

Selwyn College Cambridge

STUDENT ACCOMMODATION HANDBOOK

2014 – 2015

CONTENTS

1.	ROOMS	3
1.1	College Accommodation	
1.2	Allocation of Rooms	
1.3	Keys	
1.4	Rents	
1.5	Undergraduates:	
1.5.1	<i>Occupation in Term</i>	
1.5.2	<i>Occupation outside Term</i>	
1.5.3.	<i>Rediit Book</i>	
1.5.4	<i>Exeats and Terminal Exeats</i>	
1.5.5	<i>Storage out of Term</i>	
1.6	Graduates:	
1.6.1	<i>Rent arrangements</i>	
1.6.2	<i>Rediit Book</i>	
1.6.3	<i>Changing your Room</i>	
1.6.4	<i>Storage out of Term</i>	
1.7	Personal Possessions	
1.8	Pets	
1.9	Firearms etc.	
1.10	Representation of the People Acts	
1.11	Posters, notices, flags etc.	
1.12	Fireworks	
1.13	College Room Care Plan	
2.	HEALTH AND SAFETY	10
2.1	Accident Procedure	
2.2	First Aid Provision	
2.3	Emergency Contacts	
3.	FIRE SAFETY	11
3.1	Prevention	
3.2	Fire Drills	
3.3	Fire Alarm Testing	
3.4	Detection and Alarm	
3.5	Escape	
3.6	Smoking Policy	
4.	UTILITIES	14
4.1	Heating	
4.2	Gas Installations	
4.3	Electrical Fittings	
4.4	Lighting	
4.5	Television	
4.6	Waste Water	
4.7	Water Hygiene	
4.8	Telephones	
4.9	The College Network	
4.10	Computing Support	
4.11	Email	
4.12	Mail	
5.	SECURITY	17
5.1	General	
5.2	Building and Room Security	
5.3	CCTV	
5.4	Access to College	

5.5	Guests	
5.6	Staff Access to Rooms	
6.	KITCHEN FACILITIES, FOOD STORAGE, WASHING FACILITIES, FURNISHINGS, CLEANING ROUTINES, AND OTHER MATTERS	20
6.1	Kitchens	
6.2	Food Storage	
6.3	Bathroom, Toilet and Shower Areas	
6.4	Furniture and Decoration	
6.5	Cleaning	
6.6	Laundry Facilities	
7.	MAINTENANCE AND REPAIR REGIMES	22
7.1	Maintenance	
7.2	Gardens	
7.3	Litter Clearance	
7.4	Snow and ice	
8.	ENVIRONMENTAL QUALITY	23
8.1	Energy Efficiency	
8.2	Refuse Collection	
8.3	Recycling	
9.	TRANSPORT	24
9.1	Car Parking	
9.2	Park and Ride	
9.3	Bicycles	
9.4	Cycle Helmet and Light Subsidy	
10.	GOOD NEIGHBOUR POLICY	26
11.	COLLEGE AND STUDENT RELATIONSHIP	26
11.1	Complaints	
12.	COMMUNICATION BETWEEN COLLEGE AND STUDENT	26
12.1	Advance Information	
12.2	Induction Briefing	
12.3	Management Structure and Contact Details	
13.	CONTRACTUAL RELATIONSHIP	27
14.	STUDENT SUPPORT	27
15.	ANTI-SOCIAL BEHAVIOUR AND DISCIPLINARY PROCEDURES	27
16.	ADMINISTRATION, ACCREDITATION AND COMPLIANCE WITH ANUK CODE OF PRACTICE	27
16.1	General	
16.2	Administration	
16.3	College Responsibilities	
16.4	Schedule of Properties	
APPENDICES		29
1.	Schedule of College Properties	
2.	Rent & Charges	
3.	Damage to Fire Equipment	
4.	College A-Z Recycling Directory	

STUDENT ACCOMMODATION HANDBOOK 2014-15

This document should be read in conjunction with the Student Guides. Both Guides and this Handbook are also available on the web: www.sel.cam.ac.uk/life-selwyn/information-students/

1. ROOMS

1.1 College Accommodation

The College provides 498 rooms for undergraduates and postgraduates. Fourteen flats are available for married or partnered students. Selwyn provides accommodation in Old Court, Ann's Court, Cripps Court and a number of hostels adjacent to the main College site. A list of all rooms is given in Appendix 1.

The College endeavours to make appropriate arrangements for students with disabilities. There are ten rooms which have been specially adapted for students with disabilities. Any student with a disability is urged to contact the Bursar (who is also the College's Disability Officer, email: bursar@sel.cam.ac.uk) well in advance of coming into residence, so that any special needs can be discussed. Graduate students in particular are advised to contact the College as early as possible, as many of our adapted rooms are allocated to undergraduates in March of the preceding academic year. Students with any kind of disability are also encouraged to make contact with the University's Disability Adviser (Tel: 01223 332301; email: disability@admin.cam.ac.uk).

Day-to-day oversight and upkeep of College rooms is the responsibility of the Head Housekeeper (Mrs Sue Jeffries, email: head-housekeeper@sel.cam.ac.uk) and her staff of Housekeeping Assistants, formerly known as bed-makers (or 'bedders'), though their duties no longer include making beds. The Head Housekeeper's office is on the Ground Floor of B staircase in Old Court.

All College rooms should contain:

Bed	Desk	Armchair
Bedside Table	Desk Chair	Waste Bin
Wardrobe	Desk Lighting	Coffee Table
Chest of Drawers	Bookcase	

Inventories are placed in all rooms before the start of the Michaelmas Term. They should be checked, signed and returned to the Head Housekeeper within the first week of occupancy. Please note any faults (burns, scratches etc.) on this inventory which are not already listed. In this way, charges for damage for which you have no responsibility can be avoided. Furniture or carpets must not be moved from one room to another, or put in corridors, or moved outside the building, and curtains are not to be taken down. Inventory inspections are made at the end of each Term, and whenever the occupancy of a room changes. All students must remember that many other people will have to live in the room after their occupancy and, while the College has a continuing programme of room redecoration and refurbishment, any extra expense caused by damage can only limit the extent of this programme. Conference visitors use rooms during vacations and damage can limit this utility to the College. Students will be charged for any redecoration and repair work that is required following their occupancy. See also 1.13 The College Room Care Plan.

It is advisable to bring your own bed linen, pillows and duvets, crockery, cutlery etc. with you. If you are travelling from abroad, it is possible (with advance notice) for the College to provide blankets and pillows. Students may bring small items of furniture for use in their rooms, providing they comply with current fire regulations (please check with the Head Housekeeper). Large items (e.g. armchairs, beds, sofas, pianos) are not permitted, save in exceptional circumstances. You should speak to the Head

Housekeeper about any additional items prior to getting formal permission to bring it. Unauthorised items must be removed and if College staff have to undertake the removal you will be charged the cost of labour. If the furniture and fittings provided are in any way inadequate, you should contact the Head Housekeeper who will be pleased to help and advise you.

Selwyn is not a self-catering College and the facilities on each staircase are intended for the preparation of light snacks only. Each gyp room (or mini kitchen) has a sink, microwave oven, kettle, toaster, hob and fridge. The College is progressively fitting hobs and electrical sockets in gyp rooms with a timer as a fire prevention measure. Please note that for your safety deep-frying is not permitted. Also for safety reasons, no cooking or heating appliances other than kettles may be used in your room. Small appliances such as toasters, sandwich toasters, indoor grills and similar appliances may be used in gyp rooms at the user's own risk, provided you have registered these for use within the College and they meet applicable standards. College Council periodically reviews what appliances may be used and the above list may be subject to change from time to time. The Registration Form is circulated to all residents at the beginning of each year and must be completed annually. Additional forms are available from the Porters' Lodge or can be downloaded from the College Intranet (www.sel.cam.ac.uk/life-selwyn/information-students/).

