

MAGDALENE COLLEGE

CAMBRIDGE

ACCOMMODATION HANDBOOK



Guide for 2019 – 2020

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1 USEFUL CONTACTS

Bursary – First Court D2			
Helen Foord	Assistant Bursar/Rooms Tutor		
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			
Abigail Murray	Senior Accounts Administrator	Magd.Billing@magd.cam.ac.uk	Enquiries relating to: College bills
Housekeeping Department – Benson Court E Basement			
Dawn Collins	Head of Housekeeping	dc614@cam.ac.uk	Enquiries relating to: cleaning of students rooms and communal areas, borrowing camp beds for overnight guests, furniture and furnishings, waste disposal
Katarzyna Niesterczuk	Housekeeping Supervisor	housekeeping@magd.cam.ac.uk	
Dayna Staton Housekeeping Supervisor		Housekeeping request form: www.magd.cam.ac.uk/housekeeping-request-form/	
Maintenance Department – Benson Court C-D Basement			
Brian Williams	Head of Building Services	maintenance@magd.cam.ac.uk Maintenance request form: www.magd.cam.ac.uk/maintenance-request-form/	Enquiries relating to: utilities (lighting, heating, hot water), faults and repairs of all College buildings, laundry facilities, PAT testing
Richard Norman	Deputy Head of Building Services		
Rachel Webb	Maintenance Office Manager		
Porters – Benson K and Porters Lodge			
Ryan Carter	Head Porter	rlc78@cam.ac.uk	Enquiries relating to: room keys, bicycle registration, vacation storage, post, gym
Mike Dyke	Deputy Head Porter	md631@cam.ac.uk	
Porters Lodge		porterslodge@magd.cam.ac.uk	
Development – 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 graduates. Five flats are available for graduate students with partners. A full list of all rooms is available in Appendix 5.

The College has two rooms in Cripps Court which have been specially adapted for wheelchair users and other disabilities. There are also two rooms on the ground floor of Benson O which may be suitable for some students with specific disabled access needs.

All Magdalene College rooms should contain:

Bed	Desk
Wardrobe	Desk Chair
Chest of drawers	Bookcase
Waste bin	Lamp
Duvet and pillow	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 are placed in all rooms before the start of Michaelmas Term. These should be checked, signed, and returned to the Head of Housekeeping within the first week 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 have no responsibility. 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 in College and in College houses is the responsibility of the Rooms Tutor and Accommodation Coordinator. New undergraduates have accommodation allocated directly by the Accommodation Coordinator once their place has been confirmed. They may express a preference for the type of room they are allocated by filling out the Accommodation Preference form (which can be found on the freshers area of the College website). They will find out their room allocation on arrival at the Porters' Lodge at the beginning of Michaelmas Term. 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 signed the Redit Book, signed for the keys to your room and have taken possession, you will be deemed to have agreed to all Terms and Conditions of the Accommodation Licence.

Graduates – Magdalene College cannot guarantee accommodation to all graduate students. The allocation of rooms for graduates is also the responsibility of the Rooms Tutor and Accommodation Coordinator. New graduates can apply to the Accommodation Coordinator as soon as their place has been confirmed by the College Academic Office. If a room is available, they will be notified of their accommodation allocated

before their arrival. Continuing graduates choose rooms for the following year in a ballot organised by the Accommodation Coordinator and supervised by the MCR.

Once you have signed for the keys to your room and have 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. Graduate students do not need Tutorial permission to live out of College. If a student would like advice on living out, they can find this from a number of sources – their Tutor, the JCR or MCR Committee, the University Accommodation Service, the Cambridge University Students Union (CUSU) or the Graduate Union (GU).

2.3 Rents

The rent that you pay contributes towards the cost of your room provision including utilities, such as water and electricity. These are banded to reflect their size, facilities and other features. The weekly rents for the bands are set out in Appendix 1.

