COLLEGE

UNDERGRADUATE HANDBOOK 2023-24





# 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, and the Chaplain and Pastoral Tutor are easily contacted and will listen and advise you in full confidentiality. Finally, the Porters and Accommodation 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 on the College website's "People" section.

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, dealing with Student Statutes, Ordinances, Regulations. By "matriculating", students formally commit to abide by the rules of the College, and of the University.

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# Welcome

## WELCOME TO SIDNEY

We are so excited to welcome you to Sidney soon!

This handbook provides you with lots of information that we hope you will find useful and it should help you get to know the College before you make your way over to Sidney.

The [Sidney website](#) is a fantastic place to discover lots of useful information too, and please do check out the [Sidney Sussex Freshers Sharepoint Site](#) which you will be directed to in September.

There is also lots of great information available on the [University website](#), the [Cambridge University Students' Union website](#) and the [Sidney Sussex College Students' Union website](#).

If you have any questions about anything in this handbook and you're unsure who to contact, please feel free to get in touch with the Tutorial Office ([tutorial@sid.cam.ac.uk](mailto:tutorial@sid.cam.ac.uk)). They will be very happy to help, or to point you in the right direction of someone who can!

Enjoy the rest of your break and we look forward to seeing you soon.



## Sidney Sussex College Students' Union (SSCSU)

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.

## College Families

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 and are allocated by the JCR Freshers' Reps. 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 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.

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. International Students will need to make their own way from the airport, so please check public transport before you arrive.

## 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 licence or passport is a must for registering with services across Cambridge, as well as for access to the nightclubs etc.
- The Admissions Office need to see original paper-copy certificates from incoming students who completed a qualification that can not be verified by UCAS. This includes only the students who took an international qualification *and* were asked to send a scanned copy of an official transcript or certificate. Please bring the original certificate with you to the Mong Hall on arrival, where it can be checked.
- **Any other important paperwork required during your residence:** your bank details, insurance documents, national insurance details, NHS card (for registering with a doctor's surgery), Medical documents.





## BASIC ITEMS...

- Some **cash**. The first few days will be hectic so it is useful not to have to rush around too! 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 £55 on hand.
- **Alarm**, even just one built into your mobile phone.
- A **basic medicine kit**: paracetamol, plasters, cold and flu remedy, **digital thermometer and hand sanitizer**.
- **Face coverings** are recommended in many places for those who can wear them. Please bring a minimum of 6 washable face coverings or a good supply of disposable masks if you prefer.
- **Mobile phone, UK SIM Card and charger** (you'll 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's worth planning ahead in case the need arises.
- **Clothes** to suit the September-December weather, Cambridge can get surprisingly chilly! This includes a few **smart clothes** for certain events (shirt and tie, or smart dress). Some events in Cambridge do require black tie, so it can be worth bringing this.
- **Bedding including duvet case (135cm x 200cm) and pillow case**. The College will provide mattress protectors, duvets and pillows.
- **Tea towels**. You will need to bring your own tea towels.
- **Washing powder** or pods.
- **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** or alternatively, your mobile phone diary to make sure you are always up to date.

## 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. A **drying rack** for clothes and coat hangers. The tumble dryer costs are reasonable, but after tumble drying our clothes in Michaelmas we've learnt the hard way that some things 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.

### SOME OF US BRING...

- **Saucepans/cooking equipment/microwave proof dishes.** This entirely depends on where you live and how adventurous a cook you are. Different accommodation has different kitchen facilities so it may be worth speaking to your College Parents for advice. College only provides cleaning equipment so it would be good to bring a plate, bowl, mug and a set of cutlery, as well as a few cooking utensils suitable for your particular accommodation if you plan to cook for yourself at any time. You should be able to purchase these items once you get to Cambridge as Sidney is very near the shops and there are often special offers on at the time of student arrivals. Please ensure that you keep work spaces clear, wash up items as you go and always be mindful of others.
- **Contraceptives.** If you need to obtain these while you're here, then they're available free from the Welfare Officers.
- **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 in the Sidney library, along with a scanner. Also often subject departments have printers available to use.
- **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 licence.
- **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. All shared appliances should be wiped down after use.
- **Fairy lights or candles** as they are a fire hazard and you'll be asked to take them down.



# 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 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 on the [Cambridge SU website](#).

