

Magdalene College, Cambridge

Accommodation Handbook

Academic Year 2025/26

Registered Charity Number 1137542

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1. USEFUL CONTACTS

Bursary – First Court D2			
Helen Foord	Assistant Bursar & Rooms Tutor	hf265@cam.ac.uk	
Susannah Roberts	Accommodation Coordinator	rooms@magd.cam.ac.uk	Enquiries relating to: Student accommodation, (including room allocations, bookings and changes), Out of Term Residences
College Office – First Court C4			
Antonia Gray	Senior Accounts Assistant	billing@magd.cam.ac.uk	Enquiries relating to: College bills
Housekeeping Department – Benson Court E Basement			
Katarzyna Niesterczuk	Housekeeping Manager	housekeeping@magd.cam.ac.uk Housekeeping Request Form: www.magd.cam.ac.uk/housekeeping-request-form/	Enquiries relating to: cleaning of students rooms and communal areas, borrowing camp beds for overnight guests, furniture and furnishings, waste disposal
Maintenance Department – Benson Court C-D Basement			
maintenance@magd.cam.ac.uk Maintenance Request Form: https://www.magd.cam.ac.uk/students-magnet			Enquiries relating to: utilities (lighting, heating, hot water), faults and repairs of all College buildings, laundry facilities, PAT testing
Porters – Benson K and Porters' Lodge			
Kevin Atkins	Head Porter	ka369@cam.ac.uk porters@magd.cam.ac.uk	Enquiries relating to: room keys, bicycle storage, vacation storage, post, gym
Alumni and Development Office – Mallory Court A staircase			
Alumni and Development Office		alumni@magd.cam.ac.uk	Enquiries relating to: student guest room bookings

2. ROOMS

2.1 College Accommodation and Rooms in College Houses

Magdalene College provides around 460 rooms to undergraduates and postgraduates. Seven flats are available for postgraduate students with partners, and two single flats are available for postgraduate students living alone. A full list of all rooms is available in Appendix 5.

The College has rooms in Cripps Court which have been specially adapted for those with wheelchairs and other disabilities. Please contact the Accommodation Coordinator for further information on these facilities. There are also rooms on the ground floor of Benson O which may be suitable for some students with specific access needs.

All Magdalene College rooms should contain:

Bed, mattress	Desk
Wardrobe	Desk Chair
Chest of drawers	Bookcase
Waste bin	Lamp
Duvet, pillow, mattress protector	Curtains

Students are required to bring their own towels and bed linen. Bed linen must be used on the bed, duvet, and pillow. Most rooms in College have single beds, but those students moving into rooms with a double bed will be informed before the beginning of Term.

Inventories will be released online at the start of Michaelmas Term. These should be checked, signed and submitted within the first month of occupancy. Please note any faults (scratches, burns, marks, etc.) which are not already listed on this inventory. This ensures that you will not be charged for any damages for which you are not responsible. Inventory inspections are normally made whenever the occupancy of a room changes. Students will be charged for any major redecoration or repair work that is required following their occupancy.

2.2 Allocation

Undergraduates - Magdalene College accommodates all undergraduate students in College and College houses. The allocation of undergraduate rooms is the responsibility of the Rooms Tutor and Accommodation Coordinator. New undergraduates select their own accommodation via the StarRez Portal; instructions and further details will be distributed in late summer. It may be necessary to alter room allocations for operational reasons. Continuing undergraduates choose their room for the following year in a ballot organised by the Accommodation Coordinator and supervised by the JCR.

Once you have checked in at the Porters' Lodge, received the keys to your room and taken possession, you will be deemed to have agreed to all Terms and Conditions of the Accommodation Licence.

Postgraduates - Magdalene College cannot guarantee accommodation to all postgraduate students. The allocation of rooms for postgraduates is also the responsibility of the Rooms Tutor and Accommodation Coordinator. New postgraduates select their own accommodation via the StarRez Portal; instructions and further details will be distributed upon Confirmation. Continuing postgraduates choose rooms for the following year in a ballot organised by the Accommodation Coordinator and supervised by the MCR.

Once you have checked in at the Porters' Lodge, received the keys to your room and taken possession, you will be deemed to have agreed to all Terms and Conditions of the Accommodation Licence.

Living Out - If an undergraduate student wishes to 'live out' of College accommodation, they must obtain written permission from the Senior Tutor and their own Tutor. Postgraduate students do not need Tutorial permission to live out of College. If a student would like advice on living out, they can obtain this from a number of sources, including their Tutor, the JCR or MCR Committee, the University Accommodation Service, and the Cambridge Students' Union (Cambridge SU).

Medical Reservation - The College has a duty under the Equality Act to make reasonable adjustments for disabled students, including student accommodation. In the context of student accommodation the College refers to 'Medical Reservation'.

Students applying for College accommodation for the first time should note this requirement when they apply for a room on the StarRez Portal, and will be directed to a selection of rooms which may be appropriate to their needs. If there are no rooms which are appropriate to their needs students should contact the Accommodation Coordinator for further guidance. These arrangements will be reviewed annually.

Continuing students who find they require a specific type of room due to medical needs or reasonable adjustments should contact the Accommodation Coordinator requesting a 'Medical Reservation'.

Students do not need to disclose the details of their condition to the Accommodation Coordinator, but will be required to meet the Health & Wellbeing Service to confirm the accommodation requirement on medical grounds. The Health & Wellbeing Service will discuss with the student their request. Using the information supplied by the student, their own clinical/professional expertise and any other clinical evidence which may be supplied, the Health & Wellbeing Service will make specific accommodation recommendations.

In the unlikely circumstance that the student and Health & Wellbeing Service cannot agree on the requirements/reasonable adjustments, the student may be asked to contact the ADRC (The University Accessibility & Disability Resource Centre) or another third party for further assessment. If the College cannot meet the specific request, the College will do its best to find an appropriate alternative. For example, the student may not have access to ensuite facilities but would share a bathroom with only one other student. If the College is not able to address the student's needs the College will let the student know the reason(s) for that decision.

A student with disabilities requiring a specific type of accommodation and supported by the Health & Wellbeing Service assessment, will be charged rent at the lower of median room rent for the year (2025/26 £188.72 per week) or the applicable rent band applied to the room. Students should note that while it tries to accommodate personal preferences the median rate only applies in respect of agreed reasonable adjustments.

2.3 Rents

The rent that you pay contributes towards the cost of your room provision including utilities, such as water and electricity. Accommodation charges are reviewed by the College each year, in consultation with JCR and MCR representatives. These are banded to reflect their size, facilities and other features. The weekly rents for the bands are set out in Appendix 1.

2.4 Payment Terms

Payment at the agreed rate per week is to be made to the College Office by the Division (middle) of each Term. The student will be reminded of the due date on the College Bill they receive at the beginning of Term. If a College Bill payment is more than 14 days overdue, interest will be charged in line with the Bank of England's rate for each day the payment is outstanding. The maximum charge is £100, and no charge will exceed the outstanding College Bill balance. If a student does not think they will be able to pay their bill by the relevant date, they should contact their Tutor as soon as possible, and before the bill due date. Postgraduates are permitted to settle their College Bill in three instalments. See the College Rules section D (Financial Rules) for details.

Undergraduate students pay a set 70 nights per Term and then pro rata for any additional nights (see Accommodation Licence in Appendix 2). Postgraduate students have an annual Accommodation Licence and pay a set 91 nights in Michaelmas Term, 91 nights in Lent Term (92 nights in a leap year), 91 nights in Easter Term, and 76 nights in Long Vacation (see Accommodation Licence in Appendix 3).

2.5 Termly Occupation – Undergraduates only

The occupation periods for the academic year are detailed on the Undergraduate Accommodation Licence. You may gain access to your room after 2pm on the first day of Term, and you **must** be in residence by the start of Full Term. You may depart from the last day of Full Term, and you **must** vacate your room by 9am on the last day of Term.

When you leave College accommodation for the first time at the end of Term you must check out of your accommodation in the Porters' Lodge. You must also return any physical keys, if applicable. **All students must visit the Lodge to check out upon departure, otherwise you will be charged for accommodation until the end of Term.**

During the vacations, the College makes extensive use of rooms for conferences and visitors. Please consult the example Departure Requirement fact sheets in Appendix 4. These will be circulated before the end of Term with details of which accommodation areas need to be cleared completely.

Please note that students not adhering to these rules can cause enormous difficulty for the College staff. Therefore, in accordance with the College Rules (Section C) any undergraduate student who fails to clear their room in the appropriate manner at the end of each Term may be liable to have their possessions removed and receive a charge on their College Bill. The value of any charge is determined by the Assistant Bursar and will be based upon costs incurred to rectify damage, staff costs, and any other costs to return accommodation as it was found. Any excess belongings may be removed and donated to a charitable organisation; this would only be done after extensive efforts to engage with the student to clear the room. In extreme circumstances the Dean may also impose a ballot penalty of a reduction of 25 room ballot places in the next room ballot draw.

2.6 Out of Term Residence

As stated in the College Rules (Section C), if an undergraduate student wishes to stay in College accommodation outside of Term, they must apply for an Out of Term Residence (OTR). The application form for an OTR is available on the College website. This form will also be sent to students by email before the end of every Term. The student must get permission from their Tutor, and if they wish to stay for a course-related reason, they must also get permission from their Director of Studies. The form must be returned to the Accommodation Coordinator by the advertised deadline.

An OTR stay is charged at the normal pro-rata rate of the room in which the student is staying. Students should be aware that OTRs are not guaranteed and are subject to room availability. They should also note that they may be required to move room(s) for all or part of their OTR.

2.7 Cripps Court

The College traditionally hosts external conferences and events throughout the year, which provide vital revenue to support our academic projects. Magdalene's Cripps Court complex, with its auditorium, meeting rooms and galleries, is the main location for the vast majority of these events.

During Term, the rooms in Cripps are home to Magdalene students, but the larger communal areas may still be used for day conferences and other gatherings. While events are taking place, the areas in use are closed to students, but Cripps residents will still be able to access their rooms,

gyms and laundry.

When an event is taking place, signs will be posted in the relevant areas. Students should take care not to disrupt conference activity. Students are not permitted to move furniture in the areas being used for the conference, nor should they make excessive noise.

During the Easter Term, no commercial events are held in College, to allow Magdalene students to prepare for their examinations without disruptions.

During vacation periods, Cripps Court is usually closed to students, and may be used for conferences, access residentials, and other functions. Therefore, students living in Cripps Court cannot usually stay in their rooms during the vacation period and are likely to be required to completely clear their rooms during the Easter vacation.

3. HEALTH AND SAFETY

3.1 Accident and illness procedures

In the event of an accident or serious illness, you must inform the Porters' Lodge immediately and also request that your Tutor be notified. If necessary, arrangements will be made for appropriate treatment elsewhere, whether by the College Nurse, or by transfer to hospital.

In case of a serious emergency, dial 999 and then IMMEDIATELY notify the Porters' Lodge (01223 332 100) that a 999 call has been made.

In all circumstances of a serious accident or emergency of any sort, it is essential that your Tutor be informed immediately via the Academic Office or the Porters' Lodge.