Accommodation charges are reviewed by the College each year, in consultation with JCR and MCR representatives. Final recommendation of these charges is made by the College Finance and General Purposes Committee and confirmed by the Governing Body.

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 your 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. Graduates are permitted to settle their College Bill in three instalments. See the College Rules section C (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). Graduate 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), and 76 nights in Easter Term (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.

You must also remember to sign the Redit book when you leave, even if you don't have a physical key to return to the Porters Lodge. **You must sign the Redit book.**

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.

You should note that students not adhering to these rules can cause enormous difficulty for the College Staff. Therefore, in accordance with the College Rules (Section B) 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. 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 B), 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 as instructed by the last day of Full Term.

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 to another room(s) for all or part of their OTR.

2.7 Cripps Court

The College 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 are still 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, including in Cripps Court, to allow Magdalene students to prepare for their examinations without disruptions.

During vacation periods, Cripps Court is closed to students, and is often used for conferences, Access residentials, and other functions. Therefore, students living in Cripps Court cannot stay in their rooms during the vacation period under any circumstances, and will 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. If you require first aid treatment you should immediately contact the Porters.

3.3 Emergency contacts

All Porters are qualified First Aiders. The College Nurse is able to give treatment for minor injuries and illnesses when she is 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.
- 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.
- 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. All records of drills/evacuations are the responsibility of the Head Porter. Drills will be arranged for the Michaelmas and Lent terms. Any re-testing will take place as and when required.

4.3 Non-residents/Guests

Personal 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.

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 is permitted only in certain areas of the College grounds – in the grass area behind Benson E, in Benson Hall courtyard, in the area between Bright's Building and the Gardeners' Cottage, and in the patio area behind 1 Chesterton Road. The smoking of e-cigarettes is only permitted in the recycling area at the back of Benson K, in the Fellows' Garden, and in the Edwards Court courtyard.

When the College Bar is open in the evenings, smoking is also permitted in one corner of First Court, in the area between C Staircase and the Main Gate. Removable bins will be placed in that area when the bar is open.

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 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 Head of Building Services or the Porters immediately.

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

All portable electrical equipment supplied by the College is PAT tested annually. If a student wishes to bring any portable electrical device into College they must have it PAT tested annually by the College Maintenance department. PAT testing commences in October, and may take up to four weeks to complete. There is a small charge of £10 to cover all personal items tested (a further £10 charge for any subsequent checks required). Students should list all appliances to be tested on the PAT Testing form provided by the Maintenance Department, and make the items listed available for testing as instructed by the Head of Building Services. Untested appliances may be removed by the College.

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 up to £100, in accordance with the College Rules (Section B). 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. Socket adaptors are not to be used in any circumstance.

For those who come from overseas it is stressed that all electrical appliances must be adapted for 220-240 volts AC.

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 potable and suitable for cleaning teeth. Cold taps in kitchens and gyp rooms provide drinking water.

5.8 Waste Water

Waste water systems are connected to Local Authority sewers. Waste chemicals and environmentally damaging or toxic substances are not to be poured into waste water systems (via basins, baths, showers, toilets or external drains (e.g. under rainwater downpipes)) but are to be disposed of correctly. It is a student's personal duty to safely dispose of such waste, seeking advice from the Head of Building Services as necessary.

5.9 Water Hygiene

En-suites and showerheads are cleaned weekly, and all communal showers and showerheads are cleaned daily Monday to Friday.

5.10 Lighting

Suitable lighting is provided in all rooms, and externally around the College. If a bulb fails, and you cannot change it yourself, you should report it to the Maintenance Department.

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 The College Network

A standard Internet access charge is applied to all College rooms and is charged for on a daily basis at the pro-rata rate of £3.40 per week which also covers the use of public computing facilities and wireless access which is available in a number of locations. This provides a usage allowance of 10Gb per day.

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

5.13 Computing Support

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

5.14 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. 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.