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. Proctors will grant permission only in exceptional circumstances: further details are available in one of the *Proctors' Notices* on display outside the College Bar.

There is no parking available at College. Short-term parking permits may be issued from 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.

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 [https://www.cambs.police.uk/crimeprevention/student\\_safety/](https://www.cambs.police.uk/crimeprevention/student_safety/)

## ELECTRONIC SCOOTERS

Please **do not bring an electronic Scooter** to College, they are not permitted on the College Site and are currently illegal to ride unless you hire one. [Voi](#) is currently the only operator in Cambridge.



# Sport and societies

## 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.

<https://sscsu.org.uk/clubs-societies-list>

## Societies

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.



## Cambridge Student Union (CUSU)

[Cambridge SU](#) is the University-wide representative body for students at the University of Cambridge. Cambridge SU is a federal body made up of individual College students' unions (JCRs and MCRs) and 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.

[Cambridge SU Officers](#)

## 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.

### CAMPAIGNING

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.

## SERVICES

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 etc) and cost-price sanitary products
- 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, visit our [website](#) to see more.

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.

- 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

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 cafés, alongside some great independent places also. We all tend to have our favourite spots. 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 that can give you great deals if you go there regularly!



## ENTS AND BOPS

SSCSU's Ents team: 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!



## International students

### ARRIVING AND ESSENTIAL INFORMATION

Here are a few very important things to remember:

BRP Collection: <https://www.internationalstudents.cam.ac.uk/tier-4-responsibilities/collecting-your-brp>.

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.

There are great information sources from student organisations too:

If you want to find more information regarding all international student experiences, please access the Facebook page of [International Students' Campaign](#), who represents all international students at Cambridge. <https://www.facebook.com/internationalstudentcampaign/>, also see the [International Freshers' Facebook](#) group for 2023.

If you have any questions, please do not hesitate to contact [international@sscsu.org.uk](mailto:international@sscsu.org.uk).





# College Departments and Facilities

## PORTERS' LODGE

The Porters' Lodge (01223 338800 or 07774 017631; [porters@sid.cam.ac.uk](mailto: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 College's Health & Safety Officer and premises supervisor responsible for the licensing of entertainment and supply of alcohol in College including the College Bar. Permission for parties must be obtained from the Domestic Bursar via the Party Wizard on SidNet <https://sidnet.sid.cam.ac.uk/student/edean/>

### The College Library and IT facilities

Cambridge students benefit from access to three types of Library. The [University Library](#) is one of the six “[Legal Deposit Libraries](#)” in the UK. It is entitled to claim a copy of material 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 the primary and secondary sources relevant to their undergraduate courses. *Each College library serves primarily the members of that College, and any access for members of other Colleges is strictly by arrangement in advance with library staff.*

For Sidney Library access arrangements, please check the [Library page of the College website](#).

The Library is a place for quiet individual study. Other spaces are available for group study, including teaching rooms booked through the [Conference Department](#) and the Sidney Bar during the day.

For chatting to friends, there are the College Bar, the JCR TV 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 Assistant Librarian are very helpful, and can advise students on available information sources beyond the College Library, whether elsewhere in Cambridge or online.

You are allowed to have up to 30 books on loan from Sidney at any one time. You can borrow them for up to 14 days, and can renew each item up to 3 times. Books are not renewed automatically. Renewals, recalls, reminders of items due, recommendations for purchase and other library correspondence can all be conducted digitally via the Library website and the email [library@sid.cam.ac.uk](mailto:library@sid.cam.ac.uk), but of course you are also welcome to approach staff in the Library Office.

Any overdue charges will be levied on your College bill, but it is straightforward to keep your loans up to date through the [iDiscover website](#). Please advise Library staff in advance of any books you need for the vacations. No-one has yet been sent away without the books necessary for their work.

In addition to its extensive book and journal holdings, the Library also has a varied stock of films on DVD which can be which can be borrowed via the Library Office, and classical music on CD which can be made available by arrangement.

## OFFICIAL SECTION



Digital resources are increasingly central to the student learning experience at Cambridge; they include the Exchange Online 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 e-resources](#)

Sidney Library provides [additional services](#), such as book rests, standing desks and comb binding. Any questions can be directed to [library@sid.cam.ac.uk](mailto:library@sid.cam.ac.uk). The Library staff look forward to working with you to support your studies.