1.2 Allocation of Rooms

The allocation of student rooms in College and in College hostels is the responsibility of the Fellow for Rooms (Dr James Moultrie, email: fellow-rooms@sel.cam.ac.uk) with the assistance of the JCR and MCR representatives. First-year undergraduates are allocated rooms in Cripps Court. Second- and higher-year undergraduates enter a ballot for rooms, organised by the JCR under the supervision of the Fellow for Rooms, in March for the remaining rooms in College and the undergraduate hostels (currently 18 Fulbrooke Road, 40 Grange Road, Walters Lodge, and 23 West Road). Substantially all undergraduates are housed in College accommodation for the duration of their course.

Undergraduates may be allowed to live out of College. However, this is not a right and applicants must obtain written permission from their Tutor and the Fellow for Rooms. A full term's notice is normally required and permission is unlikely to be granted if there is an appreciable number of empty rooms in College.

Postgraduate students are accommodated in J and K staircases, Cripps Court, and in College hostels, currently 21, 23, 29, 31 and 38 Grange Road, and 21 West Road. New postgraduates are allocated rooms by the College during the month of September, once they have been admitted to the University. A ballot for second- and higher-year postgraduate rooms is held in June. Unless otherwise agreed, incoming graduates studying for a one year course, e.g. MPhil, LLM, MAST, are entitled to their first year in College accommodation. Students registered for a PhD are normally entitled to a total of three years in College accommodation. A year spent taking an MPhil prior to registering for a PhD counts toward the total of three years, except for Arts graduates who will normally be allowed a total of four years in College accommodation.

In the final year of their accommodation entitlement, graduates are required to vacate their rooms by 10 September (the exact date in September will be confirmed during the relevant academic year). A refund will be given for any overpayment of rent.

For graduates who wish to live out of College, advice is provided by the University Accommodation Service (see: www.accommodation.cam.ac.uk) and the University's Graduate Union (see: www.gradunion.cam.ac.uk/welfare/living-in-cambridge). Tutors can also give advice and should always be consulted over contracts and any difficulties over relations with landlords.

1.3 Keys

On arrival at Selwyn, you will be issued with your room key. This will also give you access to various gates and common areas around the College, such as the front gate, the pedestrian gates to Ann's Court

and the Ramsay Murray Gate, Cripps Court, the Library, the Gym, and the JCR or MCR as appropriate. Those living out of College will be issued with a Late Key which will give access to the same gates and common areas. Full details are contained in a letter from the Head Porter that you will receive with your welcome pack. It is important both for your own security and that of the College that you keep your key safe. Fines will be charged to cover the cost of replacement.

1.4 Rents

The rent that you pay covers the provision of all utilities. Rooms are banded into different rent codes to reflect their size, facilities and other features. The weekly rents for the bands are set out in Appendix 2. Taken as a whole, the current level of room rents does not cover the full cost which the College incurs in providing residential accommodation. It is College policy to eliminate this subsidy and rents can be expected therefore to rise by more than the rate of inflation. Rents are set by the Rents Liaison Committee, a body comprising both senior and junior members of the College, which meets annually. Final confirmation of these charges rests with the College Council.

1.5 Undergraduates

1.5.1 *Occupation in Term*

Undergraduate residence in College and hostels is limited to the Fixed Period of Residence (FPR), which is normally of 70 days' duration. Payment at the agreed rate per week for the FPR is to be made to the College at the beginning of each Full Term. You will be reminded of the due date for payment on the College Bill you receive shortly before the beginning of each Term. The amount of each payment for undergraduates will normally be ten times the weekly rent, except for Freshers who will only pay for nine weeks in the Michaelmas Term.

You are expected to pay your bill on time. If you are experiencing difficulty, you should contact your Tutor or the Bursary. Penalties will be applied to late payment where there has been no prior agreement to extend any deadline.

Undergraduates may gain access to their room after 12.00 noon on the first day of the FPR and must vacate their room by 10.00 am on the last day of the FPR. The FPR rental periods for the academic year 2014-15 are detailed in the Student Guide (Undergraduates Section 2.6.3, Graduates Section 3.1). First-year undergraduates, however, are asked to come up during the weekend before the start of the Michaelmas Full Term; a rent rebate recognises this shorter period of residence.

1.5.2 *Occupation outside Term*

During the vacations, the College is entitled to use its undergraduate rooms for other purposes, such as housing admissions candidates, visitors for Open Days and conference guests. The income from conferences is vital to the College's financial well-being. We will always try to find rooms for students who need to be resident for University or College purposes (e.g. obligatory vacation study or courses), but otherwise permission to stay in a College room during the vacation will depend on need and availability. You are asked particularly to note that applications to remain in College outside the FPR on grounds of greater convenience to you or your family will not normally be accepted. If you are reliant on your family to provide transport, you should ensure that they are available on a date that falls within the FPR.

1.5.3 *Rediit Book*

On the day you come into residence at the beginning of each Term you must sign the Rediit Book, which is kept in the Porters' Lodge. If on account of illness or other emergency you are unable to come up in time, you should immediately inform your Tutor.

1.5.4 *Exeats and Terminal Exeats*

The College is required by the University to certify that an undergraduate has kept Term, and the on-line Exeat Forms, together with the Exeat and Rediit Books, provide the basis on which this is done. We thus

rely on you to provide an accurate record of when you came up and of the number of nights on which you did not reside in Cambridge. If you wish to leave Cambridge for one or more nights during Term, you must sign the Exeat Book in the Porters' Lodge before leaving, and when you return. This applies to all undergraduates, including those who live out. Any undergraduate who is found to have been absent for one or more nights without having signed the Exeat Book will be fined. You are reminded that prolonged absence during Full Term is incompatible with the demands of your course; if there is a good reason for your wishing to be away for more than the occasional night, you should discuss this with your Tutor. In addition, the Head Porter is required to inform the relevant Tutor in all cases where an undergraduate has been away from College for three or more consecutive nights.

Before the end of each Term you will be asked to confirm online the date you will vacate your room and the date on which you intend to return. There is a mandatory fine for failure to provide this information by the advertised date. There are strict procedures to be followed in the event of your wanting subsequently to change the date on which you wish to come up. These changes cause considerable disruption and expense to the College, given they have direct implications for staffing levels. Changes should therefore only be contemplated when absolutely necessary. If you are granted permission to return earlier than originally stated and have not given two weeks' notice, an administrative charge will be levied. Full details are given in the Going-Down circular that is issued each Term. All room keys must be returned to the Porters' Lodge before you go down at the end of each Term.

1.5.5 *Storage out of Term*

Rooms may be used by others during the vacation (e.g. admissions candidates, conference delegates, visitors). You must therefore clear your room at the end of Term. During the Christmas and Easter vacations, however, the following possessions may be left in rooms at the owner's risk:

- a. Pictures and posters provided they are in reasonable taste.
- b. Books neatly arranged in bookshelves/cases.
- c. Some rooms have separate lockable compartments **above** wardrobes and cupboards. Only these may be used where available. Students must provide their own padlocks.

It is not acceptable to lock wardrobes and thereby deny hanging space to vacation visitors. If a room becomes unusable because of a locked wardrobe, the College reserves the right to break the lock and remove any possessions. The student concerned will be liable for all associated costs.

It is occasionally possible for you to store your possessions in your room over the Christmas and Easter Vacations if the room is not needed by the College for other students or visitors. The charge for this facility is £10.00 per night.

At the end of each Term any items of furniture which you have moved, e.g. beds, must be returned to their normal position. Fines will be levied if furniture has not been returned to its rightful room and position. Food must be cleared out of gyp rooms and fridges. Failure to remove possessions from rooms at the end of each period of FPR may result in the student being called back to remove them, or if necessary, College staff or a removals company will remove and store items and this expense will be charged to the student concerned. The student may also be charged rent for the period when the possessions remain in the room.

All personal possessions must be removed at the end of the academic year. The Housekeeping staff cannot be expected to package and label anything left in your room or in the gyp rooms or other common areas after your own occupancy has ended. Such things will be assumed to be surplus to your requirements, and will be disposed of.

