

Selwyn College Cambridge

# STUDENT ACCOMMODATION HANDBOOK

2021-22

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## WELCOME TO THE SELWYN STUDENT ACCOMMODATION HANDBOOK

Selwyn College is fortunate to have a wide range of accommodation either in the College grounds themselves, or nearby, enabling us to offer College accommodation to all undergraduates and many postgraduate students.

This Handbook aims to bring together in one place everything you need to know about living in College accommodation. Even so, it would help to read it in conjunction with the Undergraduate and Postgraduate Student Guides, which can be found at:

<http://www.sel.cam.ac.uk/life-selwyn/information-students/>

Being able to offer College owned and managed accommodation is an important part of the student experience at Selwyn because it allows us to:

- Enable a way of living at the heart of – or very close to – all the College’s facilities.
- Promote the collegiality and shared experience that is part of what makes Cambridge special.
- Provide the reassurance that your landlord is first and foremost an educational charity, rather than a commercial business.

Before getting into the detail, there are a few key headlines worth mentioning at the outset:

- The College offers around 500 rooms – either individual study-bedrooms or a few ‘sets’ (a set is a combination of living room and separate bedroom). These are located in Old Court, Cripps Court, Ann’s Court or a number of ‘hostels’ (generally large houses which have been divided into student rooms) which are either in the College grounds or close to the College.
- About two-thirds of the rooms are en suite – including all rooms in Cripps and Ann’s Court. The others share bathroom facilities.
- All College rooms are for single occupancy only.
- There are also a very limited number of College flats for two-person occupancy.
- The College endeavours to make appropriate arrangements for students with disabilities. The most important point to note is that early contact with the College will help us to take an individual approach to each person’s needs.
- Selwyn isn’t a self-catering College and the mini-kitchen facilities are intended for preparing light snacks only. That said, the facilities in the hostels are a little more extensive.
- Selwyn is signed up to the ANUK national codes of practice for student accommodation. As part of that, all students in College rooms will receive a Room Licence Agreement setting out your rights and responsibilities, including adherence to the terms of this Handbook, which you will be asked to sign and return.
- Importantly, if you have any questions relating to your accommodation that can’t be answered by this Handbook or the College staff referred to in it, you can always ask Ali Benham, the Accommodation Officer (email: [accommodation@sel.cam.ac.uk](mailto:accommodation@sel.cam.ac.uk)) or your Tutor for help.

You will see that there are inevitably quite a few rules set out in this Handbook. These are in place for two reasons only. The first and most important is **your safety**. The other is that, recognising there are a lot of people living close together, we all need to regulate our behaviour for **the good of the College community as a whole**.

Finally, the inevitable mention of Covid-19. This Accommodation Handbook sets out ‘normal practice’, and in 2021-22 we hope to be able to operate closely to these norms. However, it is important to stress that there may be occasions where restrictions need to be imposed, including at short notice, in response to national or local circumstances, for the medical well-being of the College community. Where this happens, Covid-19 precautions take precedence over the terms of this Handbook. We encourage all students who are able to do so to get both doses of the vaccinations on offer as the best way to minimise the need for such restrictions and any impact on College life.

## 1. COLLEGE ROOMS

### ALL STUDENTS

#### 1.1 Looking after your room and your Room Licence Agreement

Each student in College rooms will be emailed with an individual Room Licence Agreement at the start of the year once they come into residence. The Room Licence Agreement forms the **contractual relationship** between you and the College with respect to your accommodation. Specifically, it sets out your rights and responsibilities (including the payment of rent, a duty to take good care of the room, return it in the condition you found it and to follow the terms of this Handbook). Each student is required to accept the terms of their Room Licence Agreement and Inventory as set out in the email.

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 attached to the room licence agreements. They should be checked, signed and returned to the Accommodation Officer (Ali Benham, email: [accommodation@sel.cam.ac.uk](mailto:accommodation@sel.cam.ac.uk)) by the date set out on the room licence agreement. Please note any faults (burns, scratches etc.) on the 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. Room and inventory inspections may be undertaken at the end of each Term, or 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. Students will be charged for any redecoration and repair work that is required following their occupancy.

If you have any queries about your accommodation, please contact the Accommodation Officer in the first instance (email: [accommodation@sel.cam.ac.uk](mailto:accommodation@sel.cam.ac.uk)).

#### 1.2 What to bring and what items are prohibited

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 and electrical regulations.

Provided they are correctly connected and are in good working condition, the following items 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. 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.

For fire safety reasons, cooking in your room (including the use of mini ovens, pizza ovens, sandwich makers, toasters or similar) is **strictly prohibited**. The use of fairy lights, candles, joss sticks or other naked flames or other forms of incense in your room is also **strictly prohibited**. This includes battery powered fairy lights or candles. Do not hang your own 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.

Large items (e.g. armchairs, beds, sofas, pianos and gym equipment, whether electrical or mechanical) are not permitted, save in exceptional circumstances. You should speak to the Accommodation Officer in advance about any additional items prior to getting formal permission to bring it. Permission will need to be granted by both your Tutor and either the Operations Manager or the Bursar. Unauthorised items will need to be removed and if College staff have to undertake the removal you will be charged the cost of labour.