6 SECURITY

6.1 Room Keys or University Cards

Students obtain a key to their College accommodation from the Porters' Lodge. Undergraduates must sign their key in and out at the beginning and end of every term. Graduates must sign their key in and out at the beginning and end of their Licence period. Some rooms have electronic Salto locks, which are opened by the student's University Card.

All keys must be returned at the beginning of the vacation period. If the key is not returned, a charge of £15 will be made. If a key or University Card is lost, a charge of £15 will be made for a replacement.

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/administration/policies-and-procedures>.

7 HOUSEKEEPING AND MAINTENANCE

7.1 Organisation

At Magdalene, three departments share the responsibility of looking after the College buildings and grounds.

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 room furnishings – carpets, curtains, beds, chairs and desks.

Maintenance – The Maintenance Department looks after utilities, such as water, 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 and 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 Head of Building Services. 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 permitted limited use of damage-free self-adhesive strips such as CommandTM 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 Head of Housekeeping.

Students are not permitted to attach posters, leaflets or other decorations to their windows. 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 Head of Housekeeping to clear rooms. Any alternative sanction would be a matter of discussion between the student, their Tutor, and the Rooms Tutor.

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, particularly soft furnishings, which may present a fire hazard. If students wish to bring in additional small items of furniture into College rooms, they must obtain permission from the Head of Housekeeping.

If students are granted permission for bring 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 gyps rooms now have induction hobs, so students will need to bring suitable cooking equipment.

The College recognises the fact that many graduates remain in College at times when the College kitchens are closed. Therefore graduate 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.

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 Head of Housekeeping 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 Head of Housekeeping, 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 on a daily basis from Monday to Friday. Students must provide access to Housekeeping staff to allow them to clean en suite bathrooms once a week.

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.

7.6 Cleaning

Housekeeping staff are responsible for cleaning communal areas in College. Students are responsible for keeping their own rooms clean and tidy. College vacuum cleaners are available for this purpose in staircases and hostels. Bins should be left outside rooms by 8am (Monday to Friday) for collection.

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

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. Graduate 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. However, any cases of malfunction or damage should be reported to the Head of Housekeeping.

7.8 Repairs

The College seeks to respond quickly to any problems with equipment or furnishing in rooms. Any problems with rooms should be reported as soon as possible. The best way to do this is by submitting a Maintenance or Housekeeping Request form on the College intranet. Alternatively, students can go directly to the Maintenance Office or Housekeeping Office as appropriate.

It is the responsibility of all students to report any problems as soon as possible – if the Maintenance, Housekeeping, or Gardens Departments are not made aware of an issue, they cannot resolve it.

7.9 Approved contractors

From time to time, the College uses contractors to undertake large-scale or specialist work. All contractors will have College identity badges, but if students are unsure as to the identity of anyone arriving to undertake work, they should check their details with the Porters' Lodge before allowing them to enter.

7.10 Response times and planned maintenance

The College tries to respond to all issues as quickly as possible. However, due to the many issues that the Maintenance and Housekeeping Departments have to deal with on a daily basis, every issue reported is assessed and assigned a priority level. Once students have submitted a Maintenance Request form, the Maintenance Department will contact them to confirm the assigned priority level, and an estimate of when the work will be carried out.

As a general rule, emergency repairs will be attended to within 24 hours, and routine repairs are usually completed within seven days, but this does depend on the availability of replacement parts. Repairs are normally completed during working hours (Monday - Friday 8.30am – 4.30pm), but emergency cover is available 24 hours a day for emergencies (boiler failure, major water leaks, etc.).

7.11 Room access for maintenance

Maintenance staff may need to enter a student room to make repairs. Maintenance staff, or contractors accompanied by a member of the College staff, may also need to enter the room to inspect or assess it. This will normally be done at a reasonable time, and the student will be notified by email at least 24 hours in advance. College staff, and approved contractors, may enter communal areas without notice to students. In case of emergency, College staff may enter rooms without notice.

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 principle 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 appropriate bins.

