

FITZ JCR

FRESHERS'

HANDBOOK

2016

CONTENTS

Welcome	3
Map of College	4
On the First Day	5
Freshers' Week Poster	6
What is Fitz JCR?	7
Who Are We?	8-11
Key People in College	12-15
Your College Family	16
Accommodation	17-19
What to Bring?	20
Laundry	21
Cycling	22-23
Finance	24-27
Eating at Fitz	28-30
Academic Information	31-34
Clubs and Societies	35-40
Other Fun at Fitz	41
College Facilities	42-43
Living Green	44-45
Computing	46-47
Troubleshooting	48-50
Glossary	51-52



Welcome to Fitz!

A huge congratulations on securing your place, and a very big welcome to Fitz!

Before you arrive, we're sure you want to find out as much about your new home as possible, and so a bunch of current students ('the JCR') have made a handy guide on life here at Fitz to complement all of the official information you've been provided by college. It contains all things Fitz, including what we think you need to bring, what to expect when you get here, and practical tips and tricks to help you through Freshers' Week and beyond.

Moving to University is an exciting experience, but it can also be a daunting one. If you're unsure or worried about anything at all, no matter how small a deal it may seem, please ask us (we genuinely mean that), there are no stupid questions! We were in the same position as you two years ago! All of our contact details are all conveniently listed here: <http://www.fitzjcr.com/contact-the-jcr.html>. You can send us any questions you have anonymously through this link or via an anonymous Google form (on the 2016 Freshers' Facebook page, below): <https://goo.gl/forms/AKO7zGz4NfvQHPYo2> and our answers will be posted on the Facebook page.

Together, we run the JCR and the committee and will be around (along with the rest of the committee) in our outrageously bright burgundy sweatshirts during Freshers' Week to ensure everything runs smoothly. More information on what the JCR actually is and does can be found within this booklet as well as online at www.fitzjcr.com. It provides a HUGE amount of constantly updated information about life at Fitz and regular updates on what's happening in and around College.

On top of this booklet, you should soon be hearing from your college parents - these are second or third year students already at Fitz who'll be able to answer any other queries that you might have. If you don't hear anything by mid-September, please contact Carl and he'll sort it out!

And finally, to get to know other Freshers and start receiving more informal updates from us please join your cohort's very own Facebook group, www.facebook.com/groups/fitzfreshers2016. This group has been set up specifically for your intake so use it as you please. We'll be posting to provide updates on Freshers' Week and year specific events for the year to follow, but this group is entirely your domain.

Following on from this please also make sure to join the 'Official Fitz Group', <https://www.facebook.com/groups/968750723174947>, a group for all undergraduates at Fitz. This group is used as an informal communication platform to keep you up to date with various events, information and college updates - definitely join now to make sure you don't miss out on anything later in the year!

We can't wait to meet you all in October - hope you all have a lovely end to your Summers!

Fenella and Carl

JCR President and Vice-President 2016

ON THE FIRST DAY

Most Freshers arrive on the first Saturday of full term which happens to be on the 1st of October this year, and this is when the Freshers' Week timetable begins. However, international students and those on pre-term courses will arrive earlier and you will be contacted separately about this. (It's advised not to arrive any earlier than 11am as there are other year groups arriving at that point and this could cause further congestion around College.)

When you arrive at Fitz it's best for you and your luggage to be dropped off at the Porters' Lodge on Storey's Way (the South Plodge) and get your family to drive round with your belongings and park at the park and ride carpark up from College on Madingley Road. (They can then come back to Fitz to help you settle into room whilst fresher team help you to move all your luggage.)

Once you arrive at the South Plodge on the 1st, one of the JCR Committee members will take you to pick up your keys and student card as well as sign your room contract (hold on to that!). You'll then be shown to your room where you can unpack.

In the afternoon, the corridor reps will pay your corridor a visit and your Freshers' Week timetable will begin.

N.B. At some point on your first day it's wise to check your pigeonhole – this is a small mail slot next to the Porters Lodge where your post/advertising will be delivered. In it, you will find more important information from College which complements this guide.

Freshers' Week

The Ents team have put together a cracking line-up for Freshers this year. You'll find a Freshers' Week guide written by them alongside this handbook on the JCR website, but check out the briefing on the next page for a summary of what'll be happening in your first week at Fitz.



Getting over that first hurdle



Some Key Events!

Saturday 1st – BOP (the best disco you'll ever go to...)

Sunday 2nd – Fitz Freshers Bar Crawl and American-themed club night or Bowling

Monday 3rd – Matriculation followed by Fitz Sessions (open mic)

Tuesday 4th – Fitz Up Look Sharp: The Mighty Jungle

Wednesday 5th – Cindies club night

Thursday 6th – Funky Funhouse

Friday 7th – Life club night and Movie Night

Saturday 8th – Cindies club night

There's all this and many more events, offers and information to follow in the Freshers' Timetable which will be released shortly! Any queries please don't hesitate to ask. Can't wait to see you in October!

FITZ PRESENTS FRESHERS WEEK

WHAT IS



The JCR is the College's own Student Union, something that every college in Cambridge has. It is an independent group of annually elected undergraduates who provide a voice for the student body and a link between you and the staff and fellows. Roles range from Ents to Welfare, and we're here to support almost every aspect of College life, and will also be around during Freshers' Week to help you settle in and have good time! We aim to make Fitz the friendliest, most exciting, and quite simply the best College to be at in Cambridge. The committee organises regular events such as bops and ents (see the Cambridge Glossary!), live music nights, sports tournaments, pub quizzes and more!

We also oversee a range of services including the maintenance of the Common and 'TV' rooms, so if there's anything you think needs improving please let us know! The JCR is genuinely always here to help, so should you have any problems in Freshers' Week or during the entirety of your time here at Fitz, don't ever hesitate to ask for help.

WHO ARE WE?

PRESIDENT AND
VICE-PRESIDENT

ETHICAL AFFAIRS

COMMUNICATIONS

WELFARE

?

?

?

TREASURER

?

EVENTS

?

ACADEMIC AFFAIRS

TARGET AND ACCESS

LEADERSHIP

President- Fenella Keevil- (jcr.president@fitz.cam.ac.uk)

Vice-President- Carl Martin- (jcr.vice.president@fitz.cam.ac.uk)

The **President** runs the JCR and is responsible for making sure the committee is doing its best to support and represent the undergraduate community to College authorities and external bodies. Practically this includes chairing weekly committee meetings (Sundays in the JCR at 5pm - open to all) and sitting on a variety of College committees.

The **Vice-President** works closely with the President, and is in charge of dealing with accommodation, domestic and catering concerns, as well as organising the College parenting system and the annual housing ballot.

They're both always happy to lend an ear if you have a problem of any kind.

TREASURER

Treasurer- Helen Fishwick- (jcr.treasurer@fitz.cam.ac.uk)

The Treasurer is in charge of the committee's budget, ensuring that we can hold all sorts of events throughout the year without having to worry about money for food, drinks and props running out. Rent and internet allowance discussions with College also fall within the Treasurer's remit.

ACADEMIC AFFAIRS

Academic Affairs Officer- Sandeepa Welgama- (jcr.academic@fitz.cam.ac.uk)

The Academic Affairs Officer's job is to ensure that your academic experience at Fitz is the best it can be. This means ensuring your time studying is healthy, productive and tailored as much as possible to your needs. She also conveys any of your academic opinions and concerns to College to make change happen.

Studying in Cambridge can be tough, so if you're having difficulties, she's just one of many people (including college parents, Directors of Studies, Tutors and many more) to come to, particularly if you would like advice on action to take or if you want College to be made aware of a particular problem. The Academic Affairs Officer is also someone you can speak to if you are thinking of changing subject.

COMMUNICATIONS

Secretary & Communications Executive – Niveditha Yalamarthy – (jcr.secretary@fitz.cam.ac.uk)

Publications Officer – Daniella Briscoe-People - (jcr.publications@fitz.cam.ac.uk)

Website Officer – Tom Merry - (jcr.website@fitz.cam.ac.uk)

The JCR Secretary and Communications Executive, Publications Officer and Website Officer are in charge of keeping everybody in College up to date on what is going on in Fitz, around the University and also outside of 'the bubble'. They produce the weekly Billy Bulletin - which is distributed by email - and the termly Goat

Post magazine - found on our website - which underwent a complete revamp earlier this year. They also run the JCR's new website which has all the information you need to know when in College.

JCR Facebook Page: <https://www.facebook.com/fitzjcr?fref=ts>

Goat Post Facebook Group: <https://www.facebook.com/TheGoatPost?fref=ts>

Goat Post Contributions Facebook Group: <https://www.facebook.com/groups/706584889452397/?fref=ts>

WELFARE

Welfare Executives: Becca Tomlinson and Oli Taylor (jcr.welfare.executive@fitz.cam.ac.uk)

Ethnic Minorities Officer – Kayathrie Aputharajah - (jcr.ethnicminorities@fitz.cam.ac.uk)

Women's Officer – Annabel Cleak - (jcr.womens@fitz.cam.ac.uk)

International Officer – Marie Moullet - (jcr.international@fitz.cam.ac.uk)

Disabilities Officer – Robert Walsh - (jcr.disabilities@fitz.cam.ac.uk)

LGBT+ Officer – Jacob Mullan Lipman - (jcr.lgbt@fitz.cam.ac.uk)

The Welfare committee is the largest sub-committee on the JCR, providing support for all students in College. The two Executive Officers (one male; one female) work in conjunction with the Women's Campaign Officer, LGBT+, Disabilities, International and Ethnic Minorities Officers to organise events such as film nights, comedy evenings and open drop in sessions, as well as providing free sexual health provisions for students.

Fitz Women's Campaign Facebook Group: <https://www.facebook.com/fitzcampaign?fref=ts>

ETHICAL AFFAIRS

Ethical Affairs Executive – Hana Gudelis - (jcr.ethical@fitz.cam.ac.uk)

Charities Officer – Rebecca Marchant - (jcr.charities@fitz.cam.ac.uk)

Green Officer – Tasha Pick - (jcr.green@fitz.cam.ac.uk)

The Ethical Affairs team concern themselves with green and charitable issues in College, promoting ethical behaviour both from students individually and College as a whole, organise Fair Trade formals and tasting events, bops and debates, all to raise awareness of the issues that the world around us faces. They are also on hand to point you in the direction of volunteering and fundraising opportunities for those of you keen to get involved.

Ethical Affairs Facebook Group: <https://www.facebook.com/FitzEthicalAffairs?fref=ts>

ENTS

Ents Executive - Viktor Kewenig - (jcr.ents.executive@fitz.cam.ac.uk)

Ents Sub-Committee – Jamie Arnett, Katie McCoshan and Jack Maloney - (jcr.ents.subcomm@fitz.cam.ac.uk)

Please see the Freshers' Week guide for a welcome from your Ents team! In the meantime, check out their page on our website for what you can expect: <http://www.fitzjcr.com/fitz-ents.html>

TARGET AND ACCESS

Target and Access Executive – Ilona Szabo – (jcr.access.executive@fitz.cam.ac.uk)

Target and Access Sub-Committee - Sarah Collins and Amy Faulkner - (jcr.access.subcomm@fitz.cam.ac.uk)

Fitzwilliam was originally set up as an access college, allowing bright students who could not afford a Cambridge education the chance to study at the University.

Our Target and Access Officers look to build on this heritage and work closely with school and college students from non-traditional Oxbridge backgrounds, as well as providing resources for current Fitz students to take back to their old schools and spread the word, with the aim of breaking down the myths surrounding Cambridge and encouraging applications from students of all backgrounds. This year they're also working on hosting Fitz's very own shadowing scheme. All undergraduates are welcome to get involved and work at College Open Days. You don't have to be on the JCR or state schooled to help out with Target and Access at Fitz! You'll find more information here: <http://www.fitzjcr.com/target-and-access.html>.

Access Events Facebook Group: <https://www.facebook.com/groups/1606333176261391/?fref=ts>

President of Sports & Societies – Aoife Matchett- (amm263@cam.ac.uk)

Although not technically on the JCR or necessarily undergraduates, the Sports & Societies team still remain a vital part of student support and representation. They help to coordinate the running of societies and sports teams and encourage student participation in them. They also organise weekly circuits, the biannual Billy Day festival, and an annual five-a-side football tournament in exam term.

Fancy Being a Part of the JCR?

Elections for the JCR Committee are held at the end of Michaelmas Term each year, giving you the chance to get involved early in your career here at Fitz. Being on the JCR is a great chance to change and influence the way in which College works. All you need to do in order to run is produce a poster and give a short speech about why you should be elected, followed by a short Q&A session. More information about the election process will be sent out closer at the time.

Have any questions?

The JCR Committee will be introducing themselves to you at the beginning of Freshers' Week, and will be there on your first day to help you move in. In the meantime, if you have any questions, feel free contact us! Further details of each of our roles can be found on the website.