The College has limited storage space. This is reserved for students living abroad. International students who wish to store their possessions should apply to the Head Porter at least three weeks before they are due to leave. Please note that all stored items are left entirely at the owner's risk. The College will accept

no responsibility or liability for any damage to any item, no matter how such damage is incurred. All items must be clearly named and dated. Items contained in plastic bags will not be accepted. No other storage is available and students are asked to be mindful of the quantity of possessions they bring to College.

1.6 Graduates

1.6.1 Rent Arrangements

Graduates pay rent on a quarterly basis up to a maximum of 48 weeks in any one year. A normal graduate tenancy is for one year and you are required to give one month's notice of departure. If the start of your tenancy is delayed for any reason, you are required to pay all due rent if you wish the College to hold the room available for you.

Graduate room rent is charged via the College bill issued at the beginning of each Full Term. Graduates will be reminded of the due date for payment of the bill. The room rent is charged at the rate of 12 weeks per term which covers the relevant calendar quarter:

Michaelmas Term:	1 October to 31 December
Lent Term:	1 January to 31 March
Easter Term:	1 April to 30 June
Long Vacation:	1 July to 30 September (relevant rent rebate provided for those required to vacate before the start of the new academic year; see 1.2)

You are expected to pay your bill on time. If you are experiencing difficulty, you should contact your Tutor or the Bursary. Penalties will be applied to late payment where there has been no prior agreement to extend any deadline.

Postgraduates need to fulfil residency requirements which are detailed in the Student Guide (Graduates: 3.1 University Regulations).

1.6.2 Rediit Book

On the day you come into residence at the beginning of each Term you must sign the Rediit Book, which is kept in the Porters' Lodge. If on account of illness or other emergency you are unable to come up in time, you should immediately inform your Tutor. If you wish to leave Cambridge for one or more nights during Term, you must sign the Exeat Book in the Porters' Lodge before leaving, and when you return.

1.6.3 Changing your Room

All rooms are allocated to individual students on a single occupancy basis. The Fellow for Rooms is willing to advise anyone, who for an exceptional reason, wishes to change rooms; it is not always possible to arrange a change immediately.

1.6.4 Storage out of Term

All personal possessions must be removed at the end of stay. The Housekeeping staff cannot be expected to package and label anything left in your room or in the gyp rooms or other common areas after your own occupancy has ended. Such things will be assumed to be surplus to your requirements, and will be disposed of.

The College has limited storage space. This is reserved for students living abroad. International students who wish to store their possessions should apply to the Head Porter at least three weeks before they are due to leave. Please note that all stored items are left entirely at the owner's risk. The College will accept no responsibility or liability for any damage to any item, no matter how such damage is incurred. All items must be clearly named and dated. Items contained in plastic bags will not be accepted. No other storage is available and students are asked to be mindful of the quantity of possessions they bring to College.

1.7 Personal Possessions

Your personal possessions are your own responsibility. They are not covered by any College insurance, nor can the College accept responsibility for any loss or damage, including accidental damage by the College staff. You may well find that your possessions can be covered, at reasonable cost, by an extension to your parents' household insurance. If this is not the case, you are strongly advised to take out insurance yourself.

1.8 Pets

Students may not keep pets of **any kind** in any part of the College.

1.9 Firearms etc.

Firearms (including airguns, starting pistols or imitations), ammunition, knives, explosives or inflammable substances such as petrol may not, under any circumstances, be stored in rooms or on College premises.

1.10 Representation of the People Acts

All resident members of the College who wish to qualify for a vote are reminded that it is their responsibility to ensure that their name is included on the Electoral Roll. You have the option of registering on a limited Electoral Roll which may not be made available for sale. The College submits a list of those in College accommodation to the Electoral Registration Officer. Those in private accommodation should make their own application. Students are reminded that they may also be registered at their home address. In local government elections, they may vote both at home and in Cambridge (providing their home address is in a different council area). At a General Election or European Election students may only vote in one place. EU students and Commonwealth students may vote in certain elections and the voting register will show this. Other overseas students are not permitted to vote. Help concerning this can be obtained from the Accommodation Officer (accommodation@sel.cam.ac.uk) if necessary.

1.11 Posters, Notices, Flags etc.

Posters etc. are not to be displayed in room windows or elsewhere in College, except on the appropriate noticeboards and screens. All posters for public display must be authorised by the Porters.

1.12 Fireworks

Fireworks are banned from all College premises.

1.13 The College Room Care Plan

The College Council has prohibited the use of Blu-tack in all newly-decorated rooms. A notice to that effect will be placed in all newly refurbished rooms, to help us maintain the condition of the building for as long as possible.

When a room is redecorated or refurbished, it will automatically come under a new College Room Care Plan. A permanent sign will be placed in the room informing the student that their room is covered by the Plan, that the use of Blu-tack, White-tack, Sellotape and similar adhesive materials is strictly prohibited and that nothing may be attached to the walls or doors. In return, the College will supply a

large notice board, a picture rail (where consistent with the design of the room) and poster hangers. If it is not feasible to install a picture rail, four picture hooks will be supplied to enable the students to personalise their space. Each student will sign the usual inventory. They will also need to confirm that they understand the terms of the Plan and that financial penalties would be applied should they fail to comply, which should be done using the on-line form: www.sel.cam.ac.uk/room-care-plan/

An inspection of all rooms covered by the Plan takes place every Easter Term during the break in the Quiet Period. During this inspection, any damage to the paintwork, fixtures or fittings will be noted. This inspection will be carried out by the Maintenance Management Team in the first instance, as they will also be able to check for other works that may be required before the conference season. As the number of rooms covered by the Plan grows, further staff may be asked to join the inspection team.

Penalties will be based on the cost of reinstatement, which is £150 per single wall. This does not take into account loss of earnings for the College whilst the room is being re-decorated or if it is in such poor condition it has to be taken out of use. Any penalties accruing need to be settled prior to graduation.

2. HEALTH AND SAFETY

2.1 Accident Procedures

If you have an accident on College premises, you should, at the earliest opportunity, report it to the Porters' Lodge. If necessary, arrangements will be made for the appropriate treatment elsewhere, either by the College Nurse or by transfer to hospital. After receiving any attention or treatment, you must complete an accident form. It is a legal requirement that after any accident an accident report form (available from the Porters' Lodge) is completed. It is your responsibility to ensure that this is done, although if one of the Porters has been involved they will write the report. You must give the place, date and time of the accident, the names of any witnesses and a full description of the event. Accident forms are available in the Porters' Lodge and from the HR & Health & Safety Officer in the College Offices (1st Floor). In case of dire emergency, dial 999 and then **IMMEDIATELY** notify the Porters' Lodge that a 999 call has been made. In all circumstances of accident or emergency of any sort, it is essential that the Senior Tutor be informed immediately via the Tutorial Office or the Porters' Lodge.

2.2 First Aid Provision

If you require first aid, there are a number of First Aid boxes situated throughout the College as detailed below and you should ensure that you know where the nearest one is located within your accommodation. These boxes are for emergency use only.

LOCATION OF FIRST AID BOXES:

Porters' Lodge (2)	JCR and MCR	Library
College Bar	College Offices (all floors)	Main Kitchen
Gallery landing (main Hall)	Gardens Department	Maintenance Department
Diamond, Cripps Court	Housekeeping Department	

2.3 Emergency Contacts

A list of qualified First Aiders, and their contact numbers, is set out below. All Porters are qualified First Aiders. The College Nurse is able to give any necessary treatment when she is in College.