3.2 First Aid provision

First Aid boxes are held in the Porters' Lodge and the Cripps Porters' Lodge. A defibrillator is held at both the entrance to Cripps Court and in the main Porters' Lodge. Additionally, there are 4 life changing bleed kits held in the following areas: Gardens Department, Maintenance Department, the Porters' Lodge, and the Head Porters Office. If you require first aid treatment you should contact the Porters immediately.

3.3 Emergency contacts

All Porters are qualified First Aiders. The College Nurse is able to give treatment for minor injuries and illnesses when in College. Surgery hours are posted on the Health Centre door, and in the Porters' Lodge.

3.4 Accident reporting

If you have had an accident, after receiving any attention or treatment, you must complete an accident report form. Accident report forms are available in the Porters' Lodge. All reported incidents are logged and reviewed at the College Health and Safety Committee.

3.5 Safety inspection of rooms

College staff may enter students' rooms on giving notice, or in an emergency. The College has identified the need for a regular programme of safety checks to ensure that all areas are covered termly while students are in occupation. Two possible dates will be published at the start of Michaelmas and Lent terms for each staircase/house in student occupation. The safety inspections will be carried out between 10am and 4pm. A brief visual inspection will take place in each room and staircase visited. Students are not required to be present, and the purpose of the visit is to ensure that safety instructions are being followed. Staircases will be visited on one or other of the termly dates listed.

4. FIRE SAFETY

Please make yourself aware of all fire exits, fire escape routes, call points, assembly points and fire extinguisher locations.

4.1 In Case of a Fire

- Raise the alarm by pressing the fire alarm point.
- Do not stop to collect belongings.
- Evacuate the building immediately, closing any doors behind you.
- Proceed to the designated assembly point indicated on the fire safety notice at the entrance to each building and muster as a household.
- Remain at the assembly point until instructed.
- Please make contact with the Porters' Lodge, telephone number 01223 332100.
- Do not re-enter the building for any reason until allowed to do so.

On Hearing the Fire Alarm:

- Do not stop to collect belongings.
- Evacuate the building immediately, closing any doors behind you.
- Proceed to the designated assembly point indicated on the fire safety notice at the entrance to each building and muster as a household
- Remain at the assembly point until instructed.
- Please make contact with the Porters' Lodge, telephone number 01223 332100.
- Do not re-enter the building for any reason until allowed to do so.

4.2 Fire Drills/Evacuations

The Head Porter is responsible for arranging fire drills throughout College accommodation and offices. The fire drill dates and locations will be at a date and time as decided by the Head Porter. All records of drills/evacuations are the responsibility of the Head Porter. Drills will be arranged once per year. Any re-testing will take place as and when required.

4.3 Non-residents/Guests

Occasional guests may stay overnight (up to two nights) in College accommodation, as long as the student is present. All guests must sign in at the Porters' Lodge. For Fire Safety reasons, it is essential that the College is aware of who is resident at any time so guests must be booked in and sign the registration form provided. Guests staying more than two nights must be booked into one of the Student Guest Rooms.

4.4 Fire Prevention

It is the responsibility of all College Fellows, students, staff, guests and visitors to prevent fire. Please be aware of fire action signs and what action to take in case of a fire or alarm activation. Smoking, cooking, and lighting candles or incense in student rooms is strictly forbidden. Worn electrical leads and other hazards should be reported and replaced.

4.5 Detection and Alarm

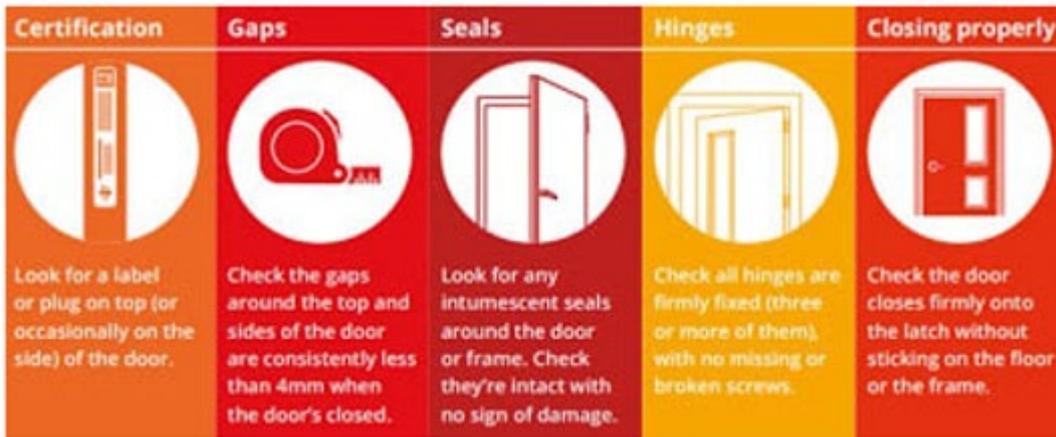
All Magdalene College accommodation is equipped with automated fire detection and alarm equipment.

Please alert the Porters' Lodge on 01223 332100 or in person of any alarm activation.

Do not tamper with the fire detection, alarm systems or fire extinguishers.

4.6 Signage/Fire doors

Each fire escape route is clearly signed. It is important that escape routes are kept clear of all obstructions. Fire doors are clearly marked. All fire doors are to be kept closed and are never to be wedged open (individual room doors/doors leading into all communal areas). Residents or their guests should not tamper with any self-closing devices. Residents should immediately report any fault or damages to the fire doors to the Maintenance Department. All fire doors should comply with the below requirements.



4.7 Smoking

Smoking (including the use of e-cigarettes) is neither permitted in any residential College room, nor in any other College building. Smoking or vaping is permitted only in certain areas of the College grounds – in the grass area behind Benson E, in the area between Bright's Building H and the Gardeners' Cottage, and Cripps courtyard.

5. UTILITIES

5.1 Heating

Most College rooms have central heating. This is generally turned on from 1st October to 1st June each year, although dates may vary slightly depending on weather conditions. Heating systems will be turned on at 6am and turned off at 11pm each day. In rooms without central heating, electric heaters will be provided by the College. Students are encouraged to help save energy and cost by keeping windows closed in cold weather and using radiator thermostatic settings sensibly.

5.2 Appliances

If you need assistance in operating any of the College owned appliances, please consult the Maintenance Department, who will be happy to assist you.

5.3 Gas Installations

All gas installations are serviced annually by qualified Gas Safe operatives and are issued with a gas safety certificate. Where possible, the College undertakes this type of servicing at times when works will cause minimal disruption to students. However, Health and Safety considerations must always be paramount, and servicing and repair will sometimes have to be undertaken during periods of residency; as far as possible, this will always be planned so as to reduce inconvenience to students. If there are any concerns about gas, students should contact the Building Maintenance and Operations Administrator, the Maintenance Department, or the Porters immediately.

5.4 Electrical Installations (including Portable Appliance Testing (PAT))

All portable electrical equipment owned by the College is subject to an annual Portable Appliance Testing (PAT). This ensures the safety and functionality of these devices. Additionally, any electrical equipment owned by students intended for use within the College premises must also undergo a P.A. Test. This testing is conducted by a contractor approved by the College, typically starting in October each year.

Please note that there is a nominal fee of £10, which covers the testing of all personal items. Prior to the commencement of the testing, all occupants will be notified accordingly. It is imperative that all personal items are made available for testing as directed by the Maintenance Office Manager.

In the event that any items fail the P.A. Test, are deemed unsafe, or are found without a valid P.A. Test sticker, they will be immediately withdrawn by the Maintenance Department. These items can be retrieved at the end of the academic year.

5.5 Permitted Appliances

Electric appliances with low current consumption (e.g. hairdryers, electric toothbrushes, electric razors) may be used but other appliances with heavier consumption (e.g. electric fires or microwave ovens) are strictly forbidden in your rooms. No electrical cooking equipment is allowed in student rooms – if cooking equipment is discovered in a student room, the College may fine the student in accordance with the College Rules (Section C). The safety of any privately owned electrical appliance is the responsibility of its user.

In cases where students need additional power sockets, a single 4-way floating socket (with mains cut-off switch) may be used. This will also need to be tested by the Maintenance Department. Adaptors must be approved by Maintenance Department and comply with UK standards for usage.

5.6 Fridges

The majority of accommodation staircases and hostels have gyp rooms with communal fridges for the occupants to use. In areas where there is insufficient gyp room space to house a communal fridge, the College will provide personal mini-fridges in each room. Students are not permitted to use any mini-fridge not provided by the College.

If a student needs a mini-fridge for a medical reason, they should contact the College Nurse immediately.

5.7 Water Supplies

All cold water taps in sinks in bedrooms, and bathrooms are suitable for cleaning teeth. Cold taps in kitchens and gyp rooms provide drinking water.

5.8 Waste Water

Waste water systems are linked to the Local Authority's sewer network. It is crucial to avoid disposing of waste chemicals and substances (including oils and fats) that could harm the environment or are toxic through these systems. This includes basins, baths, showers, toilets, gyp room sinks, or external drains (for example, under rainwater downpipes). Instead, such waste should be disposed of properly. Students are personally responsible for the safe disposal of such waste and should seek guidance from the Head of Building Services and Operations as needed. Please note that showers, basins, and baths are not to be used for urination. Any misuse of these facilities may be subject to a fine.

5.9 Water Hygiene

En-suite facilities will be cleaned once weekly by the Housekeeping Department. A schedule indicating which day the service is provided will be made available for students to view. Every effort will be made to ensure this schedule is adhered to, but changes may have to be made depending upon operational needs. A monthly Water Hygiene inspection is carried out where the approved contractor attends to take water samples, water temperatures and inspects the condition of water outlets. Notifications will be sent out prior to the visit.

5.10 Lighting

Suitable lighting is provided in all rooms, and externally around the College. If a lamp fails you should report it to the Maintenance Department via the online Maintenance Request Form. Emergency lighting is installed in the College's communal corridors to provide illumination during power outages. To ensure they are functioning correctly, a procedure known as a 'drop test' is conducted, where the power supply to these lights is intentionally turned off and the system is inspected. Additionally, the Maintenance Department is mandated to perform a comprehensive 3-hour duration test annually. Notifications will be sent prior to the duration test being carried out.

5.11 Televisions

It is a student's own responsibility to obtain a TV licence for any television receiver brought into College, including use of a computer or other device, to view a television programme on the internet online at the same time as it is being broadcast in the UK or the Channel Islands, or to watch programmes on the BBC iPlayer platform. Any 'home licence' will not cover watching broadcast programmes in College and there is no 'College-wide cover'. TV licensing authorities make checks on a regular basis and you are personally liable for any fines imposed. For more information on whether you need a TV Licence or not, please visit www.tvlicensing.co.uk.

5.12 IT Support

Students are responsible for the use and maintenance of any computer they connect to the College network.

In the event of issues, students have access to support for their Computing facilities from both the Magdalene College IT Office and the University Computing Service Helpdesk. In the first instance, enquiries should be emailed to it@magd.cam.ac.uk. Use of College computer facilities is subject to the College Rules (Section C).

Students can familiarise themselves with all IT facilities provided by the college by visiting the IT Facilities Guide here; [Computing Facilities Guide - Magdalene IT Knowledgebase](#).