KEY PEOPLE IN COLLEGE



Mrs Nicola Padfield, The Master

Nicky has been Master of Fitz for three years, and a fellow here for twenty-two before that. She chairs major committees which determine College policies, and leads the work we all do to raise the profile of the College (and money!). You'll see her presiding over various dinners and events, but she also hopes to meet all of you individually. She is a criminal lawyer, with a passion for the reform of sentencing law and practice.

She and Christopher (Fitz 1968-1971, Director of Studies in Engineering at Trinity Hall) are based in the Master's Lodge, over the road from the Porters' Lodge, where you may occasionally see them encouraging students out on a fleet of tandems. They're also often wandering through College or drinking coffee in the café: don't be shy to say hi!

Master's Secretary: masters.secretary@fitz.cam.ac.uk



Dr Paul Chirico, The Senior Tutor - The Grove

The Senior Tutor has overall responsibility for the education and welfare of all undergraduates. You are welcome to discuss general or individual problems with him (it could be a good idea to talk to your tutor or director of studies first—see page 37 and 56 respectively), and the best way to make an appointment is by email.

Telephone: 01223 332 027

Senior Tutor: senior.tutor@fitz.cam.ac.uk

Assistant to the Senior Tutor (Claire Claydon): st.assistant@fitz.cam.ac.uk



Andrew Powell, The Bursar - W staircase

The Bursar is the Chief Financial and Administrative Officer of the College. With the Governing Body's oversight, he is responsible for strategic planning for and takes a lead role in the management of the College's endowment. The Bursar is also responsible for property and, ultimately, the domestic aspects of the College. The Domestic Bursar, to whom the role delegates, reports to the Bursar.

Telephone: 01223 332 067

Bursar's Assistant (Clare Jordan): bursars.assistant@fitz.cam.ac.uk
Bursar (Andrew Powell): bursar@fitz.cam.ac.uk



Andy Milne, The Domestic Bursar - U staircase

The Domestic Bursar is responsible for the non-academic day to day operations of the College. Reporting directly to the Bursar, he is responsible for the efficient, effective and good management and co-ordination of the College's Catering, Conference, Housekeeping, Gardening, Maintenance and Porters' departments. If you have a problem with any of these, and you don't know who to turn to, Andy is your guy!

Telephone: 01223 332 076

Domestic Bursar's Assistant (Kaye Scupham): db.secretary@fitz.cam.ac.uk
Domestic Bursar (Andy Milne): domestic.bursar@fitz.cam.ac.uk



Dr Sean Holly, The Dean - You don't want to find out!

The Dean deals with all disciplinary matters. It's a good idea to keep on the right side of him by not breaking the College Regulations (i.e. doing something really stupid). If you get 'deaned' (summoned to a formal meeting), you could be looking at a fine, community service or even a bar ban (the college's version of an ASBO). Thankfully, this doesn't happen very often. The Dean will introduce himself in Freshers' Week and then say, "I never want to see you again". And you most likely won't. He is also Director of Research at the Faculty of Economics.

Rajashree Dhanaraj, Head of Tutorial Office – L11

Mon – Fri: 8.00am – 12noon, 12.30pm – 4.00pm

The Tutorial office is responsible for supporting students throughout their academic life, from dealing with admissions, students records and examinations as well as tutorial enquiries. It also provides administrative support to undergraduates and graduates.

Telephone: 01223 332 004

Email: tutorial.head@fitz.cam.ac.uk

Accommodation & Housekeeping - L

Mon - Fri: 7:30am-3:30pm

These offices deal with matters relating to student accommodation and its general upkeep. The best way to have an issue addressed is to complete the online domestic request form on MyFitz.

However, for general enquiries:

Telephone: 01223 332 049

Accommodation Officer (Diane Pickles): accom.officer@fitz.cam.ac.uk

Housekeeping Manager (Agnieszka Giangrande): housekeeping.manager@fitz.cam.ac.uk

IT Office – U1

Mon – Fri: 9.00am - 12:30pm, 1:30pm - 5.00pm

The IT Office maintains the IT infrastructure including administrative computing, network connectivity, computer rooms and printing . It also assists Students, Fellows and Staff with their IT related issues.

Telephone: 01223 332 025

IT Manager: computing@fitz.cam.ac.uk

The Catering Office – Next to buttry

Mon – Fri: 9.00am-1:00pm, 2:00pm-5.00pm

The Catering Department provides meals for Fellows, students and members of staff and is also responsible for 'formal hall' and its booking system.

The Catering Manager is glad to receive constructive suggestions on catering matters.

If you have a problem relating to the service in the buttry/Hall which needs immediate attention, you should speak to the Senior Waiter or Manager on duty.

Telephone: 01223 332 040

Catering Manager (Robert Clarke): catering.manager@fitz.cam.ac.uk

Lorraine Evans, Steward's Secretary - U

Mon-Thur: 8.00am - 12:30pm, 1:00pm - 4.00pm

Friday 8.00am – 12.30pm, 1.00pm – 3.00pm

Please contact the Steward's Secretary to book a room.

Telephone: 01223 332 021

Steward's Secretary (Lorraine Evans): lje34@fitz.cam.ac.uk

The Maintenance Office – K

Mon-Thurs: 8.00am - 1:00pm, 1:30pm - 4.00pm

Friday: 8.00am – 1.00pm, 1.30pm – 3.30pm

The best way to have an issue addressed is to complete the online domestic request form on MyFitz. However, for general enquiries:

Telephone: 01223 332 031

Maintenance Manager (Julian Eddy): maintenance.manager@fitz.cam.ac.uk



Stuart Douglas (Head Porter) and Co, The Porters

You'll probably have more dealings with the porters than any of the other College staff. They are the first people to go to if you have locked yourself out of your room, blown your light bulb, are experiencing noise trouble or can't find the laundry room (by F staircase, just so you know...). It would be impossible to list all the Porters' functions here. They are responsible for the general welfare and safety of College Members, and are on call 24 hours a day, 7 days a week.

Some of their duties include:

Security- the Huntingdon Road entrance is always locked. Storey's Way entrance is locked at 9pm. When locked you can gain access using your Uni card, so ensure that you carry it with you at all times. Keys. Come to the Porters Lodge if you have locked yourself out, or if you need a key for a particular room, for example a music practice room.

Communication- they take messages from tutors, supervisors, parents and sports captains. Also, they sort mail into student pigeonholes and hold large parcels for collection.

Selling everything- from stamps, laundry tokens, to College merchandise.

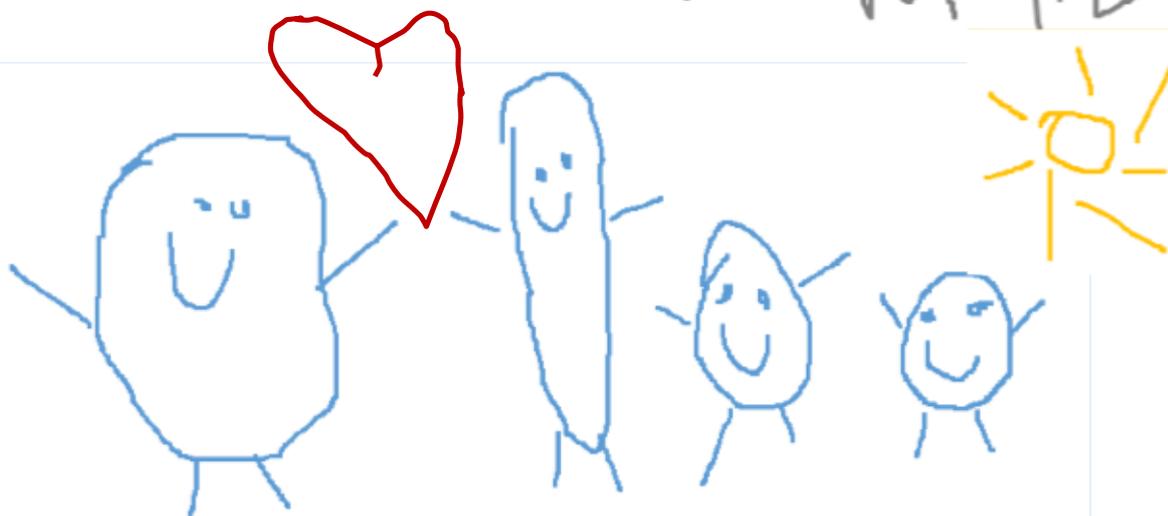
Comings and goings- looking after the Redit and Exeat registers (see glossary).

Post- the Lodge deals with all your incoming post, and also functions as a free-post parcel returns collection point.

Taxis- it also has a payphone and a free-phone to Panther Taxis.

Emergencies- if there's an emergency of any kind, PLEASE CONTACT THEM. They are first aid trained and will be able to help.

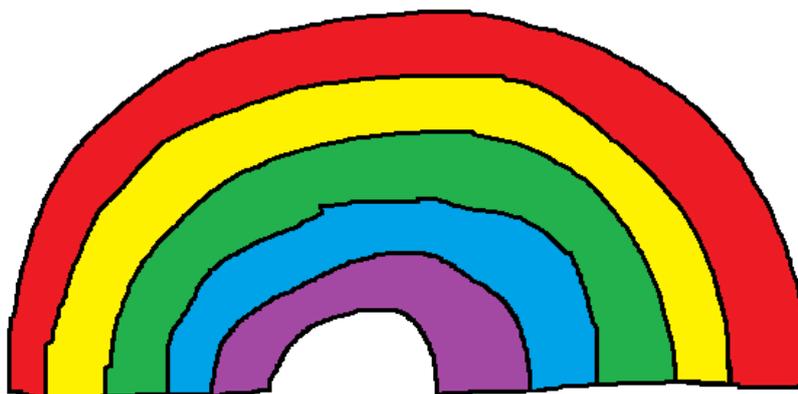
Your college family



The College family system is a fantastic support system for all undergraduates in Cambridge.

At Fitz, the JCR Vice-President will randomly allocate you and another student (your 'sibling') to two 'College parents' who will contact you before you arrive - these are two students in their second or third year who kind of act as your mentors; they have been there, done it and lived to tell the tale. Of course, as they also had College parents before they arrived you will probably have four grandparents in their 3rd year/4th year. It all gets very confusing but it is a great way to meet students in different years as well as your own before you've even gotten to Cambridge. Your family are often some of the first members of other years that you get to know really well when you arrive and they can act as a very useful support network. Also, at least one of your parents will be doing your subject so they will be able to provide very helpful academic advice.

Of course, to be 'college married' (yes we actually hold a joke 'ceremony' in the JCR after a 'famous couples' themed superhall close to Valentines day), you need to propose! Proposals usually take place throughout Michaelmas and early Lent terms. Now of course you could just ask your chosen partner/victim if they'll College marry you, but where's the fun in that? Stage a flash-mob, bring in a brass band, write them a poem, send them on a scavenger hunt - the possibilities are endless! Make them an offer they simply can't refuse!



ACCOMMODATION

First years are nearly all accommodated in Tree Court, the closest to the bar and the library. If you're not in one of the A, B, C, E or F Corridors that make up Tree Court you'll be 20 seconds walk away in M Corridor.

All rooms have:

- a wardrobe (with shelves and hanging space)
- a shower
- a desk (with drawers) and desk lamp
- a bed with a pillow (although those in the know bring their own pillow)
- a chair (sometimes two)
- a mirror
- shelves
- a radiator
- an Ethernet cable
- a pin board – BYOP (bring your own pins)

Corridors have between 4 and 9 rooms on them - usually 8 – and most corridors are single sex in first year. Each corridor will have one or two toilets, a bath, between 1 and 3 showers and a kitchen. The kitchen has at least two hobs, a fridge, microwave, toaster and kettle for communal use.



The new Freshers' accommodation in A staircase

Staircases A,B and C

Some of you lucky souls will find that you've been allocated a room in the newly refurbished freshers' accommodation, which feature a new common room and kitchen area- so no more eating pasta in the corridor or, at your desk hunched over your laptop! Yay! This accommodation has been refurbished over the past few summers at a great expense and College have really hammered home to us the importance of taking care of it! Because they are certain of the condition of the rooms, they will be charging residents for any damages made - this includes any markings made by any posters/decorations you chose to put up on walls (a charge of £50 per wall has been suggested).

Problems with your room

If you have an issue which requires urgent attention e.g. a burst pipe or a blown light bulb, contact the Porters' Lodge ASAP.

If it's a general maintenance request e.g. a blocked shower or you have no heating, Fitz has an online Helpdesk to make the process easier: Here you'll be able to track the progress and see who will be attending to the problem.

1) Log onto <https://services.fitz.cam.ac.uk/FIP/live/index.php?r=helpdesk/ticket/create>

2) Login using your Raven details.

3) Scroll over 'Helpdesk' and click 'Report New Problem'. Try and give as much detail as you can!