FIRST AIDERS:

Mrs Diana Lloyd	College Nurse	(3)35898
Miss Helen Stephens	Head Porter	(3)35899
Mr Robert Watson	Deputy Head Porter	(7)61052
DUTY PORTER	Porters' Lodge	(3)35846
Mr Darren Runham	Catering Dept	(3)35862
Mr Howard Beaumont	IT Office	(3)35850
Mrs Shona Winnard	Development & Alumni Office	(7)67844
Mr Andrew Flather	Development & Alumni Office	(7)67846
Mrs Stella Creet	Maintenance Department	(7)69243
Mr Ian Buck	Maintenance Department	(3)35851
Mr Sam Weekes	Gardens Department	(3)31868
Mr Mark Reeder	Sportsground	(7)41270

3. FIRE SAFETY

3.1 Prevention

Fire is probably the biggest single danger in multiple-occupancy buildings. Failure to observe the College's fire regulations and procedures can have potentially catastrophic consequences, for you and for many others. On a personal level, this means that you should be aware of potential dangers and follow some basic guidelines:

- Familiarise yourself with escape routes and assembly points.
- Take care when smoking or cooking. Never leave cooking unattended.
- Cooking in your room (including the use of sandwich makers, toasters or similar) is not permitted.
- The use of fairy lights, candles or other naked flames is expressly forbidden.
- Fire doors, especially in gyp rooms, should never be wedged open or obstructed. Gyp room doors should be closed before cooking is commenced.
- It is a criminal offence to tamper with the fire detection and alarm systems, or with fire extinguishers. In the past, irresponsible behaviour involving the fire detection and alarm systems has led to students being fined and sent out of residence. (See Appendix 3 Damage to Fire Equipment.)
- If you know of an empty extinguisher, please alert the Head Porter.
- Always keep flammable materials (clothes, books, papers etc.) away from heat sources such as kettles, radiators and light bulbs.
- Don't use electrical appliances (especially kettles) on the floor.
- Each room is provided with a heat-resistant tile on which students may place hot items such as hair straighteners. Please contact the Maintenance Department if it is missing.
- Don't leave washing to dry in fire escapes, or obstruct them in any way.
- Do not hang your own voile curtains, or put wall hangings or alternative lampshades in your room. They are a potential fire hazard. Those provided by the College are fire retardant and meet current fire regulations.
- Joss sticks and other forms of incense are not permitted as they are a major fire hazard.

Negligence and inattention can put lives at risk. Students should note that they have a legal duty of care and of responsible behaviour as members of the College.

3.2 Fire Drills

The Head Porter is responsible for arranging fire drills for each staircase and hostel, and a log is kept of all drills. Generally, drills will take place once a Term, although re-testing may take place if responses have been slow or incorrect (e.g. going to the wrong assembly point). **ALWAYS** respond promptly to fire alarms, even if you suspect it may be a false alarm, or 'merely' a fire drill. You have a legal duty to co-operate with College staff during fire drills.

3.3 Fire Alarm Testing

Weekly fire alarm tests are completed in all areas of the College on Thursday mornings throughout the year except during the Quiet Periods. During the tests, the alarms will sound for a brief period of 5 to 10 seconds. Residents are not required to respond to weekly tests. Test times are posted around the College.

3.4 Detection and Alarm

All College accommodation is equipped with automated fire detection and alarm equipment. In every case, this is a hard-wired system linked to the Porters' Lodge. It is essential that all members of College understand the actions that need to be taken in the event of a fire alarm. Occasionally talks, demonstrations and training on aspects of fire safety are arranged, and all members of College are encouraged to attend. At the beginning of the academic year, there is a presentation on security and fire safety which all new students are required to attend.

Students should be aware of the sensitivity of the fire detection system. Leaning up against call points, unattended cooking, burnt toast, spraying deodorant directly underneath a detector, and steam escaping from open shower doors are just some of the actions that can trigger an alarm.

3.5 Escape

Each staircase has its means of escape clearly posted. It is important that escape routes, especially staircases, which can act as a chimney, are kept clear of flammable material, such as paper, cardboard boxes etc. Escape routes must also **be kept clear of furniture and other items**. Do not leave any personal property or other items whatsoever in such areas. Regular inspections will be made of these areas, and disciplinary action will be taken if escape routes are blocked.

You should have a set of Fire Instructions behind the door in your room; please alert the Porters if it is missing. **Read them**. Ensure that you know the escape routes in the event of fire. Everyone has a responsibility for knowing where their own assembly point is and the location of their individual fire exit. Information about these is posted on notices around the College.

FIRE AND EMERGENCY ASSEMBLY POINTS:

AREA	ASSEMBLY POINT	Departments/Areas
OLD COURT:	OLD COURT LAWN	Staircases A, B, C, D, E, F, G; Bar; Catering Department; Chapel; College Nurse; Hall; Housekeeping; Master's Lodge; Porters' Lodge.
CRIPPS COURT:	CRIPPS COURT LAWN	Staircases H, I, J, K, L, M, N; Computer Room; MCR.
ANN'S COURT:	ANN'S COURT LAWN	Staircases O, P, Q, R; College Offices; Computer Room; JCR; TV Room; Library.
SIDGWICK AVENUE:	JUST OUTSIDE MAINTENANCE YARD	Gardens Department; Maintenance Department.
HOSTELS:	FOOTPATH IN FRONT OF EACH HOSTEL	All Hostels
WALTERS LODGE:	SIDGWICK AVENUE	Walters Lodge

Fire doors in the College (including doors to all student rooms) are designed to withstand smoke and fire for at least 30 minutes. If your escape route is cut off, you should remain behind a fire door until rescued.

3.6 Smoking Policy

Under current legislation, you are permitted to smoke in your room, but not in any communal or other interior space in the College, or within 5 metres of any College building. This includes e-cigarettes. In addition, the College's Smoking policy prohibits smoking in the following areas: all Guest Rooms, Old Court, Ann's Court, the cloister in Cripps Court, and the area surrounding the Library leading to Ann's Court and Old Court.

The College does not wish to place ash trays around the College gardens, and smokers are responsible for the safe disposal of cigarette butts and other materials. If a member of staff requires access to your room, and you are a smoker, please ensure that it is adequately ventilated beforehand. Please also remember that you are responsible for any burn damage. Students who breach the policy are committing a criminal offence and will be subject to disciplinary action

4. UTILITIES

4.1 Heating

Central heating is supplied to all College rooms from 1 October to 1 May each year. If conditions are very cold or hot before or after these dates, the heating may be adjusted to suit. Heating systems will be turned on at 6.00 am and turned off at 12.00 midnight each day. Occupants are encouraged to help to save energy and cost by keeping windows closed in cold weather, dressing appropriately and using radiator thermostatic settings sensibly.

Personal portable heaters are not permitted in student rooms. If you need supplementary heating for any reason you should make a request to the Maintenance Department. See 7.1 for the Maintenance Request procedure.

4.2 Gas Installations

All gas installations are serviced annually by qualified contractors. 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.

4.3 Electrical Fittings

Power points on staircases are of the 3-pin, 13 amp fuse variety. 2-pin plugs must not be used. The following rules are intended to safeguard personal safety and prevent overloading of the supply:

- The following appliances, provided they are correctly connected and are in good working condition, may be used in rooms: kettles, table lamps, radios, CD players or similar audio equipment, computers and related peripheral equipment, clocks, television sets, hairdryers and similar styling equipment, phone chargers, shavers and electric toothbrushes.
- All cooking appliances, including kettles, must be registered annually with the College. Application forms for registration will be circulated at the beginning of the Michaelmas Term. Once items are approved and registered, a registration sticker for each item will be provided. Any item without a sticker showing registration will be removed.
- One multi-way extension lead may be used in each room, provided it is of the distributor block with trailing lead type and is fused. Cable reels and socket adaptors (2- or 3-way) are dangerous and must not be used.
- Appliances with 2-pin plugs and any equipment that is not rated for 240 volts or for use in the UK must not be used.

Under no circumstances must anyone tamper with College electrical equipment or supply. If you are in any doubt about these rules, you should seek advice from College Staff in the first instance.

In recent years, unsupervised or dangerous electrical equipment, whether in gyp rooms or the rooms of individual students, has caused a number of fires that could easily have led to loss of life. All members of College must realise the ease with which electrical equipment can catch fire under certain conditions and must be vigilant in ensuring that their personal electrical items are safe and kept under surveillance when in use.

4.4 Lighting

Suitable lighting is provided in all rooms, and externally around the College. Replacement bulbs for desk lamps are available in the Porters' Lodge. Replacement of other bulbs will be carried out by the

Maintenance Department. If a bulb fails you should report it to the Maintenance Department. See 7.1 for the Maintenance Request procedure. Where possible, all light-bulbs will be low-energy, long-life models.