7.14 Snow and ice clearance policies

The College snow and ice clearance policy 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. Wasting energy has a serious impact on the environment, and can often be avoided.

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 that will meet our obligations under the Environmental Protection Act. The potential for pollution from our activities is assessed and either eliminated or controlled so far as is reasonably practicable.

As part of the College's environmental policy we have made a commitment to 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.

Larger bins for mixed recycling are located between Benson F and G and Benson J. These bins are suitable for paper, cardboard, cartons, glass, plastics and household metal packaging.

Where space permits, kitchen compost caddies are located in gyp rooms. These must be emptied on a regular basis in accordance with the policy determined by the Gardens Department.

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. 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 Head of Housekeeping.

9 TRANSPORT AND OTHER VEHICLES

9.1 Car Parking

In accordance with the College Rules (Section B), 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. Students are not permitted to park a motor vehicle on College property at any time.

9.2 Bicycles

All student bicycles must be marked with the distinguishing letter of the College and with a personal number which will be allocated by the Head Porter. This is not only to satisfy University Regulations (Proctors may issue warnings or on-the-spot fines for failure to comply) but also to maximise the chance of the bike's return should it be stolen. Information about housing bicycles in College should be obtained from the Head Porter.

No bicycle may be brought into First or Second Court, or stored in rooms, staircases, corridors or College hostels.

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 particularly 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 wish to purchase meals at Ramsay Hall or dine in Hall who have dietary requirements and or dietary allergies *must directly* inform the Director of Catering and Conferences & Head Chef *themselves* just before Term starts – normally most requirements can be met but we cannot guarantee that it will always be possible. Students who cannot use gyp rooms or Ramsay Hall should contact their Tutor in order to request a KFC discount. Those with severe allergies must report this to their Tutor and upon arrival must visit the College Nurse.

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 is in correspondence 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

Undergraduate and Graduate Guides are issued annually to new students and are reproduced on the College website. These provide a brief history of the College and explain 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 or tutorial reasons, and sometimes for the benefit of the College community as a whole. Sample Undergraduate and Graduate 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 Graduate or Undergraduate Magdalene College 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 (www.nationalcode.org/Upload/File/NationalCode_Edu.pdf) 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 graduate 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.

APPENDIX 1: STUDENT FEES AND CHARGES

1. STUDENT ROOM RATES

Room Rent Bands	Weekly £	Daily £
A	164.50	23.50
B	148.40	21.20
C	138.25	19.75
D	129.57	18.51
E	127.75	18.25
F	119.00	17.00
G	113.05	16.15
H	109.20	15.60
I	106.40	15.20
Flat – Band C	258.16	36.88
Flat – Band D	237.72	33.96
Flat – Band H	196.70	28.10

2. CHARGES

Kitchen Fixed Charge (KFC)

£190.44 per term

Buttery Credit

For a trial period of 2018-19 and 2019-20 only, a £50.00 Buttery Credit each Term (excluding Summer Vacation) will be applied to each student who has paid the KFC: this can be used for buying College only services in Cripps, Formal Hall and the College Bar. Unused credits are not carried forward from one term to the next.

Laundry Credit

For 2019-20 only, each student in a College residence will receive a credit of £3 per term on their College Bill.

College Local Area Network

£3.40 per week to cover internet and infrastructure, with an allowance of 10Gb per day.

Meal Charges

Junior Members : Formal Hall Dinner £7.70
 : Formal Hall Guest £12.50
 : Breakfast (5 items) £ 2.85
 : Lunch/Dinner £5.50 *
 (* Average figure, for two courses)

B.A. Dinners : Charge to B.A.s £12.00
 : College Subsidy £6.00

APPENDIX 2: UNDERGRADUATE ACCOMMODATION LICENCE STUDENT ACCOMMODATION LICENCE (UNDERGRADUATE) ACADEMICAL YEAR 2019-20

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 _____ 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 2019 – 18th June 2020* 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 2019 – 19th December 2019
Lent Term	5th January 2020 – 24th March 2020
Easter Term	10th April 2020 – 18th June 2020

*(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. Due to the restricted nature of the event for 2019, it may not be necessary for occupants of all the above properties to vacate their room. 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.