If you're having problems with any maintenance or domestic requests that aren't being solved, let us know here: <http://www.fitzjcr.com/having-problems-with-maintenance-and-domestic-requests.html>



Freshers' accommodation in F staircase

FAQs

When do I hear about College accommodation?

You will be sent a form from the Admissions Office after your place has been confirmed detailing the prices of a room and length of contract required for the upcoming academic year. Please note, whilst the College will try and allocate you a room based on your preference, not everyone will get their first choice room.

When do I find out what room I've been allocated?

Here's the fun bit, you only find out when you arrive! It's a massive administrative exercise to co-ordinate accommodation for 475 undergraduates and we have been told it is not possible for students to be informed before then.

Should I go for a 29, 33 or 37 week contract?

The academic year in Cambridge is divided into 3 'full terms' – Michaelmas, Lent and Easter. Within these terms there are 8 full weeks of official teaching time which begin on the first Thursday and end on the last Thursday of the 'full term'.

Here are the full term dates for the upcoming academic year:

Full Michaelmas term: Tue 4 Oct - Fri 2 Dec

Full Lent term: Tue 17 Jan - Fri 17 Mar

Full Easter term: Tue 25 April - Fri 16 Jun

It is generally expected that you will remain in Cambridge during these dates.

However, you are able to live in Fitzwilliam outside of 'full term'. Fitz has its own 'residency period' which dictates when the majority of students can live in College.

The dates of the Fitz residency period are as follows:

Full Michaelmas term residency period: Sat 1 Oct – Sat 10 December

Full Lent term residency period: Sat 14 Jan - Sat 25 Mar

Full Easter term residency period: Sat 22 April - Sat 24 Jun

29 weeks: You are permitted to stay/leave things in your room during the residency periods only. All belongings must be removed during the vacations.

33 weeks: You are permitted to stay/leave things in your room during the residency periods and the Easter vacation. Your room must be vacated for the Christmas Vacation.

37 weeks: You are permitted to stay/leave things in your room during the residency period and the Christmas and Easter vacations. Your room must only be vacated at the end of the year.

So your choice of contract comes down to your personal circumstances. It should be noted that if you opt for a 29 or 33 week contract, you can still stay in College outside of the residency period. However, this will be subject to room availability and you will almost certainly have to move to a different room (as the rooms are rented out to conference guests in advance). Instructions will be sent towards the end of each term.

Can I stay in College over the summer vacation?

This is subject to room availability, but normally you will be able to stay in a nearby College house. Instructions will be sent from the Accommodation Office at the end of the year.

Some small things...

Overnight guests should be signed in with the porters, and folding beds can be obtained from the Housekeeping and Accommodation office for a small fee. There are also guest rooms available should your family be visiting.

Your Bedder (Cambridge term for cleaner) will empty your bin every day if you put it outside, clean the toilets and replace the loo roll, and Hoover your room once a week (if it's tidy...). They won't make your bed or do your washing up.

Vacation Rent Allowance Scheme

All undergraduates in receipt of a College Maintenance Bursary (see the next section) are eligible for a Vacation Rent Allowance of £10 per night for residence in the College outside the standard 29 week residence period, up to an annual total of 14 nights.

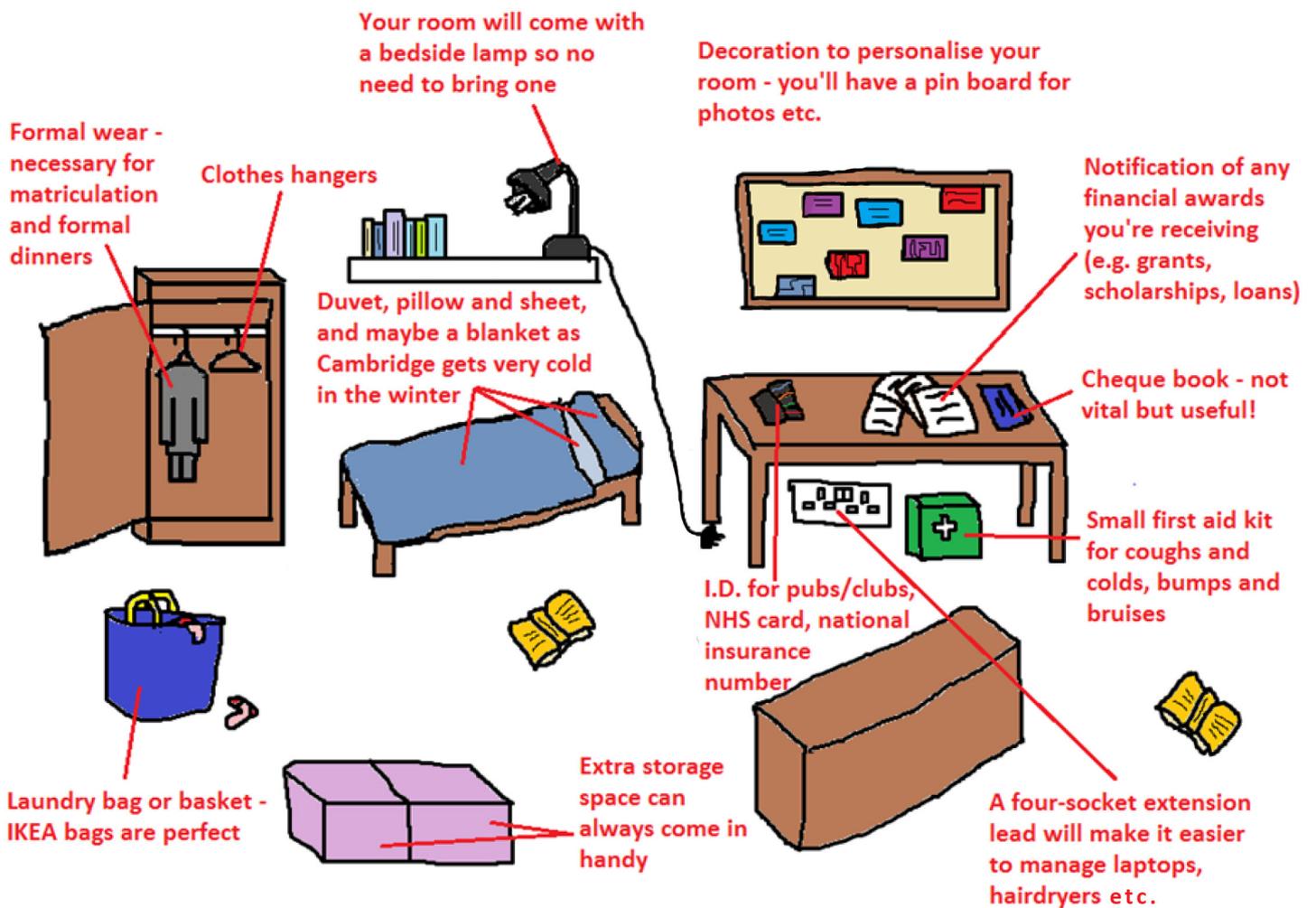
The Vacation Rent Allowance will be automatically credited to your account following the corresponding period of residence.



Examples of rooms in M Staircase.

WHAT DO I BRING?

Deciding what and won't be useful at University can be difficult, especially as, being a first year, you won't have a clue what your room for the next year will actually look like and how much space it has. Well, now have this handy little diagram to help you figure out what essentials you ought to pop in your suitcase!



A quick note: some of you may be tempted to pack all of your worldly possessions with you as you leave home, but consider the possibility of a small-ish room with limited (though usually adequate) storage space and the challenge of carting it all up what might be three flights of stairs to your new room, (a whole 6 times)! After the first term you'll have it all figured out, but in the meantime, think about essentials and perhaps leave the Star Wars lego sets (etc.) behind...



The laundry room is found next to the bottom of F staircase. It contains ten washing machines, six tumble dryers, and an electric iron and board. The washers and dryers are both token-operated and the dryers in particular are enormous so it sometimes makes sense to find someone to share the load with (or save up your laundry and do a massive bunch at once). Washing and drying tokens may be purchased from the Porters' Lodge 24/7 (USING CASH ONLY) or the café or bar when they are open (you can use your University card or cash) - you'll probably need two drying tokens to dry a load. Washing tokens are £1.50 and drying tokens are £0.40. Don't forget to bring your own washing powder – capsules are probably easiest.

Here are some extremely patronising hints to make the whole laundry process as painless as possible for those who previously left it to mum and dad:

Take a laundry basket / big bag, etc. to carry all your stuff there (IKEA bags are perfect).
 If you leave your washing in a dryer for too long, someone will probably put it on top of the dryer and use it themselves. Each drying token lasts 12 minutes, so try and work out when it will finish. You can use multiple tokens in the dryer, but press START after putting each one in. Otherwise, you will be wasting your money. (This will make more sense when you get there and see the machines yourself).

Don't mix whites and colours!

Check whether you can put something in a tumble dryer first by looking on the label- (a circle in a square with a cross through it means you can't).

Never put a fleece in the tumble dryer.

CYCLING

It's no secret that Fitz is one of the more distant Colleges — a 10 to 15 minute walk to town suddenly turns into years by Cambridge standards. This means that cycling is often the fastest, cheapest, and safest way of getting around the town. There are a lot of cyclists in Cambridge who play a key part in reducing congestion and help to give it a unique feel.

Buying a bike

One thing which is particularly important to think about is what type of bicycle to use or buy in Cambridge. Cambridge is very flat so you do not need many gears (although Fitz does happen to be on the on Castle Hill—the highest point in Cambridge), and three speed city bikes are very popular and practical. If you have brought a valuable bike with you, you might consider investing in some good quality locks. Cycle theft is the most common crime affecting Cambridge students, so don't spend more than £200 unless you are willing to invest at least 20% of the cost of the bike on locks.



There are lots and lots of bike shops in Cambridge, although the quality of bikes marketed at students can vary enormously. As a rule-of-thumb you might want to spend £170–230 brand new, or £60–100 second hand. While cheaper bikes are certainly available, be a little wary of special deals where a mountain bike will be sold to you complete with lights, lock and a basket—these bikes can be unsuited for on-road riding, and the locks which come with them may be cheap, and therefore easy to break through.

There is plenty of choice out there and you will be able to find a bike that suits you. Cambridge is full of bike shops, 35 in fact! Most shops will offer a discount if you ask nicely, but the following shops offer a student discount with your Cambridge ID:

- 5% of repairs at The Bikeman, Market Square.
- 10% off goods at Howes Cycles, Regent St.
- 10% off accessories at Mike's Bikes, Mill Road.
- 10% discount at Blazing Saddles, Cherry Hinton Road.
- 10% discount on accessories (excluding plugs and oils) at Wilco Motor Spares, Mill Road.
- 5% off new bikes, 10% off spares, accessories and clothing, 20% off labour charges at Townsends Light Blue Cycle centre, 72 Chesterton Street.
- Cambridge Cycle Centre on Botolph Lane offers good value for money second-hand bikes.

There should also be plenty of cycle companies represented at CUSU'S Societies Fair (see the 'Clubs and Societies' section).

Registering your bike

Registering your bike as well as other valuable items, such as your laptop, iPod or mobile phone, will make it easier to get it back if it gets stolen. The University also requires all students to register their bicycles with their College (you'll get more information about this during Freshers Week) and it is worth registering with Immobilise, the national property website at www.immobilise.com - a service used by all UK Police forces. Of all the bicycles recovered by the Police, only 10-30% are registered.

If you turn your bicycle upside down you should find a reference code stamped into the frame (usually at the point where the pedals go through). Use this code and a picture of your bike to help register it on Immobilise, having a picture is useful to prove ownership for insurance purposes.



Cycle safety

Prepare for some things you already know....Cycling safety is about more than equipment (although wearing a helmet is super important)-it's about being able to cycle safely and confidently. Here are some tips which, with a bit of practice, will soon make you into a confident and safe Cambridge cyclist:

- When turning, signal clearly by sticking out your arm wide on the direction you are about to travel.
- Always look behind you for other vehicles before turning and changing direction.
- Never go through red traffic lights, and think carefully about when you're about to go through an amber signal.
- Do not try and overtake large vehicles on the left-hand side when traffic is stationary, as you may find them turning into you, or the space between you and them narrowing suddenly.
- Consider using cycle lanes, paths and routes where available, as they can sometimes make your journey safer.
- Never cycle after drinking.
- For more useful information, check this page out: <http://www.studentadvice.cam.ac.uk/welfare/cycling/>

There are Cycle Safety Seminars organised by the JCR which the College strongly recommends you attend. Even if you are an experienced cyclist, cycling in Cambridge can be an entirely different beast. The seminars are free to attend and will last about an hour. Details will be sent out soon!



FINANCE



University can be expensive, and it's important to budget whilst here. Fortunately, because of the short terms and the amount of financial aid available from the College, living and studying in Cambridge can often work out cheaper than pretty much everywhere else.