4.5 Television

It is your responsibility to obtain a TV licence for any television brought into College or for viewing live TV on a computer or similar device. Neither the College nor your home licence covers you. TV licensing authorities make checks on a regular basis and you would be personally liable for any fines imposed. For more information on TV licences, see www.tvlicensing.co.uk, or telephone 0844 800 6790.

4.6 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 sinks, basins, baths, showers, toilets or external drains, e.g. under rainwater downpipes), nor should fat, rice or wipes, but are to be disposed of correctly. It is your personal duty to dispose of such waste safely.

4.7 Water Hygiene

Risk assessments and monitoring of water in all areas of the College are carried out in line with Health and Safety Executive Approved Code of Practice. Testing of water quality is carried out by outside specialists on a regular basis. Running water outlets in unused areas are monitored and tested as necessary. All showerheads are descaled on a rolling programme; access to rooms will be required to carry this out.

4.8 Telephone

There is a University network phone in the JCR in Ann's Court which can be used to make internal calls free of charge, e.g. to the Porters' Lodge.

4.9 The College Network

All student rooms in the College have facilities that, for a standard fee (see Appendix 2), enable residents to connect their computers to the Cambridge University Data Network (CUDN). This gives access to a number of facilities including the internet and email. Use and maintenance of a computer connected via the College network is at your own risk and carries a responsibility to abide by the College and University rules and regulations. See the *Student Guide* for further information and guidelines.

4.10 Computing Support

Students have access to support for their computing facilities via the College IT Department. Enquiries should be emailed to helpdesk@sel.cam.ac.uk.

4.11 Email

All students are allocated an email address. All College rooms have the facility for a computer connection, and there are also facilities in the Computer Rooms in Ann's Court (JCR), and the Library Bridge. Internal memos and notices in the College and the University are usually sent by email, so it is vital to check your email inbox regularly.

4.12 Mail

Incoming mail is put in pigeonholes. Parcels, registered items, and chequebooks are kept in the Porters' Lodge and the addressees notified via their pigeonholes. There is a box for outgoing mail outside the Porters' Lodge; the last collection is made at 5.30 pm on weekdays.

The JCR arranges, through the Cambridge University Students' Union, a free delivery service during Full Term for letters to other Colleges in Cambridge. The box, which is in the Porters' Lodge, is emptied each morning.

Please ensure that the Porters have your correct address for forwarding mail during vacations. When you finally come to leave the College, please advise the Tutorial Office of your new address. You are strongly urged to inform the Tutorial Office of subsequent changes of address also, so that future communications from the College, concerning such matters as the taking of your MA, are not sent to an address at which you are no longer resident.

5. SECURITY

5.1 General

For the most part, the College is a relatively safe environment. However, thefts and other intrusions do occasionally occur, and it is important that you take all sensible precautions.

- Never leave your room unlocked, even when you are in a nearby room, toilet or shower.
- Never let your keys out of your possession.
- Avoid leaving valuable items on view, especially in ground floor rooms.
- Never let people into your room unless you know them.
- If you live on the ground floor, never leave your room without locking the windows.
- Always ensure that the outer door of your hostel is kept locked; the same applies to staircases which have lockable outer doors

If you are concerned about any aspect of security, you should, in the first instance, draw it to the attention of the Porters. Report all crimes and suspicious persons or incidents immediately to the Porters. Even if you are in doubt, you should still do so. The local Police offer an annual presentation on security to new students which you are required to attend.

On coming into residence, you must obtain a key for your room from the Porters' Lodge and it must be returned to the Porters' Lodge before you go down each Term. A deposit of £40 (refundable when you graduate) is charged for this key. Due care should be taken to avoid loss or theft of your key. If you lose it, you will be charged £40 before a new key is issued.

As part of the College's policy on security, it has been agreed that the Porters should not disclose students' room numbers to visitors. Students' private telephone numbers will also be withheld. If the Porters are in possession of a student's private number, they are, however authorised to use it in order to inform the student that a visitor is asking for him or her at the Porters' Lodge.

The University publishes a useful guide to personal safety, 'The Little Green Safety Book', which is available on-line. See:

<http://www.admin.cam.ac.uk/cam-only/offices/safety/publications/hsd150m/index.html>

5.2 Building and Room Security

The College has installed security gates around the College to provide a greater degree of security. It is very important that these should be kept closed, and that any security combinations are not given to strangers or, indeed, any non-resident of College.

5.3 CCTV

CCTV cameras are used in College to help safeguard the security of people and property. Cameras are positioned to capture views of the main entrances of the College. The live pictures are viewed, from time to time, by the Porters in order to detect any suspicious activity.

Warning signs are in place at the College entrance to inform staff, students, Fellows and members of the public that surveillance cameras are in operation. CCTV footage is retained for 30 days and stored in a secure location. It is then wiped clean if not required as evidence. Information derived from CCTV surveillance will only be used for security purposes, unless it leads to the discovery of an activity that the College could not reasonably be expected to ignore, for example, breaches of Health and Safety rules that put others at risk. You have the right of access to information about yourself held on CCTV footage. To

request access you will be asked to complete a Data Access Request Form (available from the Bursar), pay the current fee (£10) and provide evidence of your identity.

5.4 Access to College

For security reasons the College gates are closed between 2.00 am (12.00 midnight outside Full Term) and 6.30 am. Cripps Court is locked at 7.30 pm in Full Term and at all times outside Full Term. Access to the College Courts can be obtained by using your room key or the Late Key for those living out of College. If you return without your Late Key, you can obtain entry by ringing the bell at the main Porters' Lodge; as this may involve waiting for the Porter to return from patrol, you should endeavour to remember your key.

5.5 Guests

The arrangements for the accommodation of guests are as follows:

1. Guest rooms, for which a charge is made (see Appendix 2), should be booked through the Accommodation Officer, Mrs Sue Donelan (email: accommodation@sel.cam.ac.uk, Ground Floor, B Staircase), or in her absence through the Catering Office (email: catering@sel.cam.ac.uk). If booking out of normal office hours and at very short notice it is also possible to book through the Porters' Lodge.
2. You may put up one guest overnight in your room for a maximum of three consecutive nights, provided:
 - (a) You sign a Guest book kept in the Porters' Lodge to indicate the room and the night(s) and:
 - (i) Not more than one guest is accommodated.
 - (ii) You do not put up guests for more than three nights in any seven, or more than fifteen nights in any term (exceptionally the Dean may give permission for a larger number of nights if approached in advance).
 - (b) You understand the College reserves the right to require a guest to leave at any time, and that:
 - (i) You are responsible for the behaviour of your guest in College.
 - (ii) The guest should not be another Selwyn junior member who might be regarded as circumventing the procedures governing residence outside Term.

A few camp beds, with linen, are available for use in rooms, for which a charge is made. Please contact the Head Housekeeper for details (head-housekeeper@sel.cam.ac.uk).

Please alert the Porters if you have a guest who is disabled or who has special requirements in the event of an emergency.

After gate closure, members of the College are expected to accompany departing guests to the gate.

5.6 Staff Access to Rooms

While you are in residence, your room is your home. Everybody – staff, Fellows, and other students – should respect your right to privacy. From time to time, however, it may be necessary for a College Officer or member of staff to gain access to your room as a matter of urgency, whether or not you are present. For example, there might be a potential danger to people or to the fabric of the building; or

people from outside the College, such as window cleaners or electrical contractors, may need to carry out approved work; or a College Officer or staff member may need access in order to perform their duties.

Whenever practicable and reasonable, an attempt will be made to arrange a mutually convenient time (usually three days' notice would be given), but if the matter is urgent, access must be granted without undue delay. All staff wear identifying badges or uniform, and visiting workmen should have temporary passes. Porters and other staff accessing rooms will leave a form explaining the reason for entry, with the date and time.