4. The accommodation charge, which is due and payable termly, comprises:
 - 4.1 a termly licence charge, dependent on the room rent grading, for a set period of 70 nights per term (if you arrive before the start of term, this period begins on the first night of Term, if you arrive on or after the beginning of Term, this period begins on the night you arrive);
 - 4.2 an extra pro rata charge for any nights stayed in addition to the set 70 night per term period;
 - 4.3 the College Kitchen Fixed Charge;
 - 4.4 an internet network charge.
5. The Licensee 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 guests, see article 5.2 below)
 - 5.2 accept that, while a personal guest may stay overnight in the room, they must be registered at the Porter's Lodge on arrival, and must not stay more than two consecutive nights each term;
 - 5.3 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. 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;
 - 5.4 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;
 - 5.5 not leave any belongings, rubbish or unwanted items in the room or any communal areas when they depart;
 - 5.6 keep windows completely clear of posters, leaflets, decorations or other items;
 - 5.7 not carry out any decoration, maintenance, or alterations to the room;
 - 5.8 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

- 5.9 promptly report any damage, loss or malfunction of the room or any of its furniture, fittings, furnishings or other equipment to the Head of Housekeeping or the Head of Building Services via email or the online 'Maintenance Repair Request' form (which can be found on the College intranet);
 - 5.10 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;
 - 5.11 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;
 - 5.12 not smoke, or use e-cigarettes, in any College building, and must observe the 'smoke free' policy, using the designated areas only;
 - 5.13 not cook in the room, nor use any cooking appliance in the room;
 - 5.14 not keep or allow pets in the room except for authorised assistance or support animals;
 - 5.15 avoid leaving lights on when out, or leaving doors or lower floor windows open;
 - 5.16 carefully use all recycling facilities provided and avoid contaminating bins with the wrong type of waste;
 - 5.17 sign the Redit book in 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 to the Porters Lodge upon departure;
 - 5.18 not store any items in rooms or communal areas outside of the dates of this licence, unless permitted otherwise;
 - 5.19 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;
 - 5.20 register any bicycles they intend to use in Cambridge with the Head Porter, and ensure that bicycles are not left in internal areas or walkways, or anywhere else where they may be a hazard;
 - 5.21 hold their own valid licence for receiving any television broadcasts, live streamed broadcasts, or film screenings in any College areas;
 - 5.22 regularly check their email and pigeonhole for notices from the College and the JCR
 - 5.23 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;
 - 5.24 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;
 - 5.25 note that all email enquiries must be made from an @cam email address only, except for housing references post departure
 - 5.26 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:
 - 5261 correctly answering security questions by emailing the Accommodation Coordinator, and
 - 5262 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)
6. The College may:
- 6.1 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);
 - 6.2 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);
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 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

.....
 LICENSEE'S NAME [please print name in block capitals]:

.....
 DATE OF SIGNATURE:



APPENDIX 3: GRADUATE ACCOMMODATION LICENCE
STUDENT ACCOMMODATION LICENCE (GRADUATE)
ACADEMICAL YEAR 2019-20

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 2019 – 15th September 2020* 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 2019 – 15th September 2020* (the room must be vacated by midnight on 15/9/20)

*(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 5.25).