Your College Bill

Your College bill is the first thing you receive when you arrive, and the last thing you get before you graduate. How poetic. Here's what it'll include:

The main termly charges:

Room rent: Charged per term, you can expect to pay between £96.00 (a few in F) and £126.50 (A-C). The rest of E/F/M will be £118 (or £113 in some cases). This rent includes the use of washing and toilet facilities (but soaps/cleaning products etc. are not provided), shared kitchen space, heating, power and lighting, daily cleaning of common areas, weekly cleaning of bedrooms, and IT services via the College network, with a termly data allowance of 200GB (see below). Your rent will also include Personal Possessions Insurance (also see below).

IT Charges: Additional data usage (above 200GB) outside of your termly allowance will be charged at £0.33 per GB (but this is pretty difficult to achieve, especially as this has been upped from 100GB since last year!). If you're wondering why you have to pay at all, the University is charged for all of the network traffic it generates and it charges this to individual colleges. The College for their part passes some of these costs onto us. That's why you most likely won't pay for the data you consume in your faculty etc.

Personal Possessions Insurance: This is included as part of your rent at the rate of £0.33 per week and is here to safeguard you against theft. It's very cheap as you can't opt out, but you can top it up if you need more cover. For more detailed information on what this includes, follow this link: <https://www.fitz.cam.ac.uk/college-life/accommodation/personal-posessions-insurance>.

Kitchen Fixed Charge: At £156 per term, the KFC is your contribution to the costs of the College's catering operations: essentially, it's what allows us to have our very own College Buttery with subsidised food.

Minimum Meals Charge: The Minimum Meals Charge is £96. This the amount per term that you pay in advance for Buttery food: think of it as credit for Buttery meals. It's to ensure the catering department have a certain turnover, whether or not you chose to eat there. You can also use this credit in the café, but not the bar.

Food and drink: Everything you buy at the College Buttery (including formal halls or club dinners), café or bar (except what is covered by the Minimum Meals Charge) will appear on your college bill as 'EPOS CHARGES'.

EPOS stands for electronic point of sale. This basically means that all food and drink in College – including drinks at the bar – can be paid for using your University card instead of cash, so it's easy to spend more than you realise: keep an eye on your spending to avoid a nasty shock when your next College bill arrives! See more information about this in the 'Eating in Fitz' section.

Fitzwilliam Society membership: The Fitzwilliam Society is the College alumni society. Life membership is £72, which is paid in termly instalments of £8 for your (first) three years at Fitz. The society does a lot for students past and present including organising the annual societies fair. Find out more here: <http://www.fitz.cam.ac.uk/alumni/fitzwilliam-society>.

Copying and printing charges: The College has a 'FindMe' electronic printing system which allows you to wirelessly connect your device to any College printer. These costs will also appear on your bill as 'COPYING/PRINTING'. See the 'Computing' section of this handbook for more details.

Other charges:

Fitzwilliam deposit: This is a one-off payment of £150, paid upon matriculation and returned upon graduation. College invests this money over the duration of your course and interest on it is added to the funds made available for financial assistance, travel grants and awards.

Accident Transport Fund (also known as the College Taxi Scheme): This is based on an agreement College has with local cab firm 'Panther Taxis'. Fitzwilliam students pay £10 annually to this scheme which covers the cost of necessary taxi journeys e.g. when injury or serious illness prevents you travelling independently between Fitzwilliam College and Departments of the University.

Another legitimate use of the taxi service is in the event that you feel returning to College late at night poses a genuine safety or security risk, or in the event of an emergency. The scheme will also cover the costs of you being sent back to the College from hospital.

If you feel you will need regular taxis paid for under this scheme, please contact the tutorial office before your arrival who will be able to advise you. Similarly, contact the office if you develop an injury whilst you are here.

In an emergency, call for a 'Panther cab' on 01223 715715 and take it to Fitzwilliam's Porters Lodge. You can either obtain an emergency slip from the Porters at the end of the journey, or pay the taxi fare in cash, obtain a receipt from the taxi driver, and request later reimbursement via your College account or in cash from the Accounts office. It may be necessary to obtain approval from your Tutor. The College staff member issuing the slip (or providing the refund) will always require details of the reason for the journey.

This Fund is supported by students and it is important that it is not abused. In the case of security risks and emergencies, Tutors will wish to judge whether the journey was necessary, and the extent to which the need for transport could have been foreseen.

That being said, hopefully you'll never need it, but it's here if you do! If you encounter any problems using the scheme, please let a JCR member know. You pay for it, so it should work for you!

You can pay your College bill by cheque or direct transfer to the College's bank account (details will be provided with your first bill). However, College's preferred method of payment (as it's easier to track) is via the online facility using a debit or credit card. In order to do this, you need your Raven details (see the 'Computing in Fitz' section). To pay your bill online visit <https://payments.fitz.cam.ac.uk/CollegeBill> and follow the on screen instructions.

The Cost of Living

Firstly, it's worth saying that there is a vast array of financial support on offer from the College and University. They want you to focus on your studies, not on your bank balance, and finance is not a major worry for the majority of students. That being said, budgeting is a useful skill to develop!

The Bursar suggests a termly budget of around £1000, to cover food, books (the University has 114 libraries so most of you won't have to buy these), and entertainment etc. outside of the regular charges to your College bill. Obviously this depends heavily upon your lifestyle and circumstances: drink only water and you might not need so much; drink only champagne and you might need a little more.

Where Can I Get Money?

All of this might sound like a lot, but fortunately there are a number of different ways to bolster your bank account and bypass difficulties whilst in Cambridge:

Grants and loans

Government maintenance loans: In what are obviously your first port of call, these are issued by the Student Loans Company for most 'Home' (UK/EU) students. They will arrive shortly after (but not as soon as) you arrive in College. In order for you to get this money, you must make sure to sign the Redit Book (see the glossary) when you arrive each term so that College can tell Student Finance that you are in attendance.

University/College Maintenance Bursaries: The University and College distribute various generous maintenance funds. More details of these can be found on the University and College websites and in the tutorial handbook.

The main ones:

The Cambridge Bursary Scheme (<http://www.admin.cam.ac.uk/univ/cambridgebursary/>): if you are a UK/EU student and your household income is below £42,620 you are likely to be eligible for an annual Cambridge Bursary of up to £3,500 per year.

Fitzwilliam College Maintenance Bursaries (<https://www.fitz.cam.ac.uk/college-life/finance/undergraduate/funding/financial-assistance/maintenance-bursary>): Thanks to the generosity of alumni of the College and other donors, the College is able to award Maintenance Bursaries to UK/EU and overseas students in particular financial need.

Travel grants: In the Christmas and Easter vacations, these are given for travel directly related to a student's course; in the long vacation they are also given for 'generally educational' trips.

The money has to go somewhere, so don't hesitate to apply!

Other ways:

A job: With your tutor's consent, you're allowed to undertake paid employment during the residency period, up to a maximum of 6 hours per week on average. However, very few people have a term time job in actuality (terms are only 8 weeks long in any case!), and one shouldn't be necessary.

Whilst you can work in the 28 weeks a year in which you aren't in lectures or supervisions, College is keen to help you limit the need, so that you can use at least part of the time to rest, read and seek out new challenges.

Overdrafts: Whilst this obviously isn't a long-term solution to financial shortfalls, most student bank accounts have generous overdraft facilities that are usually interest-free. Even the best planned budget can go wrong, so this is a great way to stay out of real trouble!

Student credit card: Some banks also offer credit cards which give you a back-up as well as making it safer to shop online. They will often have a period of interest-free credit and low APRs.

The Foundation Essay Prize: This is given for an essay on any subject, providing it was not written directly for your degree. Four prizes of up to £250 are available and the closing date is in May. Contact the Master's Secretary for details.

The Brewster Debate: This takes place in the second term of each year



and has a first prize of £100 for the two best speeches and £20 to the best contribution from the floor. The debate is usually about something topical. This year's was: 'This house believes that freedom is more important than security.'

Scholarship: One sure-fire way of securing £300 is by getting a First in your exams, earning yourself a scholarship and a prize!

Paid studies: There are a number of paid psychology and medical studies that happen around the University. Some can pay very well, and are usually not scary at all! Sign up for the mailing list at the Freshers' Fair or keep an eye on the Billy Bulletin.

Hardship Funds

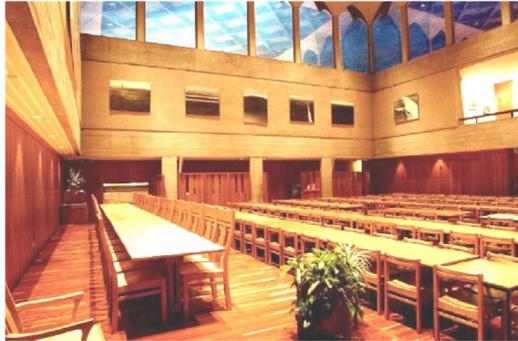
There is an extensive programme of financial support to ensure Cambridge students can meet the cost of their education, regardless of background. The University and Colleges have made a commitment that 'no publicly funded UK/EU student should have to leave because of financial difficulties'. If you find yourself in financial difficulties, your Tutor should be your first point of contact. He or she should point you in the direction of the various hardship funds on offer and support your application to them.



Or, you know, you could just get a bit lucky.

EATING AT FITZ

The Buttery



The Buttery (a Cambridge word for canteen) can be found in our Hall, and it is a place to get a hot meal without the hassle of cooking. For your first year in particular, it's one of the best places to meet people and make friends. As stated earlier, you can pay for your meals with your University Card or cash (at a slightly more expensive price).

There's always a salad bar, dessert selection, yoghurts, fresh fruit, confectionary and drinks (milkshakes, fizzy drinks, juice etc.), alongside a selection of main courses served every day with a selection of sides. On both Saturdays and Sundays there's brunch from 11:30am to 1:30pm, with everything that constitutes a good English fry up, plus Quorn sausages for the vegetarians and waffles for the sweet-toothed. On Sunday evenings there is a full roast dinner.

Every Tuesday evening during term time is a Theme Night, with previous themes including hog roast, Greek and curry nights. These are always very popular, and veterans have been known to show up half an hour early to beat the queues.

You can also buy milk and bread from the buttery to save you heading out of College!

The cost of meals varies depending on how much you purchase, but there is always a 'chef's special' option - low in price at £3.02 for a main course and two portions of veg. TOP TIP: If you'd like a bigger portion of anything, just ask the staff member serving you - providing there's enough to go around they'll be more than happy to accommodate the request (you will of course be charged extra).

Anyone with special dietary needs should contact the Catering Manager (Robert Clarke, catering.manager@fitz.cam.ac.uk) who will always be more than happy to help.

There is also a suggestions box on the JCR website where Rob welcomes your feedback and responds to comments: <http://www.fitzjcr.com/buttery.html>. This page also has weekly buttery menus with prices and details of the theme nights - it's no wonder it's our most popular page!

Rob and his team work hard to ensure that Fitz's catering service is the best it can be. He's more than happy to listen to suggestions for improvement both directly and indirectly and emphasises that should you have a problem with your meal on the day, let the catering team know and they will try their best to resolve it! Rob runs a termly open meeting with the head chef and other key members of the catering team where they endeavour to respond to any of your questions, comments or complaints face to face. Come along to express your views, they won't be offended!

Full-term opening times:

Lunch: 12.00-13.30 (Monday-Friday)

Brunch: 11.30-13.30 (Saturdays and Sundays only)

Dinner 18.00-19.00

(N.B. Opening times differ outside of the residency period. For updates, check the JCR website!)

Formal Hall

The Hall also hosts 'Formal Hall' and fancy dress 'Superhalls', more details of which can be found in the 'Other Fun at Fitz' section of this guide.

The Coffee Shop



Our amazing (no exaggeration) coffee shop is open from 8am to 6pm every day during term time, serving breakfast until about 9:45 including fresh pastries, cereal, toast and bacon and/or sausage sandwiches. They also do great coffees and teas, and smoothies for the summer months (the peach one is to die for), as well as a selection of freshly made cakes and sandwiches during the day. You can even buy a Fitz Coffee Shop travel mug for £5 which will give you 25p off every hot drink every time you use it. Start early, it adds up!

You can find the price list here: <http://www.fitzjcr.com/cafebar.html>

The Coffee Shop even has its own Facebook page here: <https://www.facebook.com/pages/Fitzwilliam-College-Coffee-Shop/712698772133719>

The Coffee Shop manager is Magdalena Wright. With the risk of sounding like a broken record, please message her with any comments, complaints or suggestions you have at cafe@fitz.cam.ac.uk. Otherwise, let the JCR know through our suggestions box and we'll pass them on!

The Bar



From 19:00, the same area acts as a bar with cheap drinks and nibbles. On most occasions the bar ceases serving all drinks at 10.50pm Monday to Saturday (10.20pm on Sunday evenings). This is to enable a 20

minute drink-up period whereby students or staff, if they choose, can stay in the bar area up until 11.10 Monday to Saturday (and until 10.40pm on Sundays).