6. KITCHEN FACILITIES, FOOD STORAGE, WASHING FACILITIES, FURNISHINGS, CLEANING ROUTINES AND OTHER MATTERS

6.1 Kitchens

Cooking is not allowed in rooms in College or in College hostels because of hazards to personal and group safety, and the risk of damage to furnishings and fittings. Snacks should be prepared in the gyp room located on each staircase. **Please clear up after yourself as Housekeeping Assistants are not expected to clear up kitchens for you.** The facilities provided for your use are intended for modest catering (i.e. snacks) only, and under no circumstances is any degree of mass cooking or deep frying permitted. The College is answerable to the City Environmental Health Department for the proper conduct of all large-scale catering taking place in the College, and legal proceedings can ensue should any breach of these regulations occur.

6.2. Food Storage

The College operates in line with stringent food safety legislation and guidelines. If you wish to discuss food safety issues, please arrange to see the Catering & Conference Manager. Note that only in very exceptional circumstances are refrigerators and freezers permitted in student rooms. Permission should be sought from the Dean. Locks are installed on kitchen cupboards in many communal areas, with keys obtainable on request from the Head Porter.

6.3 Bathroom, Toilet and Shower Areas

Communal bathrooms, showers and toilets are cleaned on a daily basis from Monday to Friday. Ensuite bathrooms are cleaned on a weekly basis; a rota is displayed in the gyp room. Any problems with facilities (blocked drains, leaking taps etc.) should be reported to the Maintenance Department. See 7.1 for the on-line Maintenance Request procedure.

6.4 Furniture and Decoration

All rooms are provided with noticeboards. You are encouraged to use these for small notices, timetables, photographs, postcards, etc. Small cuttings and photos etc. can also be grouped into clip frames and hung from picture hooks. No items may be put on ceilings or draped over fire notices. Noticeboards are also available on each staircase and in each hostel. College staff are instructed to take down unauthorised notices which appear on walls in communal areas.

Remember that others will occupy your room after you, and that it must be maintained in an acceptable state. Nails, drawing pins, Blu-tack and sellotape damage paintwork and are therefore not to be used to fix posters, pictures, notices or anything else to the walls or doors. In rooms with a picture rail, there is no limit on the number of pictures that may be hung, but hooks may only be put in place by the Maintenance Department. Please contact the Department using the on-line Maintenance Request procedure (see 7.1).

You are responsible for the state of your room. You will be charged for any damage to the fabric, decoration, furniture or fittings in your room. Charges will reflect the real cost of repair or replacement, along with all associated labour costs, and are therefore likely to be high (see 1.13). Charges for damage to communal areas of a staircase or College hostel will be split equally among the students living there.

Personal shower attachments are not permitted in College because of the problems that can be caused by even small amounts of flooding.

6.5 Cleaning

Student rooms are not cleaned during term time (for ensuite bathrooms see 6.3). You are responsible for cleaning your own room during term time. Each staircase and hostel has vacuum cleaners, brooms, dustpans and brushes available for you to use. Rooms must be left clean and tidy at the end of each Term. You will be fined the cost of cleaning the room if the College has to bring in special cleaners to enable the room to be used during the vacations.

Housekeeping Assistants clean common areas (gyp rooms, corridors and bathrooms) daily (Monday to Friday). They do not wash up for students, and you are expected to clear up gyp rooms after you have used them. At the end of Term, rooms will be checked, and students will be fined the cost of cleaning them if left in an unacceptable state. The charge will be the actual cost of the labour. You are asked to leave your bin outside your room each morning (Monday – Friday) for it to be emptied. In addition, you must not damage or leave in a dirty or untidy state any other part of the building of which your room is part (e.g. kitchens, hallways, and landings).

6.6 Laundry Facilities

Coin-operated washing machines and facilities for drying and ironing are provided in the laundry rooms in the Kitchen Yard off Old Court, on K Staircase, Cripps Court, and at 31 and 40 Grange Road (all on the Late Key). The drying of washing on radiators or on furniture is not permitted, as this causes excessive condensation. Complaints of laundry malfunction should be directed to the contractor, Circuit Laundry, using the helpline number advertised in each laundry. You will need to provide your own detergent.

7. MAINTENANCE AND REPAIR REGIMES

7.1 Maintenance

Maintenance and repairs for all College sites are carried out by the Maintenance staff. Items requiring attention (such as broken windows, fittings or furniture, dripping taps, or faulty heating or lighting) should be reported to the Maintenance Department. There is an online request form on the College website (www.sel.cam.ac.uk/maintenance) accessible using your Raven Password. This system allows work to be prioritised, and problems resolved more quickly. Notice of any major issue within a staircase or hostel will be given on the front page of the website. The Maintenance Department can also be contacted by email (maintenance@sel.cam.ac.uk).

Repairs are normally completed during working hours (Monday – Friday, 9.00 am – 4.30 pm), but emergency cover is available 24 hours a day for major leaks etc. Please contact the Porters in the event of an emergency. If there appears to be undue delay, email maintenance@sel.cam.ac.uk to see whether action has been recorded or if there is a delay because something needs to be ordered. The College aims to fix around 90% of all problems within two working days. Any problems relating to rooms that are not satisfactorily dealt with through the normal channels may be taken up with your Tutor, the Bursar, or with one of the JCR or MCR Amenities or Welfare Officers.

7.2 Gardens

The gardeners maintain the grounds around all College buildings in a tidy, aesthetic and practical manner. Gardens, particularly those facing onto roads, will be maintained in a manner to give some screening for occupants while in their rooms, while minimising opportunities for the concealment of intruders. Principal pathways are maintained to provide a suitable surface for all users, including those with ambulatory problems. While not all paths are fully illuminated, principal routes have suitable intensity lighting to provide security to users. Please note that ball games, fires and barbecues are not permitted in the gardens. Please also note that the pond contains deep water. See the Student Guide Appendices for the Use of the Gardens guidelines.

7.3 Litter Clearance

All College members are responsible for maintaining the cleanliness of the College buildings and the gardens, and should ensure that their waste and that of their guests is disposed of correctly.

7.4 Snow and Ice

Students should take particular care during snowy periods that their actions do not cause a hazard for others. Hence, creating ice slides on roadways or steps, or making and using snowballs containing gravel from the paths should be avoided. Please take extra care around the Courts during wet or icy weather as the York stone can become slippery.

8. ENVIRONMENTAL QUALITY

8.1 Energy Efficiency

A major waste and contributor to both local costs and global warming is caused by individuals being careless in their behaviour: leaving lights on in unoccupied rooms; opening windows rather than turning down heating; turning heating up rather than dressing slightly more warmly etc. Fuel costs have more than doubled in recent years, and major savings have to be made by all. An environmental audit has been commissioned, which will require greater participation from occupants to reduce energy use. The results will be published when available. You are asked to be energy-conscious and switch off lights and any appliances, including computers, when leaving your rooms. The College is required to participate in the Government's Carbon Reduction Scheme.

8.2 Refuse Collection

Housekeeping Assistants will clear waste bins on a daily basis from Monday to Friday. Legislation under the Environmental Protection Act requires that sharp items which have been in bodily contact (e.g. needles used for first aid and by diabetics) **must** be disposed of separately from rubbish. There is a sharps bin in the bathroom opposite the Surgery (Ground Floor, B staircase). The Act also requires that sanitary towels **must** be disposed of separately, and containers are provided for this purpose. Housekeeping staff will collect bins from ensuite bathrooms during their weekly clean.

8.3 Recycling

The College actively seeks to enhance the environment through a positive approach to health and safety by control of pollution and care for the environment, and will meet the 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. The College is also developing an environmental action programme and 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. The College supports student initiatives to recycle glass and paper in student accommodation, and collection boxes are provided in gyms where space permits. Recycling must not be stored in corridors. Other recycling facilities in College are set out in Appendix 4.

9. TRANSPORT

9.1 Car Parking

Owing to traffic problems in Cambridge, the University and Colleges are under an obligation to the civic authorities to restrict the use of motor vehicles used by students. Consequently, it is a University offence for a student to keep, hire or drive a car or motorcycle within ten miles of Cambridge while in residence in Term or in the Long Vacation without permission. A fine of £175 can be imposed by the University Motor Proctor on any offender.