5.13 Post

Each student, whether resident in College, a College House, or living out, will be allocated a pigeonhole in the Porters' Lodge. The Porters will place all mail which is personally addressed in the pigeonholes. Other general mail will be left in an accessible part of the Lodge for collection. All parcels will be placed in the parcel boxes located in the Porters' Lodge. Students should collect their parcels promptly to avoid loss or damage. Only the Porters and members of Magdalene College may place mail in pigeonholes without the Head Porter's permission. Post is not permitted before the start of Term. The College does not operate a postal forwarding service during vacations or after a student has left the College.

6. SECURITY

6.1 Room Keys or University Cards

Keys can be collected from the Porters' Lodge on the day of arrival, the Porters Lodge is open 24 hours a day.

- **Parking through Mallory gate.** This will be for students staying in Benson Court, Mallory Court, Buckingham Court, and Northampton Street and is limited to 20 minutes to unload.
- **Main Porters' Lodge** on Magdalene Street. Parking will be on the cobbles on River Court. This will be for students staying in First and Second Court, Old Lodge, Bright's Building, Thompsons Lane, Basing House, Bridge Street, Cripps Court, Edwards Court, Hertford Street and Chesterton Road.

A University card and accommodation key (if applicable) will be issued at the collection point. If a key or University Card is lost, a charge of £15 will be made for a replacement. Replacements can be obtained by emailing the Head Porter.

Please return any room keys borrowed from the Porters Lodge promptly if you find yourself locked out. You'll receive two reminders, and if the key isn't returned by the third reminder, there will be a £10 fine for failure to return the borrowed key.

6.2 Building and Room Security

The College is very aware of security issues surrounding the College and its students, and it seeks to maintain a friendly and safe environment for all. The College therefore encourages all students to take part in helping to maintain this environment.

Students should take care to keep gates, outer doors and staircase doors closed and locked wherever possible. If you live in a ground-floor room, you should also ensure your windows are closed and locked when you leave your room.

Many external door and gates around College have electronic locks on them which can be opened with a Magdalene-issued University Card. Therefore if you believe your Card is lost or stolen, you should report it immediately to the Head Porter or the Porters' Lodge. There is a charge of £15 for replacing a lost University Card.

Unfortunately, despite the best efforts of the College and its staff, thefts of money, books, computers and other valuables do occur from time to time. You should therefore take care to ensure your door and windows are closed and locked whenever you leave your room. You should also take care to close front and back doors of hostels properly, and make sure they are not left on the latch. Any suspected theft should be reported immediately to the Head Porter.

The College does not accept responsibility for any losses. Students are advised to insure their personal possessions against theft, damage or other loss whilst they are within the College.

6.3 CCTV

CCTV cameras are used in College to help safeguard the security of people and property. Cameras, which are capable of being directed and zoomed remotely, are positioned to capture views of the car parking areas, entrances and strategic areas, as well as general views across the College. The live pictures are viewed, from time to time, by the College's Porters, in order to detect any suspicious activity.

Warning signs are in place to inform staff, students, Fellows and members of the public that surveillance cameras are in operation. CCTV footage is retained for a maximum of 31 days and stored in a secure location. It is then wiped clean if not required as evidence. The College CCTV Code of Practice can be found at <https://www.magd.cam.ac.uk/about/college-policies-and-information/policies-and-procedures>

6.4 Lost Property

'Lost property' is a broad term used to identify items that do not belong to Magdalene College and have been left (accidentally or otherwise) on our property. 'Lost property' does not refer to items left in the care of staff for the duration of a visitor's stay, for example a pushchair or an item of large luggage.

'Lost property' also relates to an item which has been reported lost in the College but has not been found by or handed in to staff there.

If you have lost any items please contact the Porters' Lodge.

7. HOUSEKEEPING AND MAINTENANCE

7.1 Organisation

At Magdalene, three departments share the responsibility of looking after the College buildings and grounds. These three departments are managed by the Head of Building Services and Operations.

Housekeeping – Housekeeping staff are responsible for cleaning all communal areas, from bathrooms and gyms in accommodation areas, to staff offices, the Chapel, Library and Hall. The Housekeeping Department is also in charge of all room furnishings – carpets, curtains, beds, chairs, desks, and all other items.

Maintenance – The Maintenance Department looks after utilities, such as water, drainage, electricity and gas, and is responsible for repairs and decoration of College buildings, including student rooms. They also manage the PAT testing of electrical equipment.

Gardens – The Gardens Department is responsible for the College grounds. They look after the Fellows' and Scholars' gardens, maintain all primary pathways, and are the only people, other than Fellows, who are allowed on the grass in First and Second Court, where they care for the lawns and borders.

All students are responsible for keeping their room in a clean and tidy condition; College vacuum cleaners are available for this purpose in staircases and hostels. Students are personally responsible for any damage to furniture, furnishings or decoration of their room. They are also responsible for notifying the relevant department if College property is damaged or has broken – the best way to do this is to submit an online Maintenance or Housekeeping Request Form, which can be found on the College intranet.

7.2 Walls, ceilings and windows

Notice boards are provided in most student rooms. Students wishing to fix anything to the ceilings, walls or woodwork must get permission from the Maintenance Office Manager or Maintenance Department. Sellotape, Blu-tack and other adhesives are strictly forbidden, as they leave marks which cannot be removed. If such marks are found, the student may be charged for the repair and redecoration, which can cost up to £150 per wall. Students are not permitted to attach posters, leaflets or other decorations to their windows.

Students are permitted limited use of damage-free self-adhesive strips such as Command™ strips, provided they are removed in accordance with manufacturer instructions and cause no damage. The student may be charged for repairs and redecoration for marks or damages caused by such strips.

Students will only be charged for costs of repair for damage to College rooms considered to be in excess of normal wear and tear. The charge will also reflect the general state of the room on arrival, which should be noted by the student on the inventory provided in each room. It is important that each student takes the time to complete the inventory and return it to the Housekeeping Manager.

In cases of student financial hardship, the College may consider an alternative sanction to charging, such as: demotion of room ballot place of at least 25 places or working with the Housekeeping Manager to clear rooms. Any alternative sanction would be a matter of discussion between the student, their Tutor, and the Rooms Tutor.

Window restrictors have been installed on some of the windows in College properties for the safety of the occupants. These devices limit the opening of the window, preventing accidental falls and enhancing security by restricting access from outside. Any tampering with these safety devices could lead to a fine.

7.3 Furniture and furnishings

The list of furniture provided is listed in Section 1 of this Handbook. Students are not permitted to bring additional large furniture items into College rooms, including but not restricted to futons, bed settees or other seating/sleeping items, particularly any with soft furnishings as a principal constituent which may present a fire hazard. If students wish to bring additional small items of furniture into College rooms, they must obtain permission from the Housekeeping Manager before any purchases/orders are made. Any items not deemed permissible will not be allowed to remain in College rooms and students will be expected to make their own arrangements to remove them.

If students are granted permission for bringing additional furniture into their rooms, they must ensure that it is removed at the end of Easter Term. If these items of furniture are left in rooms after this date, the student may be charged to cover the cost of removal and disposal of the item.

7.4 Gyp rooms

Cooking in a student room is absolutely forbidden, as it is a serious fire risk. Gyp rooms are located on most staircases and in each house, and students may use these areas to prepare snacks – large-scale cooking is not permitted.

The College provides appropriate appliances in all gyps rooms. A gyp room will typically have a sink, hob, kettle, toaster and microwave, but this can vary depending on the size and location of the gyp room. Most gyp rooms now have induction hobs, so students will need to bring suitable cooking equipment. All kitchen hobs are on a timer. Hobs in undergraduate accommodation areas will switch off after 10 minutes; hobs in postgraduate areas will switch off after 15 minutes.

The College recognises the fact that many postgraduates remain in College at times when the College kitchens are closed. Therefore postgraduate gyp rooms have enhanced facilities, where space allows.

All students should note that no student electrical appliances are permitted in gyp rooms, and that unauthorised appliances will be removed. Where there is sufficient space in the gyp room rice cookers are permitted. Students using a rice cooker must follow the guidelines provide in Appendix 6.

When students use the gyp facilities, they must remember to promptly clean up after themselves. Housekeeping staff are not required to clear up after students, and if they find any gyps left in a poor condition, the Housekeeping Manager may remove all items and close the gyp room, after consultation with student representatives and Tutors.

The College operates in line with current food safety legislation and guidelines. If you wish to discuss food safety issues, please arrange to see the Housekeeping Manager, or the Head Chef. Any cases of food pilferage will be treated as theft.

7.5 Bathrooms, toilets and shower areas

Communal bathrooms and toilets are cleaned regularly Monday to Friday. When the cleaning of bathrooms is in progress, the room will be closed to student use.

Students must keep all bathroom and toilet areas in a neat and tidy condition. Any problems with facilities (blocked drains, leaking taps, lack of hot water, etc.) should be reported to the Maintenance Department as soon as possible.

No shower or bath attachments are allowed as they contravene local water company bylaws and could cause localised flooding, any found will be removed.

7.6 Waste disposal

Small waste bins and recycling bins should be left outside rooms by 8am (Monday to Friday) for collection.

Students requiring a sanitary waste bin in their ensembles should contact Housekeeping to request one; sanitary bins are emptied by an external company & are serviced monthly.

Students are reminded to wash and sanitise hands after using any shared equipment.

Students are responsible for keeping any communal areas they use in a neat and tidy condition – the Housekeeping staff should only have to clean, not tidy up after students.

Large items of rubbish or recycling must be taken to the appropriate waste bin in College (see section 8.2). If it doesn't fit in the small waste bin the Housekeeping team will not remove it!

7.7 Laundry facilities

Washing machines, dryers, irons and provision for drying are available in the College for use by its members. The main laundrettes are in Cripps Court and Benson D basement.

The laundrettes are protected by locks which can be opened by any Magdalene student's University Card. However, the College recommends that items of clothing are not left unattended, as the College is not responsible for the loss of personal laundry. Postgraduate residents of College hostels may use the laundry facilities in the College.

These facilities are not managed by the College, but by an independent external provider. Any cases of malfunction or damage should be reported to the provider following instructions on the signs posted.

7.8 Repairs

- **Reporting Issues:** The best way to report any problems with equipment or furnishings is to use the MaintainX platform, either by submitting a Maintenance Request Form on the College intranet or via the MaintainX App. Alternatively, students can visit the Maintenance or Housekeeping Office directly.
- **Responsibility:** It is crucial for students to report issues promptly to ensure they can be resolved by the Maintenance, Housekeeping, or Gardens Departments.

7.9 Approved contractors

Contractors are used by the College to support daily activities, including large-scale projects, maintenance, and servicing of equipment such as fire alarms, heating and hot water systems, and water quality inspections. These contractors are carefully selected, many have well-established working relationships with numerous Cambridge colleges, and many of the engineers or tradespeople are specifically assigned to Magdalene College and take great pride in being a part of our extended community. As a matter of course, we provide each contractor with a Code of Conduct and give the engineers/tradespeople regular refresher training.