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 [ITHelpdesk@sid.cam.ac.uk](mailto:ITHelpdesk@sid.cam.ac.uk).

### 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](mailto:director.music@sid.cam.ac.uk)) and will also be required to book the Chapel through the Conference Office.



### College accommodation



All Sidney undergraduates are offered term-time College accommodation. 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 College has adopted the [ANUK](#) (Accreditation Network UK) Code of Practice for the management of student housing.

The Head of Accommodation, [Accommodation@sid.cam.ac.uk](mailto:Accommodation@sid.cam.ac.uk), should be contacted in case of any issues relating to your accommodation and the communal areas you share including:

- Queries concerning fixtures and fittings of your room, kitchen or bathroom
- Concerns relating to cleaning of communal areas
- International storage during vacations

The College offers accommodation for students' guests including complimentary breakfast when available. We have limited availability of rooms around College which may be available. Bookings are accepted during term time subject to availability and may be limited per person. Guest rooms can be booked through [Accommodation@sid.cam.ac.uk](mailto:Accommodation@sid.cam.ac.uk) and the cost will be put onto your College Bill. Guest room prices are also available from the Head of Accommodation.

A separate [Accommodation Handbook](#) has further information on all aspects of student accommodation.

### POST ROOM

Each student, 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 use the College address and not the house address.

### MAINTENANCE AND REPAIRS

The maintenance team deal with a wide range of issues, no issue is too small, therefore please do not hesitate to contact us through [Sidnet e-Maintenance Form](#). For urgent repairs out of hours or weekends, please call the Porters' Lodge on 01223 338800.

A room maintenance request authorises the Maintenance Team to access your room to address the issue. Access is after 10.30am and the team will always lock your door upon exit.

### COLLEGE ACCOMMODATION MANAGEMENT



This College has adopted the ANUK (Accreditation Network UK) Code of Practice for the management of student housing. The code covers the allocation of accommodation; information provided at the start of the licence agreement; arrangements during the tenancy for access, repairs, maintenance and cleaning; and end of tenancy arrangements. The Accommodation Handbook is the main source for this information.

### 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—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 **one week** after the end of Full Term. 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.

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

You may request College accommodation for study or other reasons beyond the standard residence period (the accommodation charge for nights prior to, and after, the fixed residence period are charged at a daily vacation rate that is 15% of the weekly rent for the room): 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 [online exeat form on Sidnet](#). 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 and these can be found on the University website <http://www.admin.cam.ac.uk/univ/so/2018/chapter02-front.html>

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.**

A photograph of three young women sitting at a wooden picnic table in a grassy area with trees in the background. They are looking at a laptop on the table. One woman is pointing at the screen. There are some bags and a small potted plant on the table.

# Collegiate learning and support

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 experienced and high calibre 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/life-sidney/learning>.

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

An update to Study Skills provision at Sidney will be available soon.

### Celebrating academic excellence

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

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

Tripes 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).

### Promoting early research and professional experience opportunities

The College offers a number of research and professional experience grants, to enable undergraduates to gain experience in academic research, or in professional, science-based practice (e.g. contributions to costs of medical students volunteering overseas). The awards are intended to enable students to develop research and scientific skills, and will therefore be particularly valuable to anyone considering careers in academic research or research-related fields. Support can be provided for research projects designed in consultation with a student’s Director of Studies or other Sidney Fellow, 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.

# The White Book (2018)—Student Statutes, Ordinances and Regulations

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 abide by the College's Statutes and Ordinances, and 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*.

<https://www.sid.cam.ac.uk/about-sidney/published-information/publications-and-governance>

## FREEDOM OF SPEECH

The College's core values encompass freedom of thought and expression. 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, which also includes student representatives. Please refer to the *White Book* for details.



### FITNESS TO STUDY

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

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

Occasionally, a student's behaviour or ill health may seriously disrupt or threaten the welfare and/or the studies of that student and/or of fellow members of the collegiate community. While this situation persists, a student is 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 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](#).



# 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, 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/life-sidney/supporting-you/pastoral-team>

## 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. Please phone 01223 338837 or contact the Tutorial Office (in office hours) or Porters. You are encouraged to use [pastoralleads@sid.cam.ac.uk](mailto:pastoralleads@sid.cam.ac.uk) as best form of contact.