You can also find the price list for the bar here: <http://www.fitzjcr.com/cafebar.html>

Chris Mason is our Bar & Cellar Supervisor. He's the nicest in Cambridge and is always open to suggestions and ordering drinks in especially using his wide range of contacts. You can contact him at cgm26@cam.ac.uk.



Follow them on
twitter



@Fitz_Bar

Checking your food and drink balance

Sometimes the number displayed on the tills when you checkout might not make any sense (College is addressing this IT problem). Therefore, to check the balance on your account:

- 1) Visit <https://payments.fitz.cam.ac.uk/CollegeBill/> - the same place you can pay your College bill.
- 2) Login with your Raven details
- 3) Click 'Purchases And Payments '
- 4) 'EPOS' will explore the transactions made using your University card whilst 'Fees & Charges' will rehash the information on your bill.

Self-Catering

Cooking for yourself is another possibility in Fitz. Aldi, Iceland and a Co-op can all be found on Histon Road, less than a ten minute walk or a couple of minutes cycle away. Both Aldi and Iceland are great for grabbing bargains, and are cheaper than the standard supermarkets.

If you're in town, there's a market in the centre with locally grown produce including breads and cheese. There's also a Marks and Spencer and a Sainsbury's right in the town centre which are convenient to pop into on the way back from lectures. The Sainsbury's does made-to-order fresh pizzas that are much cheaper than Dominos, but there's also one of those round the corner from Fitz that constantly has offers on.

Remember though that you'll likely only have a single shelf of a fridge, and there are no freezers in first year, so doing a big weekly shop really isn't possible. Something you'll start to find very annoying is that the hobs and ovens (when available!) automatically switch off after about 10 minutes; this is designed as a safety feature but can be frustrating.

Hopefully you will have all used a kitchen before, however it can't hurt to remind you not to leave food cooking unattended as this is how fires are mostly likely to start. There are smoke alarms in your accommodation that are quite sensitive and you can get fined if you accidentally set one off (not to mention annoying your entire staircase), so remember to use the extractor fan and open the window!

Room Booking

If you're feeling ambitious then you can also book the Stretton Room, which has a fully equipped kitchen and dining room, to host a dinner party. It can be booked until 11:30pm and you are welcome to drink and play music as long as everything is quiet and tidy by closing time. Rooms can be booked following the instructions found here: <http://www.fitzjcr.com/facilitiesroom-booking.html> and keys to the rooms can be picked up from the Porters Lodge.

ACADEMIC INFORMATION

We've all come here to learn and you can expect to work pretty hard for most of your time in Cambridge. It's important to remember that while virtually everybody gets on fine with their work (some even enjoy it!), it's not a problem (or even rare) to face difficulties at times, and there are plenty of people who can help you with an aspect of your academic life, be it your supervisor, DoS, tutor or someone else. The workload can be quite daunting, but with some good time management and a little bit of discipline, it shouldn't overwhelm you. Try not to be nervous about your work, but give it the respect it deserves and be prepared to do some hard studying right from the off.



Contact time

Lectures:

We all have them, though their number and structure differ enormously between subjects. Arts subjects tend to have fewer lectures than the science subjects and it's a good idea to go to them. They are a core part of your course and often provide your supervision material. Revising from lecture notes is also a good tactic come exam term and in some cases can be representative of what will be in the paper.

Supervisions: a Supervision is a small group teaching session, usually consisting of two or three students and a supervisor. A supervision isn't intended to be another lecture, rather a two-way process: it's good to contribute and let your thoughts be known. They are where work is set, discussed and returned to you.

Seminars: these are generally more common later in your University career and resemble supervisions but with larger groups. They are more structured and so usually require a greater amount of preparation.

Practicals: these are only really found in science subjects. They are somewhat similar to A2 practicals, but more difficult and with more people in them. In some subjects, write-ups are graded towards your final result.

Field trips:

Enjoy yourself... Remember to do some work...

What you can expect from supervisions:

- A full hour of teaching.
- A manageable-sized group, allowing you to participate fully, usually a maximum of four, and sometimes one-on-one.
- Guidance on how best to prepare for supervisions.
- To be set a reasonable amount of relevant work, and to receive constructive feedback.
- Your work to be marked before the supervision.
- Discussion of your questions and problems.
- Respect for your own opinions, and questions to be dealt with thoroughly and effectively.
- A clear idea of how many supervisions you are going to have, and what they will cover.
- An understanding of whether extra supervisions will be possible if necessary.
- An environment in which dialogue is encouraged between you and your supervisor about the quality, relevance or structure of the supervisions.
- If you find your supervisor is falling short of these expectations, let your DoS, Tutor, Senior Tutor or our Academic Affairs Officer know. Don't forget to fill in the periodic supervisor feedback questionnaire too!

What is expected of you:

- Turn up on time.
- Do your best to complete the work set and cover any necessary preparatory reading.
- Hand in your work on time.
- Contact your supervisor in plenty of time if for any reason you are unable to make the supervision or complete the work set. Many of your supervisors will have passed through the Oxbridge system themselves and will be sensitive to the difficulties you may experience. However if you are absent and fail to let your supervisor know you may be personally charged for the appointment.
- Make an active contribution.

Your Director of Studies

"Your Director of Studies works hard to help you make good progress in your course, develop your enjoyment of and expertise in your subject, and fulfil your academic potential. He or she will always be keen to discuss your plans and progress, and to offer advice and support if you are having difficulty in supervisions, coursework or any other aspect of your course."

- The Senior Tutor

Your Director of Studies (DoS) will play a big role in your time at Fitz. Basically, your DoS is in charge of your academic career at Cambridge and will sometimes teach you directly. If you have any academic complaints or problems, you should talk to your DoS. He or she will usually be a Fellow of the college involved in teaching and researching the subject you are studying. Your Director of Studies is ultimately responsible for supporting you in your academic life in any way that you need. As a result you should not be afraid to ask for any support you need or feel intimidated when you do - it's their job!

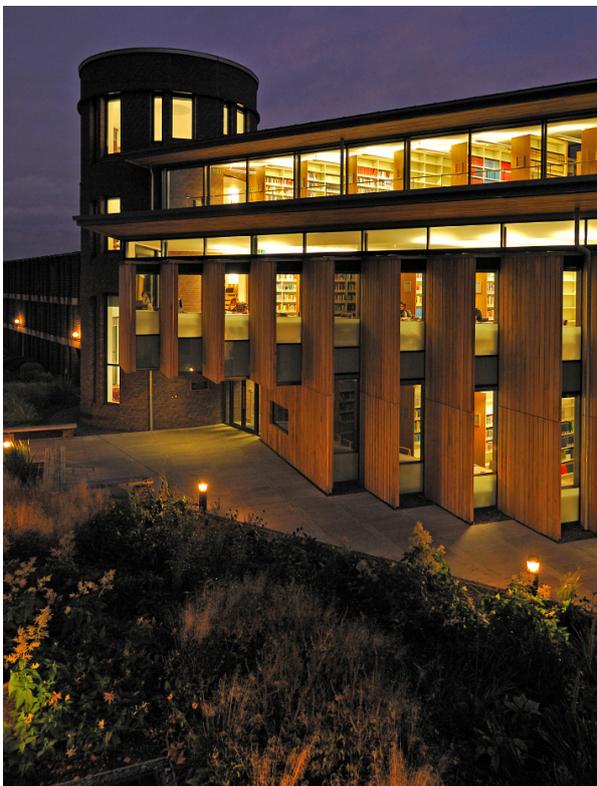
Your DoS is expected to:

- Meet with you at the beginning and end of every term, to discuss how you are doing. There will be a meeting in the first week to discuss the course objectives, the teaching you'll receive, the amount of work you can expect and any questions or problems you may have.
- Offer advice on courses and facilities in your Faculty or Department.
- Arrange your supervisions and monitor your progress.
- Be available at least once a week to discuss any queries you may have.
- Provide any and all reasonable support to your academic development, which may include providing mock examinations.
- Ensure that you are entered for the correct examinations and that you are advised on them.

- Tell you about course changes or lecture updates.
- Respond constructively to any concerns you may have about the quality or quantity of your supervisions.
- Provide information if you are considering changing subject.
- If you find your DoS is falling short of these expectations, let your tutor, Senior Tutor or our Academic Affairs Officer know. You can also let us know anonymously here: <http://www.fitzjcr.com/academic-welfare.html>

Essays:

These are very different from those that you've written so far in your academic career. They vary according to subject, but you are expected to have done a lot of background reading, to be able to analyse material, express your opinions, and to present them in an organised manner. Some subjects might require you to adopt an appropriate referencing system for all of your essays; others might not. It is a good idea to ask these kind of questions of your DoS before you have to hand in your first essay. You can't get away with just waffling—longer isn't always better. Remember, a well written essay can be all you need for revision, but also recognise that supervision answers and exam answers are not the same thing. Your Supervisor should provide constructive criticism on your essays and challenge the arguments they present.



← The Olisa Library



↪ Cambridge University Library

Exams:

All students will have exams in the third term of your first year and you will have to sign up for these yourself – clear and easy instructions will be sent closer to the time. Many will have college exams in January, though this varies by subject. But don't worry about these yet. You'll have plenty of time to do that when you arrive. The most important thing to say is that the work/play balance is key in your academic success and enjoyment, and the sooner you arrive at the optimal balance, the better for you and your DoS!

See here for more information: <http://www.fitzjcr.com/exams.html>

In exam term Fitz will make a greater number of rooms available for either individual or group study – you can find updates on this page: <http://www.fitzjcr.com/library-and-study-spaces.html>

Libraries

One of the advantages of the collegiate system is that you'll have three main libraries to choose from, so you'll almost always be able to find that book that you need for your essay:

Fitz - The Olisa Library

Our College library contains nearly 50,000 volumes and is open 24 hours a day, 7 days a week. Most importantly, our library building is one of the fanciest in Cambridge with a view from the top of its spiral that'll actually give you a valid reason to stare out the window and do no work. Books are borrowed on your Uni card via the self check-out machines on the ground floor. Fines are added to your college bill (although you'll only be fined for late books if you borrowed them over the holidays – 25p per day for each book up to a maximum of £10 per book). The book collection is still growing and you can suggest books for purchase here: <http://www.fitz.cam.ac.uk/onlineforms/view.php?id=13830>. Due to the generosity of benefactors, there's a good chance your suggestion will be purchased quickly!

The library also sells a range of stationary – see the price list here: <http://www.fitzjcr.com/library-and-study-spaces.html>

You'll have a library induction during Freshers' week led by its Librarian and Assistant - Christine Roberts Lewis and Tracey Piggott - which will give you much more information about how to use the library and allow you to borrow books. In the meantime, find out more here: <https://www.fitz.cam.ac.uk/library>. N.B. Our library staff are some of the loveliest in Cambridge. Expect biscuits, squash and a puzzle in exam term. Should you have any library related problems, Christine and Tracey are your go to people (the Library Office is staffed from 9am until 5pm, Monday to Friday).

University Library

If you just can't find what you're looking for, try the UL and you will. It will almost certainly have it, because it is one of six copyright libraries in the country and so is entitled to a copy of every book published in Britain. It's absolutely massive and comes complete with its own quad and tea room. However, if you don't fancy staying there to work, you have the option of taking out up to 5 books at a time for a two week loaning period. Just remember to pick up a map on your way in or attend a guided tour in the first few weeks. Rest assured though, once you learn how, it really isn't hard to find the book you need and there are always library staff around to help!

If you're having academic problems:

- Talk to other students to see if they are having similar difficulties. Compare notes with supervision partners, etc.
- Talk to your supervisor as early as possible after the problem becomes apparent.
- If you cannot talk to your supervisor, or get no response, speak to your Director of Studies.
- If you cannot speak to your DoS, speak to your Tutor or the Senior Tutor, or to the Departmental Course Organizer (depending on your subject).
- The Academic Affairs Officer has immediate College contacts to speed up the process if you feel you are not getting anywhere. If in doubt, ask.
- Don't delay— the problem could get worse. Be sure to document your problems in the termly supervisions questionnaire and the Lent and Easter Terms student self-assessment questionnaire.

If you have any other questions or queries, contact the JCR Academic Affairs Officer, no matter how insignificant they may seem.

CLUBS AND SOCIETIES

College life isn't all about work though. Being at Fitz is also about participating in the hodgepodge of extra-curricular activities it has to offer. Whether you're sports-mad, fancy your chances against Paxman on University Challenge, or just want to chill out with some like-minded people, Fitz has it all. And if it doesn't, you can just start a new society.

University Clubs and Societies

All university-wide clubs and societies are organized by CUSU. They publish a list of all clubs, which can be found online, and organise the Freshers' Fair at Kelsey Kerridge Sports Centre, which will be on the 4th & 5th October.