- **Use of Contractors:** The College regularly employs contractors for large-scale or specialised work.
- **Communication:** Where the use of a contractor is planned, an email will be sent to the area affected to notify of the contractor's intended visit.
- **Verification:** If students are unsure about the identity of anyone arriving to undertake work, they should verify their details with the Porters' Lodge before allowing entry.

7.10 Response times and planned maintenance

Priority Assessment: All reported issues will be triaged and assigned a priority. This may differ from the priority initially assigned on the request but will be based on ANUK guidelines:

- **High Priority:** Emergency Repairs – are completed as soon as possible or within 24 hours of a report of a defect. These would normally be any repairs required to avoid a danger to health, a risk to the safety of occupants, or serious damage to buildings or occupants' belongings.
- **Medium Priority:** Urgent repairs – are completed within 5 days of report of the defect. These would be any repairs which materially affect the comfort or convenience of the occupants, such as a failed heating boiler or loss of power.
- **Low Priority:** Non-Urgent Repairs – are to be completed within 28 days of a report of a defect. These would be any repairs not falling within the above categories.

Attendance: Despite these priorities, the Maintenance Department will make every effort to attend to issues as soon as possible. Students should note any preferred times for attendance on their Maintenance Request.

Non-completion: Non-completion of reported repairs within the target timescales is recorded and appropriate action taken.

Working Hours: Repairs are generally carried out during normal working hours (Monday - Friday 7:30 am – 4:00 pm), however every effort is made to not conduct any noisy activity until 08:30.

7.11 Room access for maintenance

Where an occupant has reported the need for a repair, access to their room for the purpose of maintenance is authorised, unless the occupant provides specific instructions to the contrary. College staff and approved contractors may enter communal areas without notice to students. In the event of an emergency, College staff may enter rooms without notice.

Where access is required to an occupant's room or communal area for purposes other than maintenance, each affected occupant will receive the appropriate notification of the date, time, estimated duration, and purpose of the visit, except in the case of an emergency situation.

7.12 Grounds maintenance

Students are not permitted to walk on the lawns in any College Court, with the exception of the Benson Court 'beach' area in the summer months. Students may walk on the grass in the Fellows' and Scholars' gardens.

Principal pathways are maintained to provide a suitable surface for all users, and the College is following an active programme to improve access to all areas. All principal routes have suitable lighting to provide safety and security to all users, but students should be aware that minor pathways within the College grounds may not be fully illuminated.

Croquet is permitted in the Fellows' and Scholars' gardens after the end of summer examinations. No other games are permitted on College grounds.

7.13 Litter clearance

All College members are responsible for maintaining the cleanliness of the College buildings and grounds, and should ensure that they dispose of their rubbish and that of their guests appropriately in the correct bin.

7.14 Snow and ice clearance policies

Snow and ice clearance is dealt with by the Gardens staff, who will clear and grit paths. Main routes will be cleared as soon as possible, but students should exercise extreme care, and sensible footwear should be worn. Students should take particular care during snowy periods that their actions do not cause a hazard for others. Students must not create ice slides on roadways or steps, or make and use snowballs which may contain gravel from the paths.

7.15 High winds

All College members in accommodation should ensure that in occurrences of high winds, room windows are securely fastened shut. Students should also take care in College grounds. Students are also reminded to observe the signs for the Fellows' Garden when closed due to high winds.

8. ENVIRONMENTAL QUALITY

8.1 Energy efficiency

The College is committed to reducing its carbon footprint, and asks all students to be conscious of their energy consumption.

Students should switch off lights and appliances, including computers, when not in use, and should ensure that electric and gas heaters are turned off when leaving the room. Students are also reminded that simple things, such as turning down the heating rather than opening a window, can have a big impact on energy consumption over time.

8.2 Recycling

The College has an environmental policy and seeks to actively manage its activities and processes in an environmentally positive way and meet our obligations under the Environmental Protection Act. The potential for pollution from our activities is assessed and reduced as far as is reasonably practicable.

As part of the College's environmental policy, we recycle as much waste as possible in the safest possible manner. Recycling bins for various types of waste should be available in every staircase and hostel; some properties have general waste and recycling wheelie bins in the garden areas.

Larger bins for mixed recycling are located between Benson F and G and Benson J, 35 Thompsons Lane Courtyard, and in the Cripps car park. These bins are suitable for paper, cardboard, cartons, glass, plastics and household metal packaging. Any large items of recyclable waste or large quantities must be disposed of in the appropriate bins and are not to be left outside student rooms. Housekeeping is only responsible for collecting the small room recycling bins and will not take anything that does not fit into this bin.

Batteries and other electrical items can be handed in to the Maintenance Department or Porters' Lodge.

Clothing, books, and other unwanted items can be donated to charity or by contacting the College Seamstress. There are many charity shops around Cambridge; the closest are Save the Children on Magdalene Street, or Oxfam on Bridge Street.

If you have queries about the disposal of other types of waste, please contact the Housekeeping Manager.

8.3 Food Waste Bins

Students will find a new food waste caddy in each gyp/kitchen. Please use this bin for all food waste. Food waste caddies will be emptied by Housekeeping staff, usually 3-5 days a week Mon-Fri. Those living in a College flat will also be supplied with a food caddy and this will be emptied weekly. The food caddy is lined with a plastic bag – do not remove the bag or place food in the caddy directly. The plastic material is screened and separated from food waste during the 'depackaging & pre-treatment' process and is then converted into energy. A food caddy is also located in the New Library kitchenette within the Rowan Williams Social Space.

9. TRANSPORT AND OTHER VEHICLES

9.1 Car Parking

In accordance with the College Rules (Section C), students are not normally permitted to keep a car or motorcycle in Cambridge. Permission is only granted in exceptional circumstances, and must be applied for through the Head Porter.

9.2 Bicycles

Many students find that a bicycle (with a strong padlock, a safety helmet, and working lights) is essential. Students are advised to take out insurance for their bicycle or scooter. Bicycles or scooters must be parked neatly in designated College bicycle parks, they must not be parked in Magdalene Street. No bicycle, scooter or powered transport may be brought into First or Second Court, or stored in rooms, staircases, corridors or College hostels and certainly must not be parked in Magdalene Street. Secure cycle racks can be booked through the Head Porter at a cost of £10 per academic year. Bicycles should be in good condition and should be checked regularly. Be aware that Cambridge is a busy city with heavy traffic at certain times of the day, and students who intend to use a bicycle are strongly advised to ensure that they are competent cyclists and are familiar with the Highway Code before they arrive. Mobility scooters are permitted and the Assistant Bursar may make other exceptions on request.

Students will be expected to retain details of their own cycle for insurance purposes. Students should also refer to any cycle registration web site. General information on protecting your personal property can be found on <https://www.immobilise.com/> and this page also allows students to register their cycles and valuable items in case of theft. It is free to register and simplifies insurance claims.

Bicycle registration will be advertised by the Porters' Lodge; failure to register your bicycle may result in it being culled at the end of the academic year.

9.3 Unmanned Aerial Vehicles

The use of Unmanned Aerial Vehicles (commonly referred to as 'drones') is not permitted on any College property. Drones should not be flown over any area of College, regardless of whether the pilot is located on College property, or elsewhere.

10. GOOD NEIGHBOUR POLICY

Students are expected to be mindful of their neighbours both within the College properties and in the wider community. Particular attention is drawn to students resident in outlying properties which are in a non-academic environment. The College takes a serious view of student misbehaviour which inconveniences other members of the College or its neighbours and brings the College into disrepute.

11. COLLEGE AND STUDENT RELATIONSHIP

11.1 Policies and procedures

The relationship between the landlord (Magdalene College) and the Licensee (each student) is detailed in the Student Accommodation Licence. Student accommodation is managed by the Rooms Tutor (who is also the Assistant Bursar), with assistance from the Accommodation Coordinator.

11.2 Emergency access to rooms

In the event of an emergency, College staff, or others employed to work on behalf of the College (such as building contractors) may enter student rooms without notice. College staff or contractors not known to students must be able to identify themselves, with a University ID Card or College authorisation, before entering a student room.

While it is not possible to list every eventuality which would constitute an emergency, some examples would be: the suspicion of fire, flood, gas leak, major electrical, engineering or structural fault, a security breach, signs of student distress or compromised safety or health, or contravention of College Rules.

The exact nature of an emergency may not always be obvious, so College staff have been instructed that if they are in any doubt, they should enter a student room without advance notice – they will, however, always knock and announce themselves before entering. At times this may cause inconvenience, and even embarrassment, but students are asked to be understanding and tolerant of genuine errors.

Any concerns over access should be reported as soon as possible in the first instance to the Head of the relevant Department or Office, and then, if necessary, to the Rooms Tutor, or the student's Tutor.

11.3 Dietary Requirements

Students who have allergies or other dietary requirements must inform the Head of Catering before Term starts – most requirements can be met but we cannot guarantee that it will always be possible.

11.4 Complaints

If a student has any complaints about the delivery of services in relation to accommodation which cannot be resolved with the appropriate members of staff, this should be raised with the Rooms Tutor/Assistant Bursar who will investigate the matter. If the matter cannot be resolved then it may be referred to the Senior Bursar. If still unresolved the matter may be dealt with under the College Formal Complaints Procedure. Finally, if resolution is still not achieved then the complaint may be referred to ANUK in accordance with the ANUK/Unipol Code of Standards for Larger Residential Developments (see section 14 for further details). Please also refer to the College Complaints Procedure booklet.

12. COMMUNICATION BETWEEN THE COLLEGE AND STUDENTS

12.1 Advance information

The Academic Office corresponds with all Freshers prior to their arrival in College and provides details of the accommodation available, as well as other aspects of life as a student in Cambridge.

12.2 Other publications

The Student Guide is available on the College website and explains the organisation of the College, academic matters, finance, discipline, and housekeeping arrangements.

12.3 Residential contract

Every student living in College accommodation will be provided with an Accommodation Licence which will define the period of agreed residency and cost of the accommodation. The Licence must be signed by the student and returned promptly to the Accommodation Coordinator. While every effort will be made to leave students in a specific room during each period of residence, it may be necessary to move the student to alternate accommodation for maintenance, annual changeover, tutorial reasons, and sometimes for the benefit of the College community as a whole. Students may be required to move rooms at short notice. Sample Undergraduate and Postgraduate Accommodation Licences are included at Appendix 2 and Appendix 3.

13. ANTI-SOCIAL BEHAVIOUR AND DISCIPLINARY PROCEDURES

13.1 General

Information relating to conduct, behaviour, discipline, and student complaints can be found in the College Rules, and the Student Guide. In general terms, College members should conduct themselves in a fit and proper manner at all times, having consideration for their neighbours, be they Fellows, students or the local community.

13.2 Care of premises and their surroundings

Students should make every effort to ensure that their rooms and the other College facilities that they make use of are treated in an appropriate manner that does not cause damage or annoyance to others.

14. ADMINISTRATION, ACCREDITATION AND COMPLIANCE WITH ANUK CODE OF STANDARDS

14.1 General

The College is a long-established, self-governing institution, subject to regular internal and external audit, which includes all aspects of institutional management. Annual reports are lodged with the University of Cambridge. While the College has well-established student accommodation practices, the ANUK Code of Standards for Larger Residential Developments (<https://www.nationalcode.org/download-codes>) has been adopted by the College.