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. 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 makers and similar appliances may be used in gyp rooms, provided you have registered these for use within the College and they meet applicable standards.

All electrical appliances, including kettles, must be registered annually with the College via the link from the College website: [www.sel.cam.ac.uk/current-members/porters-lodge/appliance-registration](http://www.sel.cam.ac.uk/current-members/porters-lodge/appliance-registration) . 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.

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. Fireworks are also banned from all College premises.

The College Council periodically reviews what appliances may be used and the above list may be subject to change from time to time.

### 1.3 Students with disabilities

The College endeavours to make appropriate arrangements for students with disabilities. Any student with a disability is urged to contact the Bursar (Martin Pierce, email: [bursar@sel.cam.ac.uk](mailto:bursar@sel.cam.ac.uk)) and the Tutorial Office Manager (Gina Vivian-Neal, email: [senior.tutor@sel.cam.ac.uk](mailto:senior.tutor@sel.cam.ac.uk)) well in advance of coming into residence, so that any special needs can be discussed and so that those who will be teaching and advising you can be fully briefed on your needs. In addition, students with any kind of disability may wish in parallel to make contact with the University's Disability Adviser (Tel: 01223 332301; email: [disability@admin.cam.ac.uk](mailto:disability@admin.cam.ac.uk)) and to review the information on the University's Disability Resource Centre website (<https://www.disability.admin.cam.ac.uk/>).

### 1.4 Keys and University Card

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. Charges will be levied to cover the cost of replacement. These will not be reimbursed if the key is returned after the cost of replacement has been incurred.

All members of the University are issued with a University card. This will be provided to you upon arrival at the Porters' Lodge. You must ensure that your card is electronically scanned by the Porters to book you in and out of residence at the start and end of each term. It is extremely important that your University card is presented when checking in and out of your room as this determines the room rent charge on your College bill.

Your University card also provides you with electronic access to Cripps Court as an alternative to traditional keys, and to the Bartlam Library and Quarry Whitehouse Auditorium.

If you lose your card or encounter any difficulties with its use, please contact the Tutorial Office in the first instance. There is a charge for a lost card (currently £12), which is put onto the College bill. Stolen or damaged cards are replaced free of charge, providing a crime number for the stolen card is presented, or by returning the damaged card to the Tutorial Office. If you live in College accommodation, whilst awaiting a replacement University card, you must ensure you obtain a temporary card from the College Bursary.

### **1.5 Single Occupancy**

All College Rooms are rented strictly on a single occupancy basis only. Co-habitation in a single room or set, or sub-letting of rooms (whether or not for remuneration) is not permitted and may lead to the forfeiture of the entitlement to remain in College accommodation.

Occasional guests are permitted in rooms – see section 6.5 for the rules on overnight guests.

### **1.6 Changing your Room**

The Fellow for Rooms (Dr James Moultrie, email: [fellow-rooms@sel.cam.ac.uk](mailto:fellow-rooms@sel.cam.ac.uk)), in consultation with the Tutors, is willing to advise anyone, who for an exceptional reason, wishes to change rooms. Requests will be considered but cannot always be granted. Where granted, it should be noted that it is not always possible to arrange a change of room immediately.

### **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.

All personal possessions must be removed at the end of your stay. Any remaining items will be assumed to be surplus to your requirements, and will be disposed of.

### **1.8 Pets**

Students may not keep pets **of any kind** in any part of the College. Requests to bring an emotional support animal (ESA) onto College property will not normally be granted but would be considered on a case by case basis, taking into account relevant factors such as the reasons for the request and supporting medical



evidence, the health, safety and welfare of members of and visitors to the College, arrangements to ensure the health, safety and welfare of the ESA and of other animals, adequacy of training, insurance arrangements, the cost implications of any agreed arrangements and, where appropriate, laboratory requirements, licence conditions and any other relevant considerations. If you wish to request permission to keep such an animal, please discuss the matter with your Tutor.

### **1.9 Posters, Notices and Flags**

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

### **1.10 Electoral Registration and Voting**

Inclusion on the Electoral Roll is a personal responsibility. The College will provide to the City Council a list of students living in College accommodation. It will then be the student's responsibility to register with their personal details at [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote). You have the option of registering on a limited Electoral Roll which may not be made available for sale.

Those in private accommodation should make their own application.

We strongly urge you to register if you are eligible. Do not risk being disenfranchised if general elections or referenda should occur when you are resident in Cambridge.

The Electoral Commission (<https://www.electoralcommission.org.uk/>) also provides advice. In particular, it stresses that as a student you may register in more than one area. If you are registered to vote in two different electoral areas, you **can** vote in local elections for the two different local councils. However, it is an offence to vote twice in the same type of election (e.g. two different constituencies in a General Election). Doing this could result in a fine of up to £5,000.