Ideally, you would go to the Freshers' Fair, see what clubs are on offer, and only sign up for what you are sure you will have time for. But what usually happens is you spray your new email address around to everyone in sight, stuff your pockets with as many freebies as you possibly can and your face with the free pizza there... and then spend 3 years getting annoying emails about Korfbal. Fortunately, there is always the opportunity to unsubscribe from a mailing list, accessed through Camsis or links at the bottom of the emails. Do try and go to as many squashes (see glossary) as possible, though, as they will usually have free food and drink and will give you more of a sense of what joining would be like.

Early in the year, trials will take place to join a University sports team. If you represent Cambridge against Oxford in a major sport, you get a Blue (see glossary); other sports award Half Blues. Most Blues sports have second teams, so you may still get to represent the university.

College Clubs and Societies

All college clubs and societies are free to join, being funded by the JCR. Go to the societies fair, held on the first weekend of term, to see what's available. Alternatively, keep an eye on the screens and notice boards plus any emails that might come to your inbox. If the club or team you're looking for doesn't exist, contact the JCR Treasurer and set up the club yourself.

Fitzwilliam is well represented in most sports. The clubs also attract many people who want to release the tension of their academic work. The larger clubs run more than one team, so whatever your standard you will be able to play for college at your preferred sport.

Sports

Badminton

Fitz has its very own badminton court and a friendly club running weekly practices. All standards of player are welcome – we run social sessions as well as team practices – and you can come along as often as you wish. Each year, Fitz enters both Men's and Women's doubles teams into the intercollegiate leagues, as well as entering Cuppers. The Women's team moved up from the third to the first division last year, and we're hoping to maintain our position this year.

Cricket

The Cricket Club has risen from strength to strength in recent years, culminating in an incredible Cuppers victory in 2016 for the first time in 44 years! We schedule fixtures around exams throughout Easter term and it makes for an excellent break from work. With numerous University-level players in the College 1st XI, Fitz will be expected to have a strong Cuppers campaign again this year. However, there will be plenty of opportunity for those of all cricketing abilities to shine through a range of 'friendly' fixtures against other colleges, local teams, the staff and the old boys. Winter nets take place during Lent term and will be rigorously observed for the slightest hint of hand-eye co-ordination.

Boat Club

Cambridge has a big river running through the middle of it, and consequently rowing is a very popular sport. Fitz Boat Club aims to put out three men's and three women's novice crews. Each boat contains eight people plus a cox (who steers), and is coached by senior members of the club. Your crew will train together and enter races throughout the year, as well as attending socials with the other crews you crash into on the river. It is a great way to meet people, and, if that isn't enough persuasion, there are the infamous Boat Club Dinners to look forward to.



Women's Football

Football is one of Fitz's largest female team sports and Fitz's team is one of the most successful women's football teams in Cambridge. They have a big range of both experienced and inexperienced players. The team is great fun and holds a balance between fun casual play and a healthy amount of competitive energy. The team has weekly league or cup matches and also a weekly training session at Fitz's great Oxford Road pitches, and is always welcoming new players.

Men's Football

The Football Club is the largest sports club at Fitz. The college is one of the University's strongest and always competes for League and Cup success. All abilities are catered for across the college's 3 teams, from complete beginners to those also hoping to represent the University. Fitz 1s and 2s play competitive matches weekly, while the 3s ensure everybody who wants to play football is satisfied. The Football Club stretches beyond playing, with other activities such as team socials, live Sky Sports in college and fantasy football.

Hockey

Fitz has women's, men's and mixed hockey teams jointly with Trinity. They compete in league matches every weekend against the other colleges and the women's team have just been promoted to the top league! As well as competing in league matches they also play Cuppers (which is another inter-collegiate league, but with knock-out rounds and a trophy for the winners at the end). Last year our mixed team won Cuppers, and our women's team has a very strong chance of winning Cuppers this year.

All levels of ability are welcome with the team ranging from blues players (University 1st team) to total be-

gainers. We are a very friendly and social team, doing at least one social event a term and often we'll head to Trinity for brunch after training.

Netball

Fitz Netball Club is formed of one mixed and one ladies team, both of whom have recently enjoyed impressive league performances. Netball is one of the biggest societies in Fitz and is open to all! We will be holding a casual session on Billy Day for anyone who is interested in Mixed or Ladies so do come along - it is not a trial! Netball is certainly not just for girls, and we increasingly have more boys sign up than girls so come along and see if it's for you! Our season runs from October to March.

Pool

Fitzwilliam College has a free Pool table located in the JCR, as well as a Pool team that regularly enters into the College League as well as the Cuppers Tournament, and were able to play against the other colleges in Division 1 last year. The Fitz Pool Team welcomes players of all levels of skill and commitment and encourages all players to enjoy the game. We're hoping to keep our spot in Division 1 this year with the classic Fitzwilliam grace, skills and banter.

Men's Rugby Union

At Fitz the men's rugby team is very friendly and relaxed. Players of any level, from complete beginners to accomplished players, are all welcome to join in. The team have had some great success over the last few years in both the league and cuppers and play regular matches every Tuesday with training on the weekends. The rugby club is a great way to relax during term and also has an excellent social life. To get involved in rugby all you need to do is come to the Fitz Societies Fair and sign up or come along to one of the training sessions at the start of term. The team have also got a tour planned for later this year so it's a great time for anyone to join.

Squash

Fitzwilliam College possesses two of the best courts in Cambridge. The courts are available for all to use, and can easily be booked in the Porters' Lodge. The college will be entering several teams into the inter-college leagues (which are incredibly friendly, and non-pressurised), and in the cuppers competition, for both men and women. Fitz has a history of high performing squash teams; both men's and women's firsts will be pushing for cuppers glory this season. All standards are welcome so don't be put off giving it a go if you've never played before. The teams will even have access to subsidised coaching starting next year. Squash is among the most relaxed of the team sports in Fitz and games are arranged to suit both teams. You can of course play squash at Fitz without being part of the teams - if you don't have a racket there tend to be one or two kicking around at the Plodge, or you'll probably be able to borrow one as lots of Fitz undergrads have their own.

Swimming Club

Swimming is strong at Fitz, and over the last couple of years committed students have reinvigorated a club founded in 1985. The Swimming Club trains regularly throughout the academic year at Parkside Pools (where a student discount card for the pool is available) and competes in the intercollegiate Cuppers competition held each year in Easter Term. The club has seen some great successes in Cuppers over the years. All competent swimmers are welcome, specific times are not requested, and the Club has members from all years.

Table Tennis

Fitzwilliam has one of the strongest teams in the University. Over the last year the team was brought back and has reached the finals of both Cuppers and University League. Nevertheless all levels of players are welcome specially beginners. Training happens regularly through the year during the weekends. We have a great squash court with an excellent table tennis table and multi balls for fast pace training. So we guarantee that after learning the basic movements it will be a good cardio exercise.

Tennis

Tennis fields strong Mens' and Ladies' teams to compete in Cuppers each year, and there is plenty of

opportunity to play socially as well. With our own hard court at Oxford Road and three more grass courts in Summer term, facilities are excellent and the club places great emphasis on everyone getting involved, whatever your level.

Waterpolo

Waterpolo is a growing sport at Fitzwilliam, demonstrated by being included in the college league for the first time in several years two seasons ago, and then going on to take the league with style. They hope to continue this success next year!

Music

The musical life of Fitz is incredibly active and varied, and there is always an opportunity to get involved.



There are excellent practice facilities in college for both individuals and ensembles, and there are a wide variety of music groups based at Fitz.

The Chapel Choir is an auditioned choir which sings for the chapel's choral service every Sunday, as well as performing at many of the college's important events throughout the year. There is also the opportunity to sing secular music at concerts and garden parties during the year.

The college is also home to two a cappella groups – the Fitz Sirens and Fitz Barbershop. Both regularly perform at events all over the university and beyond, and sing everything from jazz to pop.

Orchestra on the Hill is non-audition, and provides an opportunity for anyone interested in orchestral playing to join forces with students from other hill colleges (Murray Edwards and Churchill) to play a wide variety of music and put on concerts each term.

Furthermore, the college's Music Society regularly organises both professional and student concerts, and organises one of the best garden parties in May Week.

Fitz Swing is a 20 piece big band which, although based at Fitz, takes in talented players from all over the university. With frequent gigs, social events and tours abroad, it's a great way to meet new people and have fun at Cambridge while at the same time playing some great music! Look for us on Facebook to have a listen to a track from our latest CD.

Fitzwilliam Barbershop is the college male acapella group. They perform all sorts of music, and are often invited to perform both in Cambridge and across the world. In the past year alone they've been to 6 May Balls, taken a show to the Edinburgh Fringe, and been invited to the Netherlands and China (all expenses paid!). Whilst this might all sound very serious, the group is pretty low commitment and relaxed; we only rehearse for around an hour a week, and everyone has a say in how the group is run.

If you have any interest in singing, they'd love you to come along for an audition! You don't need to have sung acapella before, been in a choir or be able to read music, you just need to be up for giving it a go! To book an audition slot come and find them at the Fresher's Fair, or get in touch via social media (search

'Fitz Barbershop' on Facebook) or email (barbershop@fitz.cam.ac.uk).

Academic Societies

Most subjects organise social events at both a University and College level. Your Director of Studies or the older students will inform you of events in Fitz. Subject-specific talks are also often arranged by College and University societies.

Other Societies

Amnesty international

Fitz has a thriving Amnesty International society which works to demand justice for those whose rights have been violated. Each week in the bar, we write letters to government authorities to redress abuses of human rights. Past cases have included an Egyptian activist jailed for 'insulting the president', Russia's Pussy Riot, and various individuals facing the death penalty. If you don't have the time, just swing by to sign one of our pre-written letters!

ArtSoc

A new society at Fitz, which aims to provide artistic opportunities alongside other like-minded people at low or no cost for all students at Fitz. We are hoping to extend the art pieces that the college owns by student made master pieces, organize creative evenings with the other Hill Colleges and establish a photography community within the College with permanent exhibitions. Even if you just want some time to paint/draw/make things alone, the ArtSoc can show you where our secret and expertly hidden art room is, as well as possibly helping purchase materials to make your ideas become reality.

Fitz Chapel

Fitz Chapel is not exactly a "society", but it is an interesting place to get to know. The Chapel is a wonderful building, but the people make it what it is! We are welcoming to all faiths. We have regular Sunday worship at 11 and 6pm in term-time, and midweek, which is Christian in tradition, but we hope to meet together at different times to support those exploring faith matters, or anyone who has no faith at all!

The Chapel has a choir for those who like to sing, and we welcome all musicians. We run a crochet club as a weekly social event to get to know others, while sitting on a couch! Come and learn a new skill, as well as creating blankets for refugees, and having a chat.

We are open to starting discussion groups and events or trips, so let us know what interests you and what you would like to see provided by Chaplaincy in the college.

Fitz Enterprise

Fitz Enterprise was founded to discuss ways to develop and inspire more entrepreneurial spirits among our students past and present. It aims to empower young founders with world-class knowledge and connect them with alumni and each other. Our raison d'être is to educate, inspire and connect entrepreneurially minded Fitzwilliam members.

Fitz Debating Society

Whether or not you have debated before, the Fitz Debating Society has something for all abilities and aims to provide an open and inclusive place for public speaking and discussion. Workshops, debates and panel discussions are held throughout each term, providing the opportunity to improve your own technique, debate a range of contemporary issues and interact with both students and a host of guest speakers. Last year we were lucky enough to welcome Sir Vince Cable to deliver a talk on the politics, ideology and rhetoric behind the 'long term economic plan', a success which we plan to mirror as we continue to welcome more high profile speakers, encourage participation at every level and broaden perspectives on topical issues.

LGBT+

First year rooms are notoriously small, with limited storage space, so there is no room for you in your closet as well. The JCR officers in college, in alliance with the university wide campaign, put on a vast array of events and maintain many branches of support. From a weekly LGBT+ club night to calmer coffee socials, there's something for everyone. Both the college reps and CUSU run completely confidential mailing lists to keep you up to date with everything that's happening. Just Google CUSU LGBT+ or drop the officer a line at jcr.lgbt@fitz.cam.ac.uk.

Notes

Notes is a publication which started in Fitz just three years ago and is now distributed throughout Cambridge and Oxford. We print once a fortnight during term and our pages include works of art, poetry, creative writing and essays from the sciences and humanities. Notes is rapidly growing and we are eager for submissions via: submissions.cam@notespublication.com. Please check out our website: <http://notes-publication.com/> for more info.

The Goat Post

The Goat Post is Fitz's termly magazine and is overseen by the JCR Publications Officer. It is written and edited by Fitz students for Fitz students and gives everyone the opportunity to have their voice heard around College. Those involved in designing and editing the magazine have the chance to explore their skills in journalism and provides a platform into editing for the university newspapers.

To see past issues and find out more about the magazine, visit the Goat Post page on the Fitz JCR website: <http://www.fitzjcr.com/the-goat-post.html> and the Facebook group: <https://www.facebook.com/TheGoat-Post>.