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

## THE COLLEGE NURSE

The College Nurse is an experienced Registered Nurse who can assist with a wide range of health and wellbeing needs. This includes assessment, support and advice for students experiencing minor illnesses and injuries, mental health issues or more general support for all manner of worries and personal or emotional issues. Any information shared with the College Nurses is treated in **strict medical confidence**.

For more specialised treatment, the College Nurse can help refer you or point you in the right direction via your GP, the University Counselling Service or other local service.

During Michaelmas all appointments will initially be assessed remotely, either by telephone or video consultation via Teams. The College Nurse will be able to see you face-to-face if required.

### Head of Student Wellbeing

Danielle Elliott is the Head of Student Wellbeing. Her role is to review the mental health needs of students in Sidney Sussex, and how these are currently being met, with the aim of enhancing existing provision, developing new sustainable wellbeing initiatives and evaluating the impact of changes made. She works closely with members of the Pastoral and Tutorial teams and can be contact via [pastoralleads@sid.cam.ac.uk](mailto:pastoralleads@sid.cam.ac.uk).

### University pastoral and mental health support

In many cases, the pastoral support available within College can help 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 key 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 and copies of these can be found on the website <https://www.counselling.cam.ac.uk/selfhelp/selfleaffl.pdf>. The UCS is located at Student Service Centre, Bene't Street, Cambridge and their telephone number is 01223 332865. For further information, see also the UCS website <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 (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' and you will not need to book ahead for these. 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:

<https://www.sid.cam.ac.uk/life-sidney/supporting-you/pastoral-team>

If you prefer, you can also make contact remotely. 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 Head of Accommodation; 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 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, many of the formal dinners you will be invited to, proof of residence and bank letters, to name a few!

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: 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. Academic Transcripts and Degree Certificates can be accessed through the University <https://www.cambridgestudents.cam.ac.uk/academic-transcripts>.

Issues concerning your College room, communal spaces, and College facilities are the responsibility of the Head of Accommodation, and staff: a separate [Accommodation Handbook](#), can be found in the College website.



#### 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. Payment terms are 10 days from the date of invoice and your payment can be made via the Student Portal on the college intranet (SidNet) <https://sidnet.sid.cam.ac.uk/student/finance/paybill.php>, by Online Banking or Bank Transfer (please ask in the Student Finance Manager for instructions). International students can also choose to pay through [TransferMate](#).

The 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. If you are experiencing financial problems or anticipate not being able to pay your bill on time then you must inform the Student Finance Manager as soon as possible.

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 Manager, as well as with your Tutor or other member of the pastoral team. 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 all students who have persistently failed to settle their outstanding financial liabilities without good cause will be subject to the College's Student Debt Procedures. Permission to delay payment will not be withheld in reasonable circumstances, but it is essential that you make contact in such situations.

### UNIVERSITY FINANCIAL ASSISTANCE FUNDS

The College is committed to ensuring that no undergraduate, once admitted, is prevented by financial hardship from pursuing their degree. If you have any financial concerns, you will be able to discuss the situation in confidence with the Tutorial and 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 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 Financial Assistance Funds and other student support funds can be found online: see

[University of Cambridge - Financial Assistance](#)

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 COLLEGE SUPPORT FUND

The College's Student Support Fund is administered by the Senior Tutor, assisted by the 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. The College has a number of ways in which it can assist.

- Budgeting Advice
- Bridging Loans
- Small Grants for one off costs (max £200)
- College Hardship Grants
- Assistance in accessing university support.

When the difficulty is purely temporary, the 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 Student Finance Manager will be able to assist in preparing an application to the Student Support Fund. The Support Fund can provide discretionary grants, ranging from reimbursement of incidental expenses incurred due to illness, to partial rent rebates, to larger grants of several hundred pounds. Further information on accessing financial support is available on the finance pages of the college Intranet SidNet

[Accessing Financial Support](#)

# 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 Covid-19. 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. 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. <https://www.nhs.uk/service-search/find-a-gp>

Students applying for a Tier 4 visa to study at Cambridge for 6 months or longer will pay an immigration health surcharge as part of their visa application. This will entitle them to access the National Health Service (NHS). <https://www.internationalstudents.cam.ac.uk/arriving/healthcare-uk>.