An exception may be made if there are special individual circumstances, or if the vehicle is needed for a University Department or a University or College club or society. A University Licence is required. It is emphasised that undergraduates will have to demonstrate exceptional need and very few licences are granted. To obtain a University Licence you will need a special form obtainable from the Dean. This is taken to the Special Pro-Proctor for Motor Vehicles. His office is in the Old Schools, Trinity Lane, and is open during Term only on Mondays and Thursday between 2.00 pm and 4.00 pm (tel: 01223 333310; email: motor.proctor@cam.ac.uk). See also: www.admin.cam.ac.uk/offices/proctors/motor.

Permission to have a motor vehicle in Cambridge is, without exception, dependent on suitable arrangements being made for off-street parking, and the Dean can advise on this. Cars may only be parked permanently in College with the written permission of the Dean. A charge will also be made for parking each Term.

'No parking' areas in the College grounds are indicated by signs or by double yellow lines. Cars must be driven slowly, and with due care and attention, within the precincts of the College. Cars parked on College property without authorisation or illegally parked in a 'No Parking' zone may be clamped.

9.2 Park and Ride

You may wish to advise your guests that there are five Park and Ride sites in Cambridge, which operate seven days a week. All the sites are staffed during opening hours. For locations and opening hours see: www.cambridgeshire.gov.uk/info/20024/park_and_ride. All visitors with cars should report to the Porters' Lodge.

9.3 Bicycles

Cycle theft is endemic in Cambridge. As a precaution, the University requires all students to register their bicycles in Cambridge. Bicycle Registration forms are available from the Porters' Lodge. On completion, the Porters will attach a tag to your bicycle. The College undertakes an annual cull of unidentifiable bicycles and will not accept responsibility for the removal of any unregistered bicycle. Owners of mopeds are required to lodge the registration number with the Dean, who will advise on parking.

There are bicycle sheds to the north of the Library, to the west of Cripps Court, and to the north of Ann's Court by the Ramsay Murray Gate. These sheds are secured. Entry is via your room key. It is most important that you close the gates behind you. The College cannot accept responsibility for the loss, damage or unauthorised use of bicycles stored in the bicycle sheds, and you are strongly advised always to lock your bicycle or moped when it is left unattended, and also to keep an accurate description of it, including the frame number. Bicycles should not be left at any time on the College premises except in the bicycle sheds, or in the racks in front of Old Court, and especially not left leaning against the walls of the College nor kept in College residential buildings. They may not be ridden on the College paths or taken into the College Courts. Students are asked to leave bicycles in an orderly manner in the bicycle sheds. Under no circumstances may bicycles be brought into College rooms or communal areas. Please also respect the Fellows' cycle spaces. It is wise not to bring an expensive cycle to Cambridge.

The narrow streets of central Cambridge present considerable problems and dangers for cyclists. Every year there are serious or fatal accidents involving cyclists in the City. You are strongly advised to purchase a suitable helmet and to wear it whenever you use a bicycle. Cyclists should also ensure that they comply with all the relevant legal requirements; brakes and lights should be in good working order. The Police regularly fine students caught without lights. The practice of cyclists ignoring red traffic lights, particularly at the Silver Street/Queens Road junction, is both dangerous and likely to attract the attention of the Police. At all times you should cycle defensively, paying close attention to other road users and pedestrians. Information about cycle safety can be found on the College website: www.sel.cam.ac.uk/maintenance

9.4 Cycle Helmet and Light Subsidy

In order to encourage the use of cycle helmets and lights, the JCR has a subsidy scheme whereby you can claim £10 off the purchase of a helmet. (This is restricted to one refund per person, unless an existing helmet is damaged in an accident.) To claim, write your name on the shop receipt and place it in the JCR Treasurer's pigeonhole. You can also claim a refund of £5 against the purchase of a single light, or £10 in the case of a set of front and rear lights (one front/rear lights subsidy per person).

10. GOOD NEIGHBOUR POLICY

Students will be expected to be mindful of the proximity of neighbours both within the properties and in the wider community. Particular attention is drawn to students resident in outlying hostels 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.

11. COLLEGE AND STUDENT RELATIONSHIP

11.1 Complaints

Students should make every effort to ensure that their property and its immediate surroundings are used in a manner that maintains it in the highest condition. Every attempt will be made to deal speedily and effectively with any complaints made about any matter of concern to students. Any minor concerns of a domestic nature which relate to accommodation faults or the non-functioning of other student facilities should be reported to the Maintenance Department using the on-line Maintenance Request form (www.sel.cam.ac.uk/maintenance). More major domestic concerns should be referred in the first instance to the Head Housekeeper (head-housekeeper@sel.cam.ac.uk) and thereafter to the Bursar (bursar@sel.cam.ac.uk). Complaints about bills and other financial matters should be addressed in the first instance to the Bursary (bursary@sel.cam.ac.uk) and then to the Bursar. If students are not satisfied with the College response to any complaint they make then they should contact the Senior Tutor (email: senior.tutor@sel.cam.ac.uk). The College's procedures for dealing with comments, suggestions and complaints from students are set out in full on the website at www.sel.cam.ac.uk. See also the Student Complaint Scheme administered by The Office of the Independent Adjudicator for Higher Education (www.oiahe.org.uk).

12. COMMUNICATION BETWEEN COLLEGE AND STUDENT

12.1 Advance Information

The Tutorial Office is in correspondence with all Freshers prior to their arrival in College, giving full details of the accommodation available as well as other aspects of life as a student in Cambridge.

12.2 Induction Briefing

All new students are given an induction briefing from senior College Officers, including the Senior Tutor, Bursar, Dean, College staff and external services (e.g. local Police and Fire Services). This is part of the Matriculation process.

12.3 Management Structure and Contact Details

A Student Guide, accompanying this Accommodation Handbook, is updated and published annually, for distribution to all students in College. This contains a description of the management structure and contact details. See the College's website: www.sel.cam.ac.uk/wp-content/uploads/UGGuide.pdf (Undergraduate Student Guide), www.sel.cam.ac.uk/wp-content/uploads/PGGuide.pdf (Graduate Student Guide).

13. CONTRACTUAL RELATIONSHIP

Every student living in College-provided accommodation will be given access to this document. In addition to defining the period of agreed residency and cost of the accommodation, this also details the basic rules for living in such accommodation.

14. STUDENT SUPPORT

The College provides a full range of student support services, including health care, tutorial, pastoral and spiritual guidance. All Tutors and many of the staff can offer advice on where help can be found. The Porters' Lodge is manned 24 hours per day, and the Duty Porter can always contact the Duty or Pernoctating Fellow and other College Officers as required. The University also offers a number of counselling services. Further details can be found in the Student Guide.

The College employs a Nurse who is in attendance each day during Term. In addition, all students should register with a local doctor or practice. Details of local practices can be found in the Student Guides. (Undergraduates Appendix 3, Graduates Appendix 2).

15. ANTI-SOCIAL BEHAVIOUR AND DISCIPLINARY PROCEDURES

Information relating to conduct, behaviour, discipline and student complaints can be found in 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 fellow students or the local community. Internal disciplinary procedures exist for more minor infringements. Additionally, the University has a number of sanctions for behaviour impinging on the image of the University, while the most serious breaches, including all criminal behaviour, will be referred to the Police.

16. ADMINISTRATION, ACCREDITATION AND COMPLIANCE WITH ANUK CODE OF PRACTICE

16.1 General

The College is a long-established, self-governing organisation, subject to regular internal and external audit, which includes all aspects of institutional management. Annual reports are lodged with the University of Cambridge and with the Higher Educational Funding Council (HEFCE). While the College has well-established student accommodation practices detailed above, and amplified in other publications such as the Student Guide, it has also registered with ANUK as abiding by its published Code of Practice. ANUK will periodically review and update its Code, and the College will in principle amend its procedures to conform. For ANUK's Code of Standards for Residential Accommodation, see: www.sel.cam.ac.uk/wp-content/uploads/ANUK-Code-of-Standards-large-dev-080828-1.pdf

16.2 Administration

ANUK 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. This review will be undertaken by a standing committee representing relevant stakeholder groups, including management, students and specialist professions (e.g. facilities managers,

maintenance etc.). In this task, they will take note of significant complaints made by students concerning nonobservance, other breaches noted by internal or external audits, and reports from bodies such as the Office of the Independent Adjudicator. If necessary, the committee may undertake further investigation, and then issue remedial proposals. In extreme cases, the committee may decide that a higher educational institution is no longer compliant with the Code, at which stage responsibility may pass to an alternate body, such as the Local Authority, to impose changes.