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:
 - 4.1 a quarterly licence charge, dependent on the room rent grading;
 - 4.2 the College Kitchen Fixed Charge;
 - 4.3 an internet network charge;
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 Porter's 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 not smoke, or use e-cigarettes, in any College building, and must observe the ‘smoke free’ policy, using the designated areas only;
 - 5.14 not cook in the room, nor use any electrical cooking appliance in the room;
 - 5.15 not keep or allow pets in the room except for authorised assistance or support animals;
 - 5.16 avoid leaving lights on when out, or leaving doors or lower floor windows open;
 - 5.17 carefully use all recycling facilities provided and avoid contaminating bins with the wrong type of waste;
 - 5.18 sign the Redit book in the Porters’ Lodge when arriving or departing at the beginning and the end of every academic year, and hand in any keys to the Porters Lodge upon departure;
 - 5.19 not store any items in rooms or communal areas outside of the dates of this licence, unless permitted otherwise;
 - 5.20 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;
 - 5.21 register any bicycles they intend to use in Cambridge with the Head Porter, and ensure that bicycles are not left in internal areas or walkways, or anywhere else where they may be a hazard;
 - 5.22 hold their own valid licence for receiving any television broadcasts, live streamed broadcasts, or film screenings in any College areas;
 - 5.23 regularly check their email and pigeonhole for notices from the College and the MCR
 - 5.24 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;
 - 5.25 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;
 - 5.26 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;
 - 5.27 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;
 - 5.28 in cases where the Occupant wishes to terminate the Licence early, and the Academic Office- Graduate 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;
 - 5.29 vacate the room or flat by the end of the Term in which the Student Registry confirms that they can graduate;
 - 5.30 note that all email enquiries must be made from an @cam email address only, except for housing references post departure
 - 5.31 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:
 - 531.1 correctly answering security questions by emailing the Accommodation Coordinator, and
 - 531.2 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 or 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

SIGNED by the Occupant:



 ASSISTANT BURSAR Helen Foord

.....
 OCCUPANT’S NAME [please print name in block capitals]:

.....



APPENDIX 4: 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



Christmas Vacation 2018

ACCOMMODATION FACT SHEET

Departure Requirements

You should read all these points carefully.

Please remember that your room may be used for another student or Admissions interviews during the holidays, so please leave it neat and tidy.

Term Dates

- You may leave your College room from 5pm on Friday 30th November.
- You must leave your College room by 9am on Wednesday 19th December.
- You may arrive back in your College room from 2pm on Saturday 5th January.
- You must arrive back in your College room by Tuesday 15th January.
- If you wish to stay in College at any time between the nights of Wednesday 19th December and Friday 4th January, you must apply for an OTR.

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 the pillow and duvet 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 fridges are fully cleared and cleaned. Leave fridges plugged in and switched on to prevent leakages.
- All windows and doors should be closed and, if possible, locked.
- All lights and heaters should be turned off.

Clearing your belongings

- No Access residential or conferences are taking place over the Christmas holiday. Therefore students in all accommodation areas may leave up to 6 large boxes, suitcases, or storage bags of belongings neatly stored in a corner of the room.
- Students in rooms with lockable storage may also use these areas to store belongings
- No belongings should be left in wardrobes or cupboards, or on shelves, or under the bed.
- If more than 6 boxes/suitcases are left in a room, the excess items may be removed by the Housekeeping staff.
- 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

- When you leave College you must hand in your keys and sign the Redit book in the Porters' Lodge.
- When you return to College you must collect your keys and sign the Redit book again.
- If your University Card is your room key, you still need to sign the Redit book in the Porters' Lodge.

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.
- Bicycles – Only registered bicycles may be left in College – any unregistered bicycles will be removed and destroyed. If you are unsure whether your bicycle is registered, please contact the Head Porter.
- Storage – This is for overseas students only – please contact the Head Porter for more information.