To get involved, email the Publications Officer at: jcr.publications@fitz.cam.ac.uk



OTHER FUN AT FITZ

Fitz Sessions

A fantastic night of live music and performances in the bar. A few times a year, everybody goes to the bar to watch Fitz's musical talent (and a few acts brought in from around Cambridge). Barbershop, acoustic, Indie-pop bands, poetry, comedy all welcome to perform on a night not to be missed. Just search for 'Fitz Sessions' on Facebook to check it out.

The Fitzwilliam Society Careers Fair

The Careers Fair takes place every November (it's on Saturday 12 November, 3:30-5:30pm this year) and is held in the buttery. You'll get the chance to speak directly to Fitzwilliam alumni and find out about their jobs. Whether you're just starting to think about what you'd like to do, or you have a clear idea and specific questions to ask, the Careers Fair is a friendly event where you can chat with people who are part of the Fitzwilliam community. A student who attended the Careers Fair in 2015 said that "alumni were really friendly & wanted to help", whilst another said speaking to alumni "made it feel more personal". Over 45 alumni, representing a wide range of careers, offered advice last year.

It's never too early to start thinking about careers, and the contacts you make now may help with securing vacation work experience, which will make a big difference when graduation comes. Look out for emails, posters and flyers advertising the Careers Fair later this term. There's no need to book, just drop in on the day!

The Careers Fair is organised by the development office with the help of the Fitzwilliam Society, which keeps Fitzwilliam members – past and present - in touch with each other and the College.

Formal Hall

Formal Halls are a popular way to celebrate birthdays and entertain guests. Unlike Buttery food, you get your dinner served. You can bring wine if you like, but you have to get corks removed at the bar beforehand. Everyone dresses in formal wear (suit and tie needed for men) and their gown. You have to book a ticket in advance using the online billing service. You can also buy tickets for up to ten guests for most normal Formal Halls, who don't need to wear gowns. Contact the Steward's Secretary (Lorraine Evans) if you wish to entertain more than ten guests. Bookings and cancellations are available until 2pm two days beforehand. You should request any special dietary needs by then. The Formal Hall itself starts at 7.30pm. Undergrads should be seated by that time (a gong will sound) and then stand while Fellows enter and say Grace. This may all sound a bit uptight and joyless, but you wait until the food & wine start flowing.

Superhalls

Superhalls happen about twice a term. These are big themed fancy dress affairs. The main Superhalls in the first term are generally the 'Family Superhall' (there'll be posters up giving you the low-down) Halloween and 'Fitzmas', when even the Fellows can't resist getting involved. Remember to buy tickets early, as they sell out quickly. Superhalls are usually followed by a bar extension and a bop (see Glossary). The lucky few might even get to sit with the Master.

Fitz Ski

Every year Fitz holds an annual ski trip to the French Alps. All levels of ski experience are welcome and it's a great way to mingle with other Fitz students, graduate as well as undergraduate. It's always reasonably priced too (for skiing that is), so why not go for it?

COLLEGE FACILITIES

Café/Bar

As we've mentioned, Fitzwilliam has a great café, open from 8am until 6pm, serving a selection of cakes, coffees and other delights, and even bacon sandwiches at breakfast! The staff are friendly and the prices are cheap. In the evening the area doubles as a bar, serving a good selection of drinks and snacks at half the price of some of the bars and pubs in town. Everything can be paid for on your college card, and both serve as great places to socialise, relax and catch up with friends.

Chapel

Fitzwilliam Chapel is ecumenical, and Christians of all denominations are encouraged to take part in Chapel life. Whether you consider yourself a Christian or not, you are very welcome to the services which are held every Sunday. There are links with the neighbouring college, Murray Edwards, whose members also attend services.

During 'full term', regular Sunday services are held in the Chapel: you can find out more about these on our Services and Events page and from the Chapel Term Card. The Chapel also has designated quiet times for private prayer and meditation.

The Director of Music is Mrs Katharine Parton. She oversees all musical activities in the College and is closely involved with the work of the Chapel Choir. Please contact Katharine if you wish to discuss any aspect of College or Chapel music.

Social Space

We have two common rooms in the Central Buildings, the JCR, formally the Walter Grave Room, and the DeSmith room. The first has seen a number of changes this year, and can now boast free pool and table football, a projector and a vending machine. The second is commonly known as the TV room, where you can always find somebody to watch the footy with and, if you get in before the sports fans, anything else that Sky has to offer. We've recently updated our subscription to Sky HD. We also have a Nintendo Wii for anyone to pick up and embarrass themselves with (although it has been known to be temperamental). For a bit more peace and quiet, there's the Fitzwilliam Society Common Room on O staircase, above the archway from Fellows' Court to New Court and open to all. In there is another TV as well as comfy chairs.

Music

The Music Room and Practice Room complex is in the Auditorium building. If you wish to use these rooms you should sign out the keys from the South Porters' Lodge (Storey's Way side).

The Music Rooms contain a Bosendorfer grand piano and a number of other pianos, a harpsichord and the college tympani. It also has two guitar amplifiers, a bass amplifier and a drum kit. The Chapel has an organ, built by Peter Collins, a Steinway grand piano and a Godel harpsichord. We normally request that users of these instruments have obtained Grade 8 in performance. The Director of Music, Katharine Parton, may contact you by email regarding musical instrument use.

Party Rooms

The Gaskoin, DeSmith, and Reddaway Rooms (central building), Trust Room (bottom L) and the Stretton Room (bottom O) (see the 'Eating at Fitz' section of this handbook) may be hired by any college member. For booking, speak to the Steward's Secretary in L staircase.

Gym

We now have a brand spanking new gym round the back of the south side of college! It's free to use: all you'll have to do is sign up outside for an induction and you're good to go.

Oxford Road Playing Fields

Just round the corner from college the JCR owns the best playing fields that any Cambridge College has to offer: university teams ask to play here all the time. Importantly the fields were dedicated in 1923 'to the forty-three from Fitzwilliam Hall who fell in the Great War.'

Oxford Road is not just for the sporting teams of Fitz. If anybody wishes to use the fields, just ask the great Dave Norman (groundsman) and he'll point you in the right direction. It boasts tennis courts (grass and concrete), a netball court, football pitches (5 a side and full pitches), cricket pitches, rugby pitch and is the only Cambridge college with an on-site club house (with a bar). Throughout the year there are also activities up there such as Billy Day, where ALL the college go up for various fun, games, food and drink. Also, there is the 5-a-side football league in the final term to give a bit of a break from revision.

Allotments

Fitzwilliam has an allotment society composed of grads and undergrads. Under the watchful eye of green-fingered gardener Steve – who, thankfully, actually knows how to grow things – the society manages the five raised beds behind Wilson Court, not just for the benefit of the students who garden there, but for the whole college.



The beds are a space for anyone to use simply by joining the mailing list, and we would like the results to be shared as widely as possible with all students. That might be individuals grabbing some parsley to pop in their supper, courgette cakes for the JCR and MCR to enjoy, or a pumpkin pie cooking session when autumn rolls around. It will be a space for people to learn more about gardening, to take some time out from the stresses and strains of Cambridge, and to have a real sense of community. As far as possible we'll be running the allotments completely organically, and if slugs decimate our lettuces, or snails our herbs, then we'll consult everyone who uses the beds on how we'll solve the problem.

MAROON, GREY AND ...GREEN!?

Fitzwilliam is a really environmentally friendly college! Helped by an active college Environment Committee, and the JCR's Ethical Affairs sub-committee, everyone from the Fellows to the students is involved in making College life more sustainable and less wasteful. Every year the college gets fully involved with green events and Fairtrade Fortnight. This year we had a great selection of events, including a Fairtrade formal (with Fairtrade and sustainably sourced ingredients), Fairtrade wine tasting, a trip to the climate march in London and the organisation of new allotments in college.

Recycling

Recycling receptacles are provided by college in each kitchen. They are for:

- Paper & cardboard
- Cans, tins and foils
- Stiff plastics (i.e. plastic bottles, trays and pots; NOT carrier bags or crisp packets)
- Tetra packs
- Glass – use the separate blue bags for this

Please compress and clean your waste as much as possible. Electronic items (e.g. mobile phones), batteries and printer cartridges can be recycled at the Porters' Lodge. The black kitchen bins are for all non-recyclable waste, including food. More information on recycling can be found here: <http://www.fitzjcr.com/green.html>

Get in touch!

If you have any questions or ideas about greening Fitz, or want to know where Fitz stands on current issues such as Ethical Investment and the Living Wage (short answer: not bad, but we want it better), get in touch with the JCR Green and Ethical Affairs officers. Also, take a look at <http://www.fitzjcr.com/ethical.html> and like the Facebook page: <https://www.facebook.com/FitzEthicalAffairs>.



LIVING GREEN

Here are our top 5 green tips for term:

Make your money, and the planet, last longer: compared to meat, vegetables use less carbon and less of your cash.

Shut the windows if the heating's on, especially in winter (the frames are draughty enough as it is). Save energy and make future rents lower!

Keep your belongings out of the way of the heater; it'll help your room get warmer quicker. Turn off your radiator when you leave for vacations!

Use recycling receptacles as per the guidelines on your kitchen notice boards (ask the JCR Green Officer if you're unsure!).

Turn off your lights before you go out.



COMPUTING

All students can connect to the college network via their personal computers, either by using an ethernet cable (there should already be one in your room, or the Porters have a supply if not) or by logging on wirelessly. When on other university sites, you can log into the UniofCam or Eduroam networks to get WiFi in your departments (the former is easier as you can log on using Raven). Outside college both of these networks are free to use.

The College has a computer room for undergraduates, which is situated in the basement of the library. Access is gained with your uni card and the computer room is open 24 hours a day. This room has 10 PCs and 3 Macs. The PCs are managed as a part of the University's Managed Cluster Service (MCS) maintained by University Computing Service Desktop Services, which means that they should work the same way as other MCS computers throughout the University. The Desktop Services provide a central file space (DS-Filestore), which is directly linked to your MCS account, so you can get to your files wherever you are in the University. To use any MCS facilities you use your MCS credentials (which you'll sort out at the beginning of the year). You can also map the DS-Filestore to your personal computer and access files when on the college or university WiFi.

The use of the network is subject to the University's rules, which prohibit the use of the network for any illegal activity. This means, among other things, the unauthorised downloading of copyright protected material e.g. films, TV programmes and music. The College acts decisively on complaints received about this activity and it could result in disconnection and possible disciplinary action.

Network Charges

There is a 50p per week charge added into your rent, and this charge allows you use of up to 200 Gigabytes of traffic per quarter (each quarter broadly equating to each term, plus the summer vacations as the fourth). If you exceed the 200GB limit then you'll be charged an extra £0.33 for each additional gigabyte.

When you have used over two gigabytes in a single 24 hour period you'll be sent an automatic reminder about your usage. You can also check your usage at any point, online, by following the links on the JCR website.

TV Licences

There are new rules and regulations being put in place this year with regards to TV licences. You now may need a license to watch BBC iPlayer! You should be absolutely fine but just make sure you don't break the rules regarding the licensing agreements.

If you want to watch live television on a broadcaster website (iPlayer, ITV Player, 4oD etc) then you need a licence.

If you watch any catch-up TV on a broadcaster website (iPlayer, ITV Player etc) while you are plugged into the mains, you are not covered by any home licence so you need to buy one.

If you watch catch-up TV whilst you are on battery power (ie not connected to mains), you do not need an additional licence.

If you do not watch any catchup TV service by a broadcaster but use other subscription services (Netflix, Amazon Prime, etc) you do not need a licence.

For more details go to: tvlicensing.co.uk/law

Printing

There are three printers in the library that can each print on both A4 and A3, in colour and double-sided.

They also double up as photocopiers and scanners. To use the printer you need only tap your uni card on it and a list of anything that you've sent to print will be displayed. You can print to them from the computer rooms or from your own PC (you will need to install some software to do this. See the Computing section of the website for details).

Charges are made for printing: 6p for A4 black and white, and 18p for A4 colour. A further list of prices for other sizes can be found by the printers themselves.

Email

Email is the normal way to communicate in Cambridge, and Hermes, the University's email system, will become your new best friend. The College, course organisers and supervisors will frequently contact you by email, so it is essential to check yours regularly. It's possible to get your emails sent directly to your phone or mailbox on your laptop, and guides on how to do so can be found on the University website.

The JCR also send out a lot of messages via email, such as the weekly Billy Bulletin (which is obligatory reading matter for all undergraduates who don't want to make the JCR secretary cry), so make sure to check your inbox!