14.2 Administration

ANUK/Unipol has overall responsibility for administering the Code of Practice. This includes: maintaining a list of all institutions signed up to the Code and all buildings within those institutions covered by the Code; liaising with other bodies over areas where the Code is only applicable in parts; and periodically reviewing the Code. For more information about the Code, please see the National Code website (www.nationalcode.org/).

14.3 College Responsibilities

In registering with the ANUK Code of Practice, the College undertakes that all the accommodation registered with ANUK (Appendix 5) meets the standards and accordance with the procedures set out in the Code.

An appropriate complaints procedure is in place, integrated into normal College practices with a procedure for reporting back to ANUK on any significant complaints relating to the breach of the Code. Within four weeks of any written complaint from a student the College will put in place an action plan to address any wider issues that may have been raised. In the event of a serious complaint or complaints being received during the year then these would be detailed, explained and the method of resolution set out in the return. Non-compliance with other areas of audit, e.g. failure to comply with specific fire regulations would have to be documented, and a programme for rectification included.

The College will assist with the verification process and work with other Cambridge Colleges to ensure adherence to the code. Each participating College is required to provide the services of a part time verifier to assist with the audit of other Cambridge Colleges in accordance with the ANUK Code. Each College will be assessed by a verification team from time to time. The recommendations of any subsequent report should be addressed by the College, and a report of outcomes rendered to the next Buildings and Conservation Committee or other appropriate Committee.

14.4 Satisfaction Survey

A Student Satisfaction Survey of the resident undergraduate and postgraduate populations will be carried out annually, usually in the Michaelmas Term. The survey will cover College accommodation, as well as the range of services, amenities and facilities the College provides. The survey results will be analysed and the results communicated to the student body representatives after the survey has closed.

STUDENT FEES AND CHARGES**1. STUDENT ROOM RATES 2025/26**

Room Rent Bands	Weekly £	Daily £
A	£243.74	£34.82
B	£219.31	£31.33
C	£203.07	£29.01
D	£188.72	£26.96
E	£184.31	£26.33
F	£172.62	£24.66
G	£164.15	£23.45
H	£158.62	£22.66
I	£153.86	£21.98
J	£148.68	£21.24
K	£143.92	£20.56
Flat – Band C	£329.42	£47.06
Flat – Band D	£305.48	£43.64
Flat – Band E	£292.88	£41.84
Flat – Band H	£257.32	£36.76

2. CHARGES**Meal Charges** *(under review and subject to the level of catering provision)*

Junior Members:	Formal Hall Dinner	£11.65
	Formal Hall Guest	£19.35 (incl. VAT)
	Brunch (5 items)	£4.00
	Lunch/Dinner	
	Main course	£3.15
	Side	£0.77
	Dessert	£1.50
B.A. Dinners:	Charge to B.A.s	£16.65
	College Subsidy	£8.35

STUDENT ACCOMMODATION LICENCE (UNDERGRADUATE)
ACADEMICAL YEAR 2025-26

You must keep a copy of this licence to hand for reference purposes throughout the full term of the licence period

BETWEEN:

(1) The College: THE MASTER, FELLOWS AND SCHOLARS OF MAGDALENE COLLEGE IN THE UNIVERSITY OF CAMBRIDGE; and

(2) The Licensee:

Name:

CRSID:

1. The College permits the Licensee to:

- 1.1 occupy the furnished bedsit or set of rooms, known as **Benson O2**, or such other room as the College from time to time allocates for the Licensee's own private occupation only; and
- 1.2 use any furniture, fittings, furnishings and equipment provided by the College in the room.

2. The Licence runs from 1st October 2025 –25th June 2026* subject to the restrictions set out in Clause 3 below, but the College may terminate it immediately if the accommodation charge is not paid within the timescales laid down by the College Rules or if the Licensee breaches any of the Licensee's obligations in this Agreement.

3. The Licensee is permitted to use the room between the following dates*:

Michaelmas Term	1st October 2025 – 19th December 2025
Lent Term	5th January 2026 – 25th March 2026
Easter Term	17th April 2026 – 25th June 2026

*(excluding the May Ball period for rooms in Old Lodge, First Court, Second Court and riverside houses in Chesterton Lane. In these cases the Licensee is required to make their own arrangements to stay elsewhere for safety and security reasons. The Licensee may store their belongings in their room during this time, but they do this at their own risk. Please consult the May Ball Committee for further details.)

The College may permit the Licensee to occupy the room, or another room owned by the College, on dates other than those specified above, at an additional daily charge. If the Licensee occupies the room on dates other than those specified above, or occupies another room owned by the College, without the College's express permissions, the College is entitled to charge the Licensee a penalty charge of up to £50 per day for unauthorised occupation. The College also reserves the right to serve an eviction notice and obtain a County Court order.

3.1 The accommodation charge, which is due and payable termly, comprises a quarterly licence charge, dependent on the room rent grading.

4. The Licensee must:

- 4.1 occupy the room personally and alone. Short-term guests are permissible in accordance with article 4.2, in all other cases the Licensee must not assign, share or part with the possession of the room and/or keys at any point;)
- 4.2 accept that, while a personal guest may stay overnight in the room, they must be registered at the Porters' Lodge on arrival, and must not stay more than two consecutive nights each term;
- 4.3 keep the furniture, fittings, furnishings and other equipment belonging to the College in a clean and tidy condition, and in good repair (allowing for minor wear and tear). No adhesives, 'blu-tack', or other hardware may be used to fix posters or other items to the walls; students should use the notice boards provided. Work surfaces or induction hobs should not be marked or damaged in any way. Students are permitted limited use of damage-free self-adhesive strips such as

Command™ strips, provided they are removed in accordance with manufacturer instructions and cause no damage;

4.4 not remove any of the furniture, fittings, furnishings or other equipment belonging to the College from the room, nor place any non-College furniture, fittings, furnishings or other equipment in the room, except with express permission by the College;

4.5 not leave any belongings, rubbish or unwanted items in the room or any communal areas when they depart;

4.6 keep windows completely clear of posters, leaflets, decorations or other items;

4.7 not carry out any decoration, maintenance, or alterations to the room;

4.8 not use the room in any way as to cause physical damage to the room, annoyance (including excessive noise) or danger to other occupiers, nor overload or misuse services supplied to the room;

4.9 promptly report any damage, loss or malfunction of the room or any of its furniture, fittings, furnishings or other using the online 'Maintenance Request' and 'Housekeeping Request' forms (which can be found on the College intranet);

4.10 ensure that at the end of each period referred to in article 3, the room, furniture, fittings, furnishing and other equipment are left in a clean and tidy condition, and that no unwanted items or belongings are left in the room or in any of its storage areas or in communal areas after departure;

4.11 observe fire and safety regulations – they must not interfere with fire fighting equipment, nor use or store candles, matches, incense, or fireworks, nor use fireplaces, nor store or use any non College heating appliances, nor obstruct fire exits or prop open fire door, and ironing may only be done using the facilities provided by the College for this expressed purpose;

4.12 observe all College social distancing, COVID-19 regulations or other measures sanctioned by the College in dealing with a public health emergency;

4.13 ;not smoke, or use e-cigarettes, in any College building, and must observe the 'smoke free' policy, using the designated areas only;

4.14 not cook in the room, nor use any cooking appliance in the room;

4.15 not install or use any student electrical appliances in gyp rooms, noting that unauthorised appliances will be removed;

4.16 not keep or allow pets in the room except for authorised assistance or support animals;

4.17 avoid leaving lights on when out, or leaving doors or lower floor windows open;

4.18 carefully use all recycling facilities provided and avoid contaminating bins with the wrong type of waste;

4.19 sign in/out at the Porters' Lodge when arriving or departing at the beginning and the end of every academic term, ensure they have completed exeat requirements, and hand in any keys upon departure;

4.20 not store any items in rooms or communal areas outside of the dates of this licence, unless permitted otherwise;

4.21 accept that insurance, postal liability and compensation is not provided by the College in the event of damaged, missing, lost or stolen post or personal items, nor for any noise disruptions caused by non-College building/road works in nearby areas;

4.22 ensure that bicycles and scooters are not left in internal areas or walkways, or anywhere else where they may be a hazard;

4.23 hold their own valid licence for receiving any television broadcasts, live streamed broadcasts, or film screenings in any College areas;

4.24 regularly check their email and pigeonhole for notices from the College and the JCR;

4.25 make their own postal arrangements to ensure the College does not receive mail pre- or post-departure. The College does not provide any forwarding postal service, and cannot retain post for collection;

4.26 request permission from their Tutor and the Assistant Bursar to terminate this agreement in the event that the Licensee ceases to attend the University before the planned end date of the Licensee's course for health, personal or academic reasons;

4.27 note that all email enquiries must be made from an @cam email address only, except for housing references post departure;

4.28 accept that housing references will be given in writing only within 3 weeks of the request being made, and will only be issued subject to:

4.28.1 correctly answering security questions by emailing the Accommodation Coordinator, and

4.28.2 giving prior notification to the College that a specific reference request is about to be made (if this is not provided, the reference cannot be issued for reasons of identify and data protection)

5. The College may:

5.1 enter and inspect or carry out work on the building, room, furniture, fittings, furnishings, or equipment on giving due notice to the Licensee of its intention to do so, except in the event of an emergency, when no such notice is required, and on the day of departure from the room (normally as part of the random selection for room exit inspections conducted by the Housekeeping department);

5.2 require the Licensee to move to any other room or rooms at the College's sole discretion at any time during the duration of this Licence Agreement (the College would usually provide the occupant with an explanation why such a move is necessary);

6. This Licence is subject to the College Statutes, Rules, and Regulations, and nothing contained herein may be held to contravene or to override the authority of the Dean, the Licensee's Tutor, or other College Officer. For the avoidance of misunderstanding, please note that the Licensee's right to occupy College accommodation may be terminated at any time by order of the Licensee's Tutor and/or the Dean, notwithstanding the terms of this Agreement. Charges are incurred if the Licensee is in breach in any of the articles above. Any queries concerning this licence and its contents should be directed to the Assistant Bursar.

SIGNED for and on behalf of the College SIGNED by the Licensee:



.....
ASSISTANT BURSAR Helen Foord
capitals]:

.....
LICENSEE'S NAME [please print name in block



.....
DATE OF SIGNATURE:
.....

STUDENT ACCOMMODATION LICENCE (POSTGRADUATE)
ACADEMICAL YEAR 2025-26

BETWEEN:

(1) The College: THE MASTER, FELLOWS AND SCHOLARS OF MAGDALENE COLLEGE IN THE UNIVERSITY OF CAMBRIDGE; and

(2) The Occupant:

Name:

CRS ID:

1. The College permits the Occupant to:
 - 1.1 occupy the furnished bedsit or set of rooms, known as , or such other room as the College from time to time allocates for the Occupant's own private occupation only; and
 - 1.2 use any furniture, fittings, furnishings and equipment provided by the College in the room.
2. The Licence runs from 1st October 2025 – 15th September 2026* subject to the restrictions set out in Clause 3 below, but the College may terminate it immediately if the accommodation charge is not paid within the timescales laid down by the College Rules or if the Occupant breaches any of the Occupant's obligations in this Licence.
3. The Occupant is permitted to use the room between the following dates:

1st October 2025 – 15th September 2026* (the room must be vacated by midnight on 15/9/26)

*(excluding the May Ball period for rooms in Old Lodge, First Court, Second Court and riverside houses in Chesterton Lane. In these cases the Occupant is required to make their own arrangements to stay elsewhere for safety and security reasons. The Occupant may store their belongings in their room during this time, but they do this at their own risk.)