Tutorial Requirements

You will receive information about the Tutorial end-of-term requirements from the Academic Office. However, here is a quick reminder:

- You must keep term (stay in College for a minimum of 59 nights)
- You must complete the Exeat form and attend an Exeat meeting
- You must leave College on the day stated on your Exeat form

Useful Contacts

- If you have any queries relating to how your room needs to be left, including removing belongings and clearing rubbish, please contact Dawn Collins, the Head Housekeeper (dc614).
- If you have any queries regarding repairs or maintenance work, please complete an online Maintenance Request Form, or contact Rachel Webb, the Maintenance Office Manager (rw558).
- If you have any queries relating to keys and signing the Redit book, storage or bicycles, please contact Ryan Carter, the Head Porter (rlc78).
- If you have any queries relating to Tutorial requirements, including Exeat forms and meetings, and information on keeping term, please contact exeat@magd.cam.ac.uk.
- If you have any other queries relating to accommodation, please contact Susannah Roberts, the Accommodation Coordinator (str35).

You may be charged if you:

- **do not leave your room in an acceptable condition**
- **stay in your room during the vacation period without an OTR**
- **stay in an OTR room outside of the nights granted by College**
- **do not complete your Exeat requirements**

EXAMPLE ONLY



ACCOMMODATION FACT SHEET

Easter Vacation 2019

Departure Requirements

You should read all these points carefully.

Please remember that your room may be used for a student with an Out of Term Residence (OTR) or a conference guest, so please leave it neat and tidy.

Term Dates

- You may leave your College room from 5pm on Friday 15th March
- You must leave your College room by 9am on Monday 25th March
- You may arrive back in your College room from 2pm on Wednesday 17th April
- You must arrive back in your College room by Tuesday 23rd April
- If you wish to stay in College at any time between the nights of Monday 25th March and Tuesday 16th April (inclusive), you must apply for an OTR

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 the pillow and duvet 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 fridges are fully cleared and cleaned. Leave fridges plugged in and switched on to prevent leakages.
- 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, conferences, and OTR students. **Therefore students in the following accommodation areas must clear their rooms of all of their belongings: Cripps (F, G, S, CR) and Edwards Courts, Benson F, G, and O.** 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 may leave up to 6 large boxes, suitcases, or storage bags of belongings neatly stored in a corner of the room.
- Students in rooms with lockable storage may use these areas to store belongings, even if their rooms are going to be used for residentials/conferences, and they have been told to clear their rooms.
- No belongings should be left in wardrobes or cupboards, or on shelves, or under the bed.
- If more than 6 boxes/suitcases are left in a room, the excess items may be removed by the Housekeeping staff.
- 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

- When you leave College you must hand in your keys and sign the Redit book in the Porters' Lodge.
- When you return to College you must collect your keys and sign the Redit book again.
- If your University Card is your room key, you still need to sign the Redit book in the Porters' Lodge.

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.
- Bicycles – Only registered bicycles may be left in College – any unregistered bicycles will be removed and destroyed. If you are unsure whether your bicycle is registered, please contact the Head Porter.
- Storage – This is for overseas students only – please contact the Head Porter for more information.

Tutorial Requirements

You will receive information about the Tutorial end-of-term requirements from the Academic Office. However, here is a quick reminder:

- You must keep Lent term (stay in College for a minimum of 59 nights)
- You must complete the Exeat form and attend an Exeat meeting
- You must leave College on the day stated on your Exeat form

Useful Contacts

- If you have any queries relating to how your room needs to be left, including removing belongings and clearing rubbish, please contact Dawn Collins, the Head Housekeeper (dc614).
- If you have any queries regarding repairs or maintenance work, please complete an online Maintenance Request Form, or contact Rachel Webb, the Maintenance Office Manager (rw558).
- If you have any queries relating to keys and signing the Redit book, storage or bicycles, please contact Ryan Carter, the Head Porter (rlc78).
- If you have any queries relating to Tutorial requirements, including Exeat forms and meetings, and information on keeping term, please contact exeat@magd.cam.ac.uk.
- If you have any other queries relating to accommodation, please contact Susannah Roberts, the Accommodation Coordinator (str35).

You may be charged if you:

- **do not leave your room in an acceptable condition**
- **stay in your room during the vacation period without an OTR**
- **stay in an OTR room outside of the nights granted by College**
- **do not complete your Exeat requirements**

EXAMPLE ONLY



ACCOMMODATION FACT SHEET

Long Vacation 2019

Departure Requirements

You should read all these points carefully.