Here's a list of hyperlinks to some of the most useful sites you'll need when here. A list of these links can be found at the top right hand side of the JCR website (www.FitzJCR.com):



Buttery Menu (updated weekly): <http://www.fitzjcr.com/buttery.html>

CAMCORS (supervision tracker): <http://www.camcors.cam.ac.uk/>

CAMSIS (your official records): <http://www.camsis.cam.ac.uk/cam-only/index.shtml>

Moodle (subject resources) <https://www.vle.cam.ac.uk/login/index.php>, which is replacing the old website CamTools <https://camtools.cam.ac.uk/index.html>

CUSU (Cambridge University Student's Union): <http://www.cusu.co.uk/>

Fitz Library Catalogue: <http://library.fitz.cam.ac.uk/liberty/libraryHome.do>

Fitz Online (official Fitz website): <http://www.fitz.cam.ac.uk/>

Hermes (webmail service): <https://webmail.hermes.cam.ac.uk/>

Library Search (University-wide library search): <http://search.lib.cam.ac.uk/>

MyFitz (Fitz helpdesk & tutor signup): <https://services.fitz.cam.ac.uk/FIP/live/index.php?r=helpdesk/ticket/create>

Online Payments (formal booking/bill): <https://payments.fitz.cam.ac.uk/CollegeBill/>

Printing Balance (MCS printing balance): <http://www.ds.cam.ac.uk/balance/>

Recommend a book for Fitz Library: <http://www.fitz.cam.ac.uk/onlineforms/view.php?id=13830>

TROUBLESHOOTING

Cambridge can be an overwhelming place. You feel there are so many things to sort out: organising supervisions and lectures, buying books and making friends. However, there are also many people at Cambridge to help, guide and support you.

People here to support you:

Your Tutor

Your Tutor is a Fellow who will usually remain with you for your Cambridge career. His or her academic subject is deliberately not your own so that you can raise any problem about your course or supervisors without treading on the toes of your Tutor's immediate colleagues. Any matter, whether trivial or traumatic, academic, social, financial, medical or to do with your home life can be brought to your Tutor's attention. Although you can expect your tutor to deal sensitively with any issue, you are perfectly welcome to contact another tutor if you would prefer to discuss a particular matter with them.

Other jobs of your Tutor:

- Advising on academic issues, work/life balance etc.
- Advising on personal matters, if you wish
- Advising on matters, such as cars, travel grants, funds, exams and Statutes
- Advising on financial problems
- Acting as a referee in job applications, whether permanent or temporary
- Representing your interests if you get into trouble with the College, University, or Police
- Supporting you should you be taken ill
- Discussing the possibility of changing subjects, and initiating such a change.

Meeting your Tutor at the beginning and end of every term (including your first term of first year) **is compulsory**, even if you have nothing specific to discuss. This is so your Tutor can keep up to date on your situation.

The JCR Welfare Team

The job of the JCR Welfare Executives is to be there for you with friendly advice and support for almost anything! They are both happy to chat about whatever you'd like, from buying a bike to contraception advice. They are well-acquainted with the avenues of support within the university, so if there is nothing they can do for you they are there to point you in the right direction towards people or organisations that can help.

It's important to remember that there should be no stigma attached to being unhappy, depressed, or simply just not enjoying your Freshers' Week. Freshers' Week is not always for everyone and you may quite easily find you enjoy the rest of the first term much more.

If you have any niggling problems before you arrive in Cambridge, or even when you first arrive, you can contact them by email. Please do not hesitate to contact them with any problems to do with your first few weeks in Cambridge.

You can also anonymously request contraception from them. More details can be found at <http://www.fitzjcr.com/the-welfare-team.html>

JCR Women's Officer

Though the college has been mixed for 30 years now, 600 years of an exclusively male university has left a

gender deficit that has yet to be fully rectified. The JCR therefore has a Women's officer, who is available to all genders to discuss anything relating to women or gender in Cambridge.

Contact: jcr.womens@fitz.cam.ac.uk

JCR LBGT+ Officer

Another aspect of Fitz's welfare support is our LBGT+ Officer (Lesbian, Bisexual, Gay, Trans, Plus). Their job is to provide support and information for Fitz's LBGT+ students, as well as organising 'swaps' followed by Cambridge's infamous gay night. Feel free to get in touch at jcr.lgbt@fitz.cam.ac.uk with any problems or questions, and the officer will also be around in Freshers' Week. In addition, CUSU LBGT+ run an LBGT+ Parenting Scheme for freshers, which is a fantastic way to make new friends and meet people who can answer any questions you might have about LBGT+ (and indeed non-LBGT+) things in Cambridge. Visit www.lgbt.cusu.cam.ac.uk/freshers to find out more and sign up if you're interested.

JCR Disabilities Officer

The Disabilities Officer is there to represent the needs of disabled students in college and at JCR committee meetings. They can offer advice on any issues or answer questions on disability-related topics. In addition they maintain strong links with CUSU and will attend the CUSU Disabled Students' Campaign meetings and communicate information back to the college community.

International Officer

Moving to a foreign country is a fantastic thing that can enrich every aspect of your personality. However, it can also be a difficult experience, and your International Officer is there to make adaptation as smooth and pain-free as possible.

It is important to encourage integration right from the off, and the JCR hope to be there to assist international freshers any way we can. During the rest of the year, your International Officer will be in touch at all times to listen to and deal with particular issues that might affect your everyday lives.

Building bridges is key to diversity and multiculturalism, and this is something that the JCR would like to encourage. The JCR International Officer hopes to establish a platform for this through events such as foreign cinema nights, national days and language-swap evenings, giving everybody the opportunity to learn something new.

There are many difficulties inherent to moving from afar, and the International Officer is here to ensure that you're free to enjoy and celebrate your culture, religion and lifestyle unimpeded.

Contact: jcr.international@fitz.cam.ac.uk or check out the following links: <http://www.fitzjcr.com/international-students.html> <https://www.facebook.com/groups/130441823796285/?fref=ts>

Ethnic Minorities Officer

The Ethnic Minorities Officer aims to promote equal opportunities for Black and Ethnic Minority (BME) students throughout college and work closely with the Target and Access team and the International Officer to ensure that we can maintain and even increase Fitz's current diversity.

Over the course of the year there will be a number of events to celebrate the ethnic diversity within Fitz, such as swaps and food festivals. The Ethnic Minorities Officer is also happy to chat if you have any concerns or suggestions, which she can voice at JCR meeting or to college/CUSU if necessary.

Contact: jcr.ethnicminorities@fitz.cam.ac.uk

Other Means of Support:

Peer Supporters

Working alongside the JCR Welfare Committee, a number of students at the College are Peer Supporters, trained by the University Counselling Service to discuss your options in any situation confidentially and non-judgementally. Contact them at peersupport@fitz.cam.ac.uk or via <http://fitzpeersupport.wordpress.com/>. Similarly Linkline is a student run 'active listening' organisation open from 7pm to 8am during term time. The telephone number is 01223 367 575.

College Counsellor

Mary Cavander Attwood is based at Murray Edwards College (next door to Fitzwilliam). Students can contact her direct, to arrange a meeting: counsellor@fitz.cam.ac.uk.

University Counselling Service

This employs professionally trained counsellors (both male and female), for students to talk to about any problems: emotional, sexual, social or psychological. It is best to contact the Counselling Service via your Tutor, but you can contact them directly if you prefer on 01223 332865 or at www.counselling.cam.ac.uk. If you feel desperate, you will be seen quickly. Both these services are free and confidential.

College families

Your college parents will have seen it all and done it all before (probably)! They can be an excellent source of advice on everything to do with Cambridge life and academics and are usually always available for a chat. Take advantage of them – they signed up as parents for a reason!

Money Problems

- If things get desperate, contact your Tutor. The College won't let it get to a stage where you cannot afford food. Even if the bursary fund deadlines have passed, if your situation is desperate the college will ensure that you can continue to live, as long as your reasons for financial difficulty are valid.
- For any questions regarding your bill contact Jo Measham: college.bills@fitz.cam.ac.uk.

Academic Problems

- Talk to other students, to see if they are having similar difficulties. Compare notes with supervision partners, etc.
- Talk to your supervisor as soon as possible after the problem becomes apparent.
- If you cannot talk to your supervisor, or get no response, speak to your Director of Studies.
- If you cannot speak to your DoS, speak to your Tutor or the Senior Tutor, or to the Departmental Course Organizer (depending on your subject).
- Don't delay—the problem could get worse.
- Be sure to document your problems in the termly supervisions questionnaire.

Health Problems

- Cambridge Student Health provides comprehensive advice on health and local services in Cambridge for all students.
- Huntingdon Road Surgery is the closest – register there in the first week.
- College Nurse, Dee Williams can advise on any health problems. Email: nurse@fitz.cam.ac.uk. The College Nurse's open surgery times are as follows: (No appointments are necessary) Mondays 11:00 - 13:00; Tuesdays 08:30 - 10:30; Wednesdays 13:30 - 15:30; Thursdays 09:30 - 11:30; Fridays 11:30 - 13:00
- If your health issues are affecting your work, contact your tutor.

Problems in college

- Linen, cleaning issues, guest room bookings and staying in College outside the residence period (undergraduates) contact the Housekeeping and Accommodation Office.
- Broken furniture, heating not working, blocked sinks and toilets, any electrical appliance not working (this applies only to those items that the College provides), or any other routine maintenance jobs contact the Maintenance Department. You can create a helpdesk ticket to contact them by going to: <https://services.fitz.cam.ac.uk/FIP/live/index.php/site/login>
- If you have any other problems regarding your accommodation you should contact Diane Pickles in K staircase or consult the JCR Vice President, who serves as the student Accommodation Officer.

GLOSSARY

At Fitz we like to use lots and lots of silly words that no-one else but Cambridge students will understand. This probably made us feel special once but now can be a tad embarrassing. Anyway it's useful to know them as they will come up regularly:

- **Bedder:** Archaic term for your cleaner.
- **Billy:** Small boy or goat, who is the personification of College Spirit. For example, our sports teams often play for 'Billy Pride'. Also a common way of referring to Fitz in general. A Fitz student is a 'Fitzbilly'.
- **Blue:** Someone who has represented Cambridge against Oxford at certain sports. Refers to the person and to the award itself: you are a Blue if you have a Blue. They get to wear a, er, nice shade of pale blue.
- **Boatie:** Rower.
- **Bubble, the:** Cambridge in term time; lack of knowledge of affairs outside of Cambridge or even the buttery. You'll see.
- **Bumps:** A race that boatie people do at various times of the year—the aim being to 'bump' into the boat in front. And break it. Great fun to watch in Fen Ditton (village just outside Cambridge).
- **Buttery:** Canteen.
- **CompSci:** Pronounced 'Comp-Skee'. Someone who studies Computer Science.
- **Cuppers:** intercollegiate sports tournament.
- **CUSU:** Cambridge University Student Union.
- **Desmond:** Another way of saying Lower Second Class Honours (Desmond Tutu = 2:2)
- **Domestic Bursar:** the person in charge of college facilities. For the historians, the Domestic Bursar used to be called the 'Manciple'.
- **Ents and Bops:** Bad, bad names for college entertainments. Bops are free discos, with a DJ and a bar extension. Ents are larger events, with several rooms, bars and distractions. Check out Clare's, King's and Queens' (and Fitz's, obviously!). Oh, and Churchill's notorious 'PAV' if you like the sound of dressing up in a different costume every Friday. It is convenient, we'll give it that.
- **Fellow:** One of the senior members of the college, engaged in research and/or teaching.
- **Formal Hall:** A dinner where you wear a suit and gown, and bring your own bottle.
- **Superhall:** bigger, fancy dress version of Formal Hall where most of the college turn up.
- **Gyp Room:** Kitchen. Stick with kitchen... for your sake.
- **High Table:** A raised table in the dining hall where the Fellows usually sit.
- **'Hill Colleges':** Fitz, Churchill, Murray Edwards, St Edmunds, Lucy Cavendish and Girton.
- **Matriculation:** What you do when you get here, on the first day of full term. Wear your gown and sign a book.
- **Mature Students:** Students who have been away from full-time education for 3 years or more. Not always mature.
- **Michaelmas:** The Cambridge name for the first term, followed by Lent and Easter.
- **Natsci:** (Not Natzi, nat-skee) Saying natural scientist is a bit tiresome after a while. Don't, however, use this

term outside of the 'Bridge. In fact, best not to use any stupid Cambridge words when not in the bubble (see bubble, the) or sometimes when in the bubble. Natscis can be 'bio' or 'phys' (biological or physical).

- **Pigs:** pigeon-holes: a row of boxes in the Porters' Lodge where all your mail and messages are put. Check yours often!
- **Porters:** All-knowing, all-seeing people who live in the Plodge.
- **Plodge:** Porters' lodge.
- **Redit / Exeat:** The books you MUST sign at the start and end of each term
- **Screens:** The notice boards outside the Buttery.
- **Squash:** A meeting of a society in the first few weeks of term, where current members persuade Freshers to sign up for the club.
- **Suicide Sunday:** The first day of May Week.
- **Tab:** Refers to someone from Cambridge, short for Cantabrigian. Also the name of the online student newspaper.
- **Varsity:** A student newspaper, as is 'The Cambridge Student', or 'TCS'. Also an annual sports match between Cambridge and Oxford.