## **UNDERGRADUATE STUDENTS**

### **1.11 Allocation of rooms and annual ballots for non-first year students**

The allocation of undergraduate 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](mailto:fellow-rooms@sel.cam.ac.uk)). First-year undergraduates are allocated rooms in Cripps Court prior to arrival. Second- and higher-year undergraduates enter a ballot for rooms, usually during the Lent term, the arrangements for which are agreed with the JCR. The ballot is administered by the JCR under the supervision of the Fellow for Rooms.

Undergraduates may be allowed to live out of College. However, this is not a right and applicants must obtain written permission from their Tutor. 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. Such permission is not usually granted to first year undergraduates.

### **1.12 Rent and the Fixed Period of Residence (FPR)**

The rent that you pay covers all charges relating to accommodation, including the provision of all utilities. Council Tax is also not payable on student rooms. Rooms are banded into eight different rent codes to reflect their size, facilities and other features. The weekly rents for the bands are set out in Appendix E. It should be noted that some Colleges charge an additional 'Facilities Charge' or a 'Kitchen Fixed Charge' as a contribution to catering costs. Selwyn has no such additional charges. Rents are set during the Lent Term

annually for the following academic year in consultation with the Accommodation Committee, a body comprising both senior and junior members (JCR and MCR) of the College. Final confirmation of these charges rests with the College Council, which also has student representation.

For undergraduates, rent is only payable during the 'Fixed Period of Residence' (FPR), which is normally ten weeks per term. Accordingly, the Room Licence Agreement allows for residence only during FPR. 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. One exception is first-year undergraduates, who are asked to come up the weekend immediately before the start of the Michaelmas term, which is one week later than the start of FPR. First-year undergraduates therefore pay for only nine weeks in their first term.

FPR generally commences on a Saturday and finishes on a Sunday 10 weeks later. Undergraduates may gain access to their room after 2.00pm on the first day of the FPR and must vacate their room by 10.00am on the last day of the FPR. The FPR rental periods for the academic year 2021-22 are detailed in Appendix C.

It should be noted that whilst undergraduates are entitled to be in residence throughout FPR, they **must** meet the minimum period of residency each term to fulfil residency requirements which are detailed in the Undergraduate Student Guide. The minimum residency requirement is shorter than FPR. It should be noted that rent is payable for the whole period of the FPR and is not dependent on the exact number of nights spent in Cambridge.

You are expected to pay your bill on time. If you are experiencing difficulty, you should contact your Tutor or Jane Eagle in the Bursary (email: [jem52@cam.ac.uk](mailto:jem52@cam.ac.uk)). Penalties will be applied to late payment where there has been no prior agreement to extend any deadline. The College reserves the right to send out of residence any student who fails to pay his or her account, and will not allow any student who has not paid the previous term's account to return into residence without special permission. Finally, the College will not present for a degree, nor grant any reference or testimonial for any student who is in debt to the College.

### **1.13 Occupation outside FPR**

During the vacations, it is possible to continue to rent your room by agreement with the College. A request needs to be made in the termly Going-Down circular (see below). Any period of rent outside FPR is payable at the same weekly rate as during FPR. If there is an educational need to remain in College over one or both of the vacations, please speak to your Tutor who may also be able to arrange financial assistance should that be required. The College has specific funds to cover the additional rent of all students who qualify for the Cambridge Bursary Scheme and who need to be in College during the vacation for educational purposes. You should note that between Christmas and New Year the College is largely closed, including its kitchens. It should also be noted that the College may need to use your room 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. In some cases, it may be possible to accommodate a request but in a different room. The College will look to meet requests to stay during the vacation, and in the same room, wherever possible, but cannot guarantee it.

### **1.14 Returning to residence at the start of Term (Rediit)**

On the day you come into residence at the beginning of each Term you must check in at the Porters' Lodge using your University card. If, on account of illness or other emergency, you are unable to come up on the date expected, you should immediately inform your Tutor.

### 1.15 Exeats and Terminal Exeats

If you wish to leave Cambridge for one or more nights during Term, you must sign the Exeat file in the Porters' Lodge before leaving, and when you return. This applies to all undergraduates, including those who live out. The College is required by the University to certify that an undergraduate has kept Term, and the Exeat Forms, together with the information you provide on coming up and going down dates, 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. Any undergraduate who is found to have been absent for one or more nights without having signed the Exeat file will be fined. Prolonged absence during Full Term is in any case 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 via the termly **Going-Down circular**. 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 go down or 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.

### 1.16 Storage out of Term

Unless you have an agreement to stay in your room throughout the vacation, your room is likely to 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:

- Pictures and posters provided they are in reasonable taste.
- Books neatly arranged in bookshelves/cases.
- Some rooms have separate lockable compartments **above** wardrobes and cupboards. Where these are available, everything should be stored in them. 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.

In exceptional circumstances, it may occasionally be possible for you to store your possessions in your room over the Christmas or Easter Vacations if the room is not needed by the College for other students or visitors. You should approach the Accommodation Officer (email: [accommodation@sel.cam