Please remember that your room will be used for another student or a conference guest during the holidays, so please leave it in good condition.

Term Dates

- You may leave your College room from 5pm on Friday 14th June
- **If you are not graduating**, you must leave your College room by 9am on Tuesday 25th June
- **If you are graduating** in June, you must leave your room by 9am on Saturday 29th June
- **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 8th 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 the pillow and duvet neatly folded on the bed.
- Any items of furniture not provided by the College should be removed – if they are left in the room, the cost of removal and disposal will be charged to the student.
- 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 fridges are fully cleared and cleaned. Leave fridges plugged in and switched on to prevent leakages.
- 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. Please don't leave any washing up!
- All bathrooms should be cleared. No toiletries or other items should be left behind.
- **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.

- If you have any unused, unopened, non-perishable food (tins, jars, bottles, dried goods) that you do not want, you can bring them to the Housekeeping Office (Benson E basement). They will then be donated to a local homeless charity.

Keys and the Redit Book

- When you leave College you must hand in your keys and sign the Redit book in the Porters' Lodge. **You must sign the Redit book.**
- When you return to College you must collect your keys and sign the Redit book again.
- If your University Card is your room key, you still need to sign the Redit book in the Porters' Lodge.

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.
- Bicycles – Only registered bicycles may be left in College – any unregistered bicycles will be removed and destroyed. If you are unsure whether your bicycle is registered, please contact the Head Porter.
- Storage – This is for overseas students only – please contact the Head Porter for more information.

Useful Contacts

- If you have any queries relating to how your room needs to be left, including removing belongings and clearing rubbish, please contact Dawn Collins, the Head Housekeeper (dc614).
- If you have any queries regarding repairs or maintenance work, please complete an online Maintenance Request Form.
- If you have any queries relating to keys and signing the Redit book, storage or bicycles, please contact Ryan Carter, the Head Porter (rlc78).
- If you have any queries relating to Tutorial requirements, including Exeat forms and meetings, and information on keeping term, please contact Helen Williams, the Academic Registrar (hw407)
- If you have any other queries relating to accommodation, please contact Susannah Roberts, the Accommodation Coordinator (rooms@magd.cam.ac.uk).

You may be charged if you:

- **do not leave your room in an acceptable condition**
- **have damaged your room or its contents during your stay (excepting minor wear and tear)**
- **stay in your room during the vacation period without an OTR**
- **stay in an OTR room outside of the nights granted by College**
- **do not complete your Exeat requirements**

APPENDIX 5: COLLEGE ROOM LIST

This information is intended as a guide only. Allocation of hostels to graduates or undergraduate may change slightly 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	
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 E	3				2			1				
Benson Court F	8			5				3				5
Benson Court G	6			6								6
Benson Court J	9					2	1	2		1	3	
Benson Court K	9						6		1		2	
Benson Court M	4					1	1		1		1	
Benson Court N	10				1	1	2		5		1	1
Benson Court O	16		2		14							16
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			
Mallory Court B	22	3		1	1	8	3			5	1	
Mallory Court D	6	1				2	4		1			
Mallory Court E	5					1			3		1	
Mallory Court F	5				2	2	1					3
Mallory Court G		3							3			
Mallory Court H	2	6				8						
First Court A	3			1		1			1			
First Court D	1					1						
Old Lodge	16				4	3	3	4		1	1	
4 Chesterton Road	3					1			2			
5 Chesterton Road	3							3				
6 Chesterton Road	4								4			
Cripps Court	43		1	31	4	7						32
Edwards Court	17			17								17
23 Bridge Street	3					2					1	
30 Bridge Street	10					7				1	2	
30 Thompsons Lane	37				4	6	6	13	2	4	2	
33 Thompsons Lane	6						2		4			
35 Thompsons Lane	5						1		2	1	1	

Graduate Rooms

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