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

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

For further information see <https://www.studentwellbeing.admin.cam.ac.uk/nhs-and-healthcare>

### 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 Porters' 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 the Accommodation Manager 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; Accommodation 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.

### COVID-19, MENINGITIS AND COMMUNICABLE DISEASES

At the time of printing, COVID-19 is a continually changing pandemic, for current information, please refer to the University website <https://www.cam.ac.uk/coronavirus/students>

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. 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 <https://www.studentwellbeing.admin.cam.ac.uk/>.

### 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:

<https://www.studentwellbeing.admin.cam.ac.uk/nhs-and-healthcare/serious-illnesses>

<https://www.anaphylaxis.org.uk/campaigning/takethekit/>

# Fire Safety Drills and Tests

It is the responsibility of all College members, guests and visitors to prevent fire. On a personal level, this means that you must be aware of potential dangers – e.g. smoking, unattended cooking, and use of curling tongs/straighteners, worn electrical leads etc.

***It is compulsory for all students to watch*** College's [Fire Safety Video](#). All new students must watch this short 7-minute video ideally before you arrive at Sidney, or shortly after your arrival (and before the end of Freshers' Week at the very latest).

**\*Please note that we will be monitoring who has watched this video to ensure all new students have seen it before the end of Freshers' Week. We will contact any students who have not watched the video requesting that they do so.\***

To minimise 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. If these items are found in College accommodation on site or in hostels or they are delivered to the Porters' Lodge, they will be removed and kept until the student vacates their room at the end of term, at which point, they will be returned. The College also has a number of central procedures to ensure that risks are minimised.

**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 Drills.** The Fire alarm system will be tested each Monday between 9:00am and 11:00am. Each alarm will sound for a short period. If the alarm continues, College Members are to evacuate the building in the appropriate manner. Test evacuations of student rooms will take place each term. Students are requested to co-operate by immediately evacuating the building and assembling at the designated point (as indicated on the fire notice in each room).



### Personal and Building Security

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

**Building Security.** Most staircase doors have code-protected locks to provide a greater degree of security for possessions and residents. It is very important that staircase doors should be kept closed and locked, and that security codes are not given to strangers or, indeed, any non-Sidney Sussex resident.

The College employs approved contractors on a regular basis for various projects. These sign-in in the Porters Lodge and are provided with a visitor's ID. Students have the right and should challenge any unknown individual on the College premises for their visitor's ID. Any potential issues with people claiming to work for College should be referred to the Porters' Lodge.

### CCTV

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

Information derived from CCTV surveillance will only be used for security purposes, unless it leads to the discovery of an activity that no employer could reasonably be expected to ignore, for example, breaches of Health and Safety rules that put others at risk. You can see the College's CCTV policy on the website: <https://www.sid.cam.ac.uk/about-sidney/published-information/college-policies-protocols-and-statements>

### SECURITY PLAN

**Initial Prevention.** It is the responsibility for all members of the College: staff; fellows, and students to be aware and remain vigilant. Access to the College site is controlled by means of the Porters and code-lock gates, backed up by staff vigilance and CCTV monitoring. Staircases and houses must be locked to prevent unauthorised entry. Every College resident is responsible for preventive security in the room they occupy. Strangers acting suspiciously should be reported to the Porters' Lodge immediately.

**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. Students are expected to follow instruction provided by the Head Porter or Security Services.

**Specific Threat.** A Specific Threat means that the whole College or a particular staircase or building has been targeted. To minimise the risk to all, the response consists of an immediate evacuation of the building or area concerned, students are expected to follow instruction provided by the Head Porter or Security Services. The fire alarm for the area concerned will sound for evacuation.

### Data Protection

The College uses your personal information to manage the ongoing relationship between the College and you as part of our lifelong community of scholars.

Statements on how Sidney Sussex College handles and uses information we collect about you can be found on the [Data protection and freedom of information](#) page of the College website.



Document Issue Date: September 2023

Authors: Tutorial Office, SCSU

Distribution: All Sidney Students

Disclaimer: Every effort is made to ensure that the information in this document is correct at the time of printing; details are subject to change however, and the college website ([www.sid.cam.ac.uk](http://www.sid.cam.ac.uk)) is the source of record and current information.