The Occupant(s) of a flat (normally used for couples' accommodation) should note that there is a minimum occupancy period of 9 months to 30th June, except in cases of intermission (see clause 5.26).

The College may permit the Occupant to occupy the room, or another room owned by the College, on dates other than those specified above, at an additional daily charge. If the Occupant occupies the room on dates other than those specified above, or occupies another room owned by the College, without the College's express permissions, the College is entitled to charge the Occupant a penalty charge of up to £50 per day for unauthorised occupation. The College also reserves the right to serve an eviction notice and obtain a County Court order.

4. The accommodation charge, which is due and payable termly, comprises a quarterly licence charge, dependent on the room rent grading.
5. The Occupant must:
 - 5.1 occupy the room personally, and not assign, share or part with the possession of the room and/or keys, nor permit use of occupation by anyone else (except in the case of a flat, see article 5.2 below);
 - 5.2 if living in a flat with a partner, only allow the Occupant and their partner to share residence of the accommodation and not assign, share or part with the possession of the rooms and/or keys to anyone else. The Occupant must provide the College with proof of their partner's right to live in the UK, and is also responsible for any Council Tax of a partner.
 - 5.3 accept that, while a personal guest may stay overnight in the room, they must be registered at the Porters' Lodge on arrival, and must not stay more than two consecutive nights each term;
 - 5.4 keep the furniture, fittings, furnishings and other equipment belonging to the College in a clean and tidy condition, and in good repair (allowing for minor wear and tear). No adhesives, 'blu-tack', or other hardware may be used to fix posters or other items to the walls. Work surfaces or

induction hobs should not be marked or damaged in any way. Students are permitted limited use of damage-free self-adhesive strips such as Command™ strips, provided they are removed in accordance with manufacturer instructions and cause no damage;

5.5 not remove any of the furniture, fittings, furnishings or other equipment belonging to the College from the room, nor place any non-College furniture, fittings, furnishings or other equipment in the room, except with express permission by the College;

5.6 not leave any belongings, rubbish or unwanted items in the room or any communal areas when they depart;

5.7 keep windows completely clear of posters, leaflets, decorations or other items;

5.8 not carry out any decoration, maintenance, or alterations to the room;

5.9 not use the room in any way as to cause physical damage to the room, annoyance (including excessive noise) or danger to other occupiers, nor overload or misuse services supplied to the room;

5.10 promptly report any damage, loss or malfunction of the room or any of its furniture, fittings, furnishings or other equipment using the online 'Maintenance Request' and 'Housekeeping Request' forms (which can be found on the College intranet);

5.11 ensure that at the end of the period referred to in article 3, the room, furniture, fittings, furnishing and other equipment are left in a clean and tidy condition, and that no unwanted items or belongings are left in the room or in any of its storage areas or in communal areas after departure;

5.12 observe fire and safety regulations – they must not interfere with fire fighting equipment, nor use or store candles, matches, incense, or fireworks, nor use fireplaces, nor store or use any non-College heating appliances, nor obstruct fire exits or prop open fire door, and ironing may only be done using the facilities provided by the College for this expressed purpose;

5.13 observe all College social distancing, COVID-19 regulations or other measures sanctioned by the College in dealing with a public health emergency;

5.14 not smoke, or use e-cigarettes, in any College building, and must observe the 'smoke free' policy, using the designated areas only;

5.15 not cook in the room, nor use any electrical cooking appliance in the room except in the case of a flat where cooking and electrical cooking appliances must be confined to the gyp/kitchen;

5.16 not install or use any student electrical appliances in gyp rooms, noting that unauthorised appliances will be removed;

5.17 not keep or allow pets in the room except for authorised assistance or support animals;

5.18 avoid leaving lights on when out, or leaving doors or lower floor windows open;

5.19 carefully use all recycling facilities provided and avoid contaminating bins with the wrong type of waste;

5.20 sign in/out at the Porters' Lodge when arriving or departing at the beginning and the end of every academic year, and hand in any keys upon departure;

5.21 not store any items in rooms or communal areas outside of the dates of this licence, unless permitted otherwise;

5.22 accept that insurance, postal liability and compensation is not provided by the College in the event of damaged, missing, lost or stolen post or personal items, nor for any noise disruptions caused by non-College building/road works in nearby areas;

5.23 ensure that bicycles are not left in internal areas or walkways, or anywhere else where they may be a hazard;

5.24 hold their own valid licence for receiving any television broadcasts, live streamed broadcasts, or film screenings in any College areas;

5.25 regularly check their email and pigeonhole for notices from the College and the MCR;

5.26 make their own postal arrangements to ensure the College does not receive mail pre- or post-departure. The College does not provide any forwarding postal service, and cannot retain post for collection;

5.27 request permission from their Tutor and the Assistant Bursar to terminate this Licence in the event that the Occupant ceases to attend the University before the planned end date of the Occupant's course for health, personal or academic reasons;

5.28 in cases where the Occupant wishes to terminate the Licence early, the Licence may be terminated on 31st December, or 31st March, or 30th June, provided that the Occupant give notice to the Accommodation Coordinator by email at least six weeks before the date of departure – excludes flats;

- 5.29 in cases where the Occupant wishes to terminate the Licence between 1st July and 14th September, the Occupant must give at least one week's notice to the Accommodation Coordinator by email;
- 5.30 in cases where the Occupant wishes to terminate the Licence early, and the Academic Office-Postgraduate Officer has received notification from the Student Registry confirming the Occupant's PhD submission, the Licence may be terminated, provided that the Occupant has given four weeks' notice to the Accommodation Coordinator by email – excludes flats;
- 5.31 vacate the room or flat by the end of the Term in which the Student Registry confirms that they can graduate;
- 5.32 note that all email enquiries must be made from an @cam email address only, except for housing references post departure
- 5.33 accept that housing references will be given in writing only within 3 weeks of the request being made, and will only be issued subject to:
 - 5.33.1 correctly answering security questions by emailing the Accommodation Coordinator, and
 - 5.33.2 giving prior notification to the College that a specific reference request is about to be made (if this is not provided, the reference cannot be issued for reasons of identity and data protection);

6. The College may:

- 6.1 enter and inspect or carry out work on the building, room, furniture, fittings, furnishings, or equipment on giving 24 hours due notice to the Occupant of its intention to do so, except in the event of an emergency, when no such notice is required, and on the day of departure from the room (normally as part of the random selection for room exit inspections conducted by the Housekeeping department);
- 6.2 require the Occupant to move to any other room or rooms at the College's sole discretion at any time during the duration of this Licence (the College would usually provide the occupant with an explanation of why such a move is necessary);

7. This Licence is subject to the College Statutes, Rules, and Regulations, and nothing contained herein may be held to contravene or to override the authority of the Dean, the Occupant's Tutor, or other College Officer. For the avoidance of misunderstanding, please note that the Occupant's right to occupy College accommodation may be terminated at any time by order of the Occupant's Tutor and/or the Dean, notwithstanding the terms of this Licence. Charges are incurred if the Occupant is in breach in any of the articles above. Any queries concerning this licence and its contents should be directed to the Assistant Bursar.

SIGNED for and on behalf of the College



.....
 ASSISTANT BURSAR Helen Foord
 capitals]:



SIGNED by the Occupant:

.....
 OCCUPANT'S NAME [please print name in block

.....
 DATE OF SIGNATURE:

.....

DEPARTURE REQUIREMENT NOTICES

Departure Requirement notices are emailed to students at the end of every term. The notices below are given as a guide, but they may be subject to slight adjustments, and students should always double-check the notice they receive by email.

EXAMPLE ONLY

ACCOMMODATION FACT SHEET

Departure Requirements
Christmas Vacation 2024

You should read all these points carefully.

Please remember to leave your room neat and tidy to allow the Housekeeping department to clean your room during the vacation.

Term Dates

- You may leave your College room from 5pm on Friday 6th December
- You must leave your College room by 9am on Thursday 19th December
- You may arrive back in your College room from 2pm on Sunday 5th January
- You must arrive back in your College room by 2pm Tuesday 21st January
- If you wish to stay in College at any time between 9am Thursday 19th December and 2pm Sunday 5th January, you must apply for an OTR

Please do not return to College accommodation early without permission from your Tutor and the Accommodation Coordinator, as your room may not be available.

Rooms

- All rooms should be left neat and tidy. No rubbish should be left in the room: please bag and dispose of general waste, and recycle using the correct bins.
- Please leave all College-owned bedding neatly folded on the bed.
- If there are any repairs needed in your room, please submit a Maintenance Request form before you leave for vacation.
- Ensure wash basins and en suites are cleaned and cleared, and the taps fully turned off.
- Ensure room fridges are fully cleared and cleaned. Leave fridges plugged in and switched on to prevent leakages. All perishable food remaining in fridges will be disposed of.
- Ensure gyp fridges are fully cleared: all perishable food remaining in fridges will be disposed of.
- All windows and doors should be closed and, if possible, locked.
- All lights and heaters should be turned off.

Clearing your belongings

- During the vacation the College hosts Conferencing events. Therefore students in Cripps Court (F, G, S, CR) must clear their rooms of all of their belongings. Students may leave items in the room's lockable storage, but no belongings, boxes, or suitcases may be left anywhere else in the room.
- Students in all other accommodation areas: Belongings may remain in your room in boxes, suitcases, wardrobes, drawers, or storage. This will allow your room to be cleaned and used in case of an OTR/emergency.
- Please ensure that you do not store your belongings in black bin bags, as these may be removed as rubbish.
- If maintenance works are taking place in your room over the holiday, you may be required to completely clear your room of all belongings. If this applies to you, you will be contacted directly by a member of the Maintenance department before the end of Term.
- We do not advise that students leave any valuables in their rooms – any items remaining in your room are left at your own risk.

Communal Areas

- Students may leave kitchen paraphernalia and unopened non-perishable food in gyp rooms, provided these items are neatly stored in cupboards or on shelves.

- All surfaces must be completely cleared. Please don't leave any washing up!
- All bathrooms should be cleared. No toiletries or other items should be left.
- Any other items left in communal areas will be removed and disposed of by the Housekeeping staff – this includes dirty washing-up.

Keys and the Redit Book

- For those students with Cor keys, you must hand your keys in at the Porters' Lodge. Please retain your Cam Card.
- You must also sign the online Redit book, found here: <https://www.magd.cam.ac.uk/redit-book>
- When you return to College you must collect your keys and sign the Redit book again.

Other notes

- Access – When removing your belongings, or rubbish, do not block access ways, fire doors or gateways. Do not prop fire doors open, even for a short while.
- Storage – For students who wish to clear their room - please contact the Porters' Lodge for further information on storage.