16.3 College Responsibilities

In registering with the ANUK Code of Practice, the College undertakes that:

- All the accommodation registered with ANUK (and given in Appendix 1) meets the standards and accords 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 Code.
- Auditors will consider the College's management of its student accommodation in relation to the Code, advising HEFCE and ANUK as appropriate.

16.4 Schedule of Properties.

The properties covered by the ANUK Code of Practice are listed in Appendix 1.

APPENDIX 1: SCHEDULE OF COLLEGE PROPERTIES

1.	Old Court	Staircases A – G	
2.	Cripps Court	Staircases H – L	
3.	Cripps Court	Staircases M – N	
4.	Ann’s Court	Staircases O - R	
5.	18 Fulbrooke Road	Hostel	
6.	19 Grange Road	Flats	
7.	21 Grange Road	Hostel	
8.	23 Grange Road	Hostel	
9.	25 Grange Road	Hostel	[undergoing refurbishment 2014-15]
10.	29 Grange Road	Hostel	
11.	31 Grange Road	Hostel	
12.	38 Grange Road	Hostel	
13.	40 Grange Road	Hostel	
14.	17 West Road	Flats	
15.	21 West Road	Hostel	
16.	23 West Road	Hostel	
17.	Walters Lodge	Hostel	

APPENDIX 2: RENT & CHARGES 2014-15

Room Codes and Weekly Room Rents							
	£		£		£		£
1	78.00	3	96.72	5	115.44	7	133.12
2	87.36	4	106.08	6	124.80	8	142.48

NB: Rent includes utilities.

Residence outside Term for educational reasons: £19.00 per night
 Residence outside Term without educational reasons, Guest Rooms (i. standard) £42.00 per night
 (ii. ensuite) £55.50 per night

The College has a limited supply of double guest rooms. See Accommodation Officer for prices.

Charge for leaving possessions in room over Christmas and Easter vacation, permission having been given : £10.00 per night

Weekly Rent of Flats

Up to 1 week £69.00 per night (inclusive of utilities)
 Over 1 week and up to 4 weeks £58.50 per night (inclusive of utilities)
 Over 4 weeks and up to 12 weeks £45.60 per night (inclusive of utilities)
 Over 12 weeks According to tenancy agreement

Computer Charges for Connection in Study Bedrooms (per Term)	Standard: £36 Premium: £62
Students living out will be charged ¼ of the appropriate rate.	

Key Deposit	£40
The College will charge a key deposit when a student joins the College. This will be returned upon graduating.	
Key Fine if keys lost	£40
On loss of keys, the student will pay a fine before a new set can be issued	

Garage and Parking Charges (per Term)	
Garage	£139
Parking Space	£52
Weekly Visitor Parking	£5
NB: Students are reminded that they must have a College and University permit, which is only granted in exceptional circumstances.	

NB: All charges are subject to review during the academic year and may be changed without notice.


APPENDIX 3: DAMAGE TO FIRE EQUIPMENT

The College views with concern any interference with fire safety equipment, which is provided and maintained for the safety of all members of the College. This includes letting off, or tampering with, fire extinguishers (except in the event of a fire), the jamming open of fire doors, the improper use or removal of keys to emergency exits, and interference with, or improper use of, fire escapes and fire exits. Tampering with fire safety equipment is now also a criminal offence.

Given the potentially serious, and possibly fatal, consequences of the wilful misuse of fire equipment, severe penalties will be imposed on those found responsible for such misuse or damage, **or for encouraging others in such misuse or damage**. These may include the withdrawal of the privilege of living in College, or College-owned accommodation. In addition, payment in full will be demanded for all damage caused. Under no circumstances will a plea that alcohol or other substance misuse reduced an individual's judgement be entertained as a mitigating factor.

Severe penalties will also be imposed on those who infringe the regulations regarding the use of candles and joss sticks in College accommodation, or who, by other acts or through articles stored in their room, increase the risk of accidental fire.

APPENDIX 4: A-Z RECYCLING DIRECTORY

Aerosols	Recycle in Recycling Banks, located at all College recycling points & in blue bins (hostels).
Aluminium foil	Clean kitchen foil, ready-meal foil containers etc. - recycle in Recycling Banks, located at all College recycling points & in blue bins (hostels).
Batteries	Recycle used batteries via Porters' Lodge. Also recycled at most large supermarkets, City Council offices and recycling points.
Bubble-wrap	Bubble-wrap can be forwarded to the Development Office for re-use.
Cans	Clean food and drinks cans - recycle in Recycling Banks, located at all College recycling points & in blue bins (hostels).
Cardboard	Recycle in Recycling Banks, located at all College recycling points & in blue bins (hostels). Must be flattened and have all packaging / staples removed.
Computers & IT equipment	Contact the IT Office regarding the disposal of faulty or discarded computers & any IT equipment. Not to be disposed of with general waste.
Cycles & cycle parts	The Bikeman, Market Square, will re-use or recycle bicycles and bike parts, and can collect in bulk (tel. 07747 591744).
Electrical appliances	Contact the Housekeeping Office regarding the disposal of all electrical waste. Not to be disposed of with general waste.
Envelopes	Re-use envelopes containing bubble wrap via the Envelope Exchange box, Porters' Lodge. White/ brown/ coloured envelopes can be re-used or recycled with paper (no need to remove plastic windows).
Glass	Recycle glass bottles and jars in Recycling Banks, located at all College recycling points & in blue bins (hostels).
Kitchen and garden waste	Compostable kitchen and garden waste can be placed in green wheelie bins, located at West Road, Cripps Court and College hostels. These facilities are provided solely for green waste from the College only.
Lids	Metal lids from jars can be recycled in Recycling Banks, located at all College recycling points and blue bins. Plastic lids can be recycled in blue wheelie bins.
Metals	Contact the Maintenance Dept. for recycling scrap metal. Not to be disposed of with general waste.
Photocopier toner cartridges	Clean, empty photocopier toner cartridges can be recycled in Recycling Banks and blue wheelie bins.
Plastic bags	Re-use or recycle at most large supermarkets.
Plastic bottles	Recycle in Recycling Banks, located at all College recycling points, and in blue wheelie bins. Plastic bottles should be washed and squashed.
	
Plastic packaging (not bottles)	Plastic pots, tubs, trays, lids, triggers, etc. can be recycled in blue wheelie bins & most supermarkets. Try to avoid products with excessive packaging.
Paper	All paper (including envelopes with windows), except for shredded paper (dispose of in green bins), can be recycled at College Recycling banks & blue bins. Paper is collected weekly from College offices.
Printer cartridges	Printer cartridges can be taken back to most shops for refilling. Forward HP cartridges to the IT Office.
Tetra Pak (milk, juice, soup cartons etc.)	Tetrapak cartons can be recycled in Recycling Banks, located at all College recycling points & in blue bins (College hostels).
Textiles	Unwanted textiles and clothes can be taken to textile banks at council recycling points (nearest one is at Lammas land car park, Newnham).

College recycling points & facilities:

Cripps Court (near entrance): Recycling Banks (for paper, cardboard, cartons, tins, foil, glass bottles & jars, plastic bottles, aerosols); Green wheelie bins for compostable/green waste & batteries, which must be bagged & tied to handle.

Kitchen Yard (adjacent to Sidgwick Avenue): Recycling Banks (see Cripps Court).

West Road (adjacent to 23 West Rd.): Recycling Banks (see Cripps Court); Green wheelie bins for green/compostable waste & batteries, which must be bagged & tied to handle.

College hostels: Blue wheelie bins (for all recyclables); Green wheelie bins for compostable/green waste & batteries- bagged & tied to handle.