Tutorial Requirements

- It is a University requirement that you must keep Term (stay in College for a minimum of 59 nights in Michaelmas and Lent, 52 nights in Easter).
- You must complete the Exeat form and attend an Exeat meeting with your Tutor.
- You must leave College on the day stated on your Exeat form.
- Students who fail to complete the Exeat formalities by the set deadline will incur a fine of £30.

Useful Contacts

- If you have any queries relating to how your room should be left, including removing belongings and clearing rubbish, please contact housekeeping@magd.cam.ac.uk.
- If you have any queries regarding repairs or maintenance work, please complete an online Maintenance Request Form, or contact maintenance@magd.cam.ac.uk.
- If you have any queries relating to storage or keys, please contact the Porters' Lodge.
- If you have any queries relating to Tutorial requirements, including Exeat forms and meetings, and information on keeping term, please contact tutorial@magd.cam.ac.uk.
- If you have any other queries relating to accommodation or signing the Redit book, please contact rooms@magd.cam.ac.uk.

**You may be charged the costs of returning your room to its original state if you:
do not leave your room in an acceptable condition
cause damage to your room or its contents**

**You may be charged for unauthorised occupation at up to £50 per night if you:
stay in your room during the vacation period without an OTR
stay in an OTR room outside of the nights granted by College**

You may also be charged the cost of replacement keys if you fail to return your room key.

EXAMPLE ONLY

ACCOMMODATION FACT SHEET

Departure Requirements

Easter Vacation 2025

-

You should read all these points carefully.

Please remember to leave your room neat and tidy to allow the Housekeeping department to clean your room during the vacation.

Term Dates

- You may leave your College room from 5pm on Friday 21st March
- You must leave your College room by 9am on Tuesday 25th March
- You may arrive back in your College room from 2pm on Thursday 17th April
- You must arrive back in your College room by Tuesday 29th April
- If you wish to stay in College at any time between the 9am Tuesday 25th March and 2pm Thursday 17th April, you must apply for an OTR.

Please do not return to College accommodation early without permission from your Tutor and the Accommodation Coordinator, as your room may not be available.

Rooms

- All rooms should be left neat and tidy. No rubbish should be left in the room: please bag and dispose of general waste, and recycle using the correct bins.
- Please leave all College-owned bedding neatly folded on the bed.
- If there are any repairs needed in your room, please submit a Maintenance Request form before you leave for vacation.
- Ensure wash basins and en suites are cleaned and cleared, and the taps fully turned off.
- Ensure room fridges are fully cleared and cleaned. Leave fridges plugged in and switched on to prevent leakages. All perishable food remaining in fridges will be disposed of.
- Ensure gyp fridges are fully cleared: all perishable food remaining in fridges will be disposed of.
- All windows and doors should be closed and, if possible, locked.
- All lights and heaters should be turned off.

Clearing your belongings

- During the Easter vacation, the College hosts Access residentials and OTR students. Students in the following accommodation areas must clear their rooms of all of their belongings: Basing House, Benson Court (Benson B, C, D, F, G & O), Cripps Court (F, G, S, CR), Edwards Court, Mallory Court (F), and 30 Thompsons Lane. Students may leave items in the room's lockable storage, but no belongings, boxes, or suitcases may be left anywhere else in the room.
- For students in all other accommodation areas: Belongings may remain in your room in boxes, suitcases, wardrobes, drawers, or storage. This will allow your room to be cleaned and used in case of an OTR/emergency.
- Please ensure that you do not store your belongings in black bin bags, as these may be discarded as rubbish.
- If maintenance works are taking place in your room over the holiday, you may be required to completely clear your room of all belongings. If this applies to you, you will be contacted directly by a member of the Maintenance department before the end of Term.
- Students should not leave any valuables in their rooms – any items remaining in your room are left at your own risk.

Communal Areas

- Students may leave kitchen paraphernalia and unopened non-perishable food in gyp rooms, provided these items are neatly stored in cupboards or on shelves.
- All surfaces must be completely cleared. You must not leave any washing up!
- All bathrooms should be cleared of all toiletries or other items.
- Any other items left in communal areas will be removed and disposed of by the Housekeeping staff – this includes dirty washing-up.

Keys and Check Out

- When you leave College accommodation for the first time after the end of Lent Term, you must check out of your accommodation in the Porters' Lodge. You must also return any physical keys, if applicable. This system replaces the online Redit book previously in place: all students must visit the Lodge to check out upon departure, otherwise you will be charged for accommodation until the end of Term.
- When you arrive back to College for Easter Term, you must check in at the Lodge: you will not have key card access to your room until you have checked in.

Other notes

- Access – When removing your belongings, or rubbish, do not block access ways, fire doors or gateways. Do not prop fire doors open, even for a short while.
- Storage – For students who must clear their room - please contact the Porters' Lodge for more information.
- Catering - Catering will be closed after dinner on 17th April and will reopen for lunch on 25th April 2025.

Tutorial Requirements

- It is a University requirement that you must keep Term (stay in College for a minimum of 59 nights in Michaelmas and Lent, 52 nights in Easter)
- You must complete the Exeat form and attend an Exeat meeting with your Tutor.
- You must leave College on the day stated on your Exeat form.
- Students who fail to complete the Exeat formalities by the set deadline will incur a fine of £30.

Useful Contacts

- If you have any queries relating to how your room needs to be left, including removing belongings and clearing rubbish, please contact housekeeping@magd.cam.ac.uk.
- If you have any queries regarding repairs or maintenance work, please complete an online Maintenance Request Form, or contact maintenance@magd.cam.ac.uk.
- If you have any queries relating to keys, check-out/check-in, or storage please contact the Porters' Lodge.
- If you have any queries relating to Tutorial requirements, including Exeat forms and meetings, and information on keeping term, please contact tutorial@magd.cam.ac.uk.
- If you have any other queries relating to accommodation, please contact rooms@magd.cam.ac.uk.

**You may be charged the costs of returning your room to its original state if you:
leave your room in an unacceptable condition
cause damage to your room or its contents**

**You may be charged for unauthorised occupation at up to £50 per night if you:
stay in your room during the vacation period without an OTR
stay in an OTR room outside of the nights granted by College**

You may also be charged the cost of replacement keys if you fail to return your room key.

EXAMPLE ONLY

ACCOMMODATION FACT SHEET

Departure Requirements

Long Vacation 2025

-

You should read all these points carefully.

Please remember that your room may be used for another student during the holidays, so please leave it in good condition.

Term Dates

- You must leave your College room by 9am on Wednesday 25th June. Graduands must leave by 9am 5th July.
- Special arrangements are in place for May Week 2025. Students wishing to stay in College accommodation for May Week must apply for an OTR (a simplified version not involving Tutors or DoS). This simplified OTR runs from Wednesday 25th June until 2pm 29th June 2025. You must vacate your room no later than 2pm Sunday 29th June 2025.
- The time/dates noted above are when you must vacate your room. Please make sure you have already packed your belongings ready to leave your room by the deadline. If you are waiting for transport, you may leave your luggage in one of the rooms designated by the Porters. You will not be permitted to wait in your room.
- If you are returning to College next year, you may return to your new College room from Tuesday 1st October, and you must return to your room by Tuesday 7th October.

Rooms

- All rooms should be completely cleared of any belongings, and should be left neat and tidy. No rubbish or unwanted items should be left in the room: please bag and dispose of general waste, and recycle using the correct bins.
- Please leave all College-owned bedding neatly folded on the bed.
- There should be no blu-tack, drawing pins or sellotape on your walls, nor should there be any damage caused by these things.
- If there are any repairs needed in your room, please submit a Maintenance Request form. Please do this as soon as possible, as any problems will need to be fixed as soon as you leave.
- Ensure wash basins and en suites are cleaned and cleared, and the taps fully turned off.
- Ensure room fridges are fully cleared and cleaned. Leave fridges plugged in and switched on to prevent leakages. All perishable food remaining in fridges will be disposed of.
- Ensure gyp fridges are fully cleared: all perishable food remaining in fridges will be disposed of.
- All windows and doors should be closed and, if possible, locked.
- All lights and heaters should be turned off.
- Any items left in rooms will be disposed of immediately by the Housekeeping staff.

Communal Areas

- All kitchens and gyp rooms should be cleared. Nothing should be left in cupboards, on shelves, or in communal fridges. All surfaces must be completely cleared. Please don't leave any washing up!
- All bathrooms should be cleared. No toiletries or other items should be left.
- Any items left in communal areas will be removed and disposed of by the Housekeeping staff.

Disposing of unwanted items

If you have any unwanted clothes, books, cushions, desk lamps, or other small items, you are encouraged to donate these to charity if at all possible.

Keys and Check Out

When you leave College accommodation for the first time after the end of Easter Term, you must check out of your accommodation in the Porters' Lodge. You must also return any physical keys, if applicable. This system replaces the online Redit book previously in place: all students must visit the Lodge to check out upon departure, otherwise you will be charged for accommodation until the end of Term.

Other notes

- Recycling – Please recycle any waste, using the correct bins, if possible.
- Waste – Please make sure you bag and secure any general waste. Don't leave loose items, dead plants, empty air fresheners or boxes of rubbish for the Housekeeping staff to deal with!
- Access – When removing your belongings, or rubbish, do not block access ways, fire doors or gateways. Do not prop fire doors open, even for a short while.
- Storage – This is for overseas students only – please contact the Porters' Lodge for more information.

Tutorial Requirements

- It is a University requirement that you must keep Term (stay in College for a minimum of 59 nights in Michaelmas and Lent, 52 nights in Easter).
- You must complete the Exeat form and attend an Exeat meeting with your Tutor.
- You must leave College on the day stated on your Exeat form.
- Students who fail to complete the Exeat formalities by the set deadline will incur a fine of £30.

Useful Contacts

- If you have any queries relating to how your room needs to be left, including removing belongings and clearing rubbish, please contact housekeeping@magd.cam.ac.uk
- If you have any queries regarding repairs or maintenance work, please complete an online Maintenance Request Form, or contact maintenance@magd.cam.ac.uk
- If you have any queries relating to keys, check-out or storage please contact the Porters' Lodge.
- If you have any queries relating to Tutorial requirements, including Exeat forms and meetings, and information on keeping term, please contact tutorial@magd.cam.ac.uk
- If you have any other queries relating to accommodation, please contact rooms@magd.cam.ac.uk

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cause damage to your room or its contents**

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stay in your room during the vacation period without an OTR
stay in an OTR room outside of the nights granted by College**

You may also be charged the cost of replacement keys if you fail to return your room key.

COLLEGE ROOM LIST 2025/26

This information is intended as a guide only- there may be some changes to this list. Location of hostels to postgraduates or undergraduate may change from year to year.

Undergraduate Rooms														
House/Staircase	Room Type		Rent Band											En-suites
	Bedsit	Set	A	B	C	D	E	F	G	H	I	J	K	
Basing House	21				6	2		5	8					
Benson Court B	10				4	4		2						
Benson Court C	10				4	4		2						
Benson Court D	12				5	5		2						
Benson Court F	4			4										4
Benson Court G	6			6										6
Benson Court J	9					2	1	2		1	1	2		
Benson Court K	9							5		1		3		
Benson Court M	4						1	1			1			1
Benson Court N	10				1			2	1		5		1	1
Benson Court O		16	2		14									1 6
Buckingham Court A		4						4						
Buckingham Court B		6						6						
Buckingham Court C		6						6						
Buckingham Court D		6						6						
Buckingham Court E		6						6						
Buckingham Court F	2	1		1				2						1
Buckingham Court J	2	2					3		1					
Buckingham Court K	1	3					3			1				
5 Hertford Street	4							1	1			1		1
Mallory Court B	19			1	1	7	3		1	3	3			
Mallory Court D	6				2	2	1	1						
Mallory Court E	5								4		1			
Mallory Court F	5				2	2	1							3
Mallory Court H	2	6			2	6								
First Court A	5			1		1		1	2					
First Court D	1							1						
Old Lodge	12	4			4	4	3	3		1	1			
4 Chesterton Road	3						1			2				
5 Chesterton Road	4							4						
6 Chesterton Road	4							4						
Cripps Court	43		1	31	4	6		1						3 2
Edwards Court	17			17										1 7
23A Bridge Street	3						2							1
30 Bridge Street	10						6		1			1	2	
28 Thompsons Lane	2	2					1	1	2					
29 Thompsons Lane	2	2						2	2					
30 Thompsons Lane	29	6		3	8	10	6	7	1					
32 Thompsons Lane	6			1	1	1	1	1	1	1				1
34 Thompsons Lane	4						1	1	1	1				

Postgraduate Rooms

House/Staircase	Room Type			Rent Band (Flats noted under their Flat Band)											En-suites
	Bedsit	Set	Flat	A	B	C	D	E	F	G	H	I	J	K	
Audley Cottage (10-12 Chesterton Road)	11				4	2	2	2	1						11
Brights Building G	6	1		1		1	5								1
Brights Building H		4				4									
Wentworth House	11				6	3	2								9
8 Chesterton Road	4											2	2		
11 Chesterton Road	5	1					2	4							
Cory House			3				2				1				3
First Court	1						1								
1A Herford Street	3					2			1						
3 Hertford Street	3								1			1	1		
7 Hertford Street	6						1		2	3					
11 Hertford Street	5						1	1	1				2		
Mallory Court C	2	3	1			3	1	2							1
Mallory Court G			4				4								
7 Northampton Street	4	1							2	1	2				
17 Northampton Street	3	3				1		1	3				1		
19 Northampton Street	2	2					1		2		1				
28 Thompsons Lane			1			1									1
33 Thompsons Lane	6							1	4	1					
35 Thompsons Lane	5							1		2	1		1		

RICE COOKER POLICY

We understand that when moving to College you may want to bring some of your home comforts with you. If you normally use a rice cooker, then you'll be happy to hear that we do allow the use of them in some of our accommodation.

However, because these items are electric and heat water to a high temperature they can pose a safety risk if used incorrectly. If you intend to use a rice cooker please follow these simple rules.

Safety First

When buying a new rice cooker, always buy from a reputable dealer and follow the manufacturer's instructions. If you are coming from overseas, we would advise you to make your purchase after arriving in the UK to ensure that you acquire a safe device. If you are in any doubt, please contact the Maintenance Department and we will check it for you. If any rice cookers which do not conform to UK standards are found in accommodation, they will be removed and returned to you on your departure.

Always register a new rice cooker with the manufacturer. That way, you can be contacted easily if a safety recall is required. While the chances of a faulty product causing serious damage are small, the risk is still there and returning a faulty product or ordering its repair is very easy to do. Ensure the rice cooker is compliant with European Union safety regulations and carries the CE mark. You must ensure that your rice cooker has a UK three pin plug. Travel adaptors that convert a two pin plug are not allowed as they have been known to overheat and cause fires.



Conduct regular checks of the power cord, plug and socket for burn marks. Listen for sounds of 'arcing' (buzzing or crackling) or if it feels too hot to touch. If you see any of these signs do not use the rice cooker and report it to Maintenance Department immediately.

Safe use

- Don't use the cooker near or below curtains, shelves, cupboards, or anything else likely to be damaged by the escaping steam.
- Don't use your rice cooker in your bedroom.
- Don't overfill the bowl with food and water.
- Always be careful when pouring food or water in or out of the rice cooker so that the power cord and socket stay dry.
- Many modern electric rice cookers are designed with a stay-warm feature, which means the cooker can stay on for hours to keep food at an optimal temperature. **Never** leave a rice cooker unattended at any time.
- Make sure the item is switched off and unplugged before it is dismantled and cleaned.
- Ensure the appliance is dry before being used again.
- Always turn off the appliance when not in use.

If you want to know more about using a rice cooker in your accommodation or if you have any other questions about health and safety in the kitchen, please contact the Maintenance Manager or the Head of Buildings and Operations on maintenance@magd.cam.ac.uk.

Personal Emergency Evacuation Plan (PEEP) Procedure

1. Purpose

To ensure that any student who may require assistance to safely evacuate during an emergency receives a tailored Personal Emergency Evacuation Plan (PEEP). This procedure outlines how the College identifies the need for a PEEP, how information is collected, how plans are written, and how they are reviewed.

2. Scope

This procedure applies to:

- All Students/Staff residing in or regularly accessing Magdalene College buildings.
- All Students/Staff with disabilities, temporary injuries, medical conditions, or other circumstances affecting their ability to evacuate independently (e.g., sensory impairments, mobility limitations, cognitive difficulties, anxiety during alarms).

3. Responsibilities

Head Porter

- Oversees the PEEP process.
- Ensures plans are created, implemented, and reviewed.
- Maintains confidential PEEP records.

Student Health and Wellbeing Service

Identifies students needing support via Health and Wellbeing forms/Tutors/Academic office/SSD.

- Liaise with students and discuss what they need in terms of support.

Student

- Participates in the assessment.
- Tests equipment provided (e.g., vibrating pillow alarms, evacuation chairs).

Porters

- Follow instructions set out in the PEEP during alarms.
- Receive training in equipment and procedures relevant to PEEPs.

4. Procedure for Creating a PEEP

Step 1 — Identification of Need

A PEEP may be triggered by:

- Disability disclosure during admission or accommodation forms.
- Student self-identifying at any point during their course.
- Referral from tutors, accommodation officers, or Health and Wellbeing Service.
- Observation by staff that a student may require assistance.

Note: Temporary conditions (e.g., broken leg, concussion, late-stage pregnancy) must also be considered.

Step 2 — Initial Contact with Students

Student Health and Wellbeing should:

- Contact the student discreetly and sensitively.
- Explain the purpose of the PEEP.
- Encourage the student to arrange a meeting at a suitable time/location with the Head Porter.

Confidentiality must be clearly explained and maintained throughout the process.

Step 3 — PEEP Assessment Meeting

During the meeting:

1. Discuss the student's needs
Mobility, vision, hearing, medical conditions, anxiety response, communication needs, etc.
2. Review their accommodation and usual building access
 - Location of bedroom
 - Floor level
 - Use of lifts
 - Access routes
 - Study spaces (library, teaching rooms)
 - Social/staff areas
3. Identify suitable evacuation strategies, such as:
 - Assisted evacuation
 - Use of an evacuation chair
 - Use of a refuge point and “buddy system”
 - Provision of visual or vibrating alert devices
 - Alternative escape routes
4. Agree who provides assistance, if required.
5. Determine nighttime arrangements, if relevant.
6. Identify any equipment needed (and who provides it).

Record all details clearly.

Step 4 — Write the PEEP Document

The written PEEP must include:

- Student name and contact details
- Term address and key areas they use
- Nature of assistance required
- Evacuation method
- Refuge points (if used)
- Equipment required
- Names/roles of assistants or buddy system
- Daytime vs nighttime arrangements
- Maps or diagrams if appropriate
- Responsibilities of involved staff
- Review dates

Write in clear, plain English. Avoid medical detail unless essential.

Step 5 — Student Review and Approval

- Provide the student with a draft.
- Confirm that instructions are understandable and acceptable.
- Modify if necessary.
- Obtain written or email confirmation of agreement.

Step 6 — Communicating and Implementing the PEEP

Share the plan *only with individuals who need to know*, such as:

- Porters on duty
- Tutors
- Health and Wellbeing
- Assistants or “buddies” named in the plan

Maintain records securely in line with data protection policies.

Step 7 — Training and Equipment Checks

- Ensure all staff involved understand their role.
- Provide training in evacuation chairs or equipment if required.
- Test any alarm-alert devices or communication methods.

Step 8 — Review and Update

A PEEP should be reviewed:

- Annually, or
- When the student changes room or building, or
- When their condition/needs change, or
- After any evacuation or drill where issues arise.

Students should be prompted to report any changes immediately.

5. Record Keeping

- All PEEPs are stored securely (digital or paper).
- Access restricted to authorised staff.
- Old versions archived or destroyed per policy.

6. Appendices

- PEEP Assessment Form
- PEEP Template
- List of refuge points in each building
- Evacuation chair locations

Personal Emergency Evacuation Plan (PEEP) – Assessment

1. Student Information

Student Name:

CRSid (if applicable):

Course / Year:

Mobile Number:

Email Address:

Term Time Address (Building & Room):

Other College Buildings Regularly Used:

2. Summary of Need

Brief description of functional need:

3. Alarm Awareness and Alerting Arrangements

Audible alarm:

Visual alarm (strobe):

Vibrating pillow alert (nighttime):

Personal alert device (pager/radio):

Other:

4. Evacuation Strategy

Primary evacuation route:

Secondary evacuation route:

5. Assistance Required

Guidance to exit:

Mobility support:

Emotional reassurance:

Evacuation chair assistance (New Library / Cripps Court):

Refuge assistance:

Other assistance:

6. Refuge Procedure

Refuge location(s):

Communication method with Porters:

Porter response procedure:

Contingency if communication fails:

7. Evacuation Chair Use

Is evacuation chair required:

Trained staff available:

Manual handling considerations:

Chair location(s):

8. Night Time Arrangements

Night time alerting method:

Night time evacuation approach:

9. Additional Notes or Adjustments

Notes:

10. Agreed Actions and Responsibilities

11. Plan Review Schedule

Next review date:

Review triggers: room move / condition change / equipment issues / drills / student request

12. Sign Off and Confirmation

Student:

Assessor (Head Porter/Deputy Head Porter):

Senior Tutor / Health and Wellbeing service:

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

Name:

Department:

Location/s:

AWARENESS OF PROCEDURE

I am alerted of the need to evacuate the building by:

- existing alarm system
- pager device
- visual alarm system
- Other (please specify)

DESIGNATED ASSISTANCE

The following people have been designated to give me assistance to get out of the building in an emergency

Name	Contact details
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EGRESS PROCEDURE

(A step by step account beginning from the first alarm).

METHODS OF ASSISTANCE

(eg: Transfer procedures, methods of guidance, etc.)

EQUIPMENT PROVIDED

(Evac-chairs, hand held portable radios etc)

SAFE ROUTE (S)

(Attach plan if appropriate)

Locations of Fire Chairs and refuge points.

New Library

Cripps Court

Pepys Library – Once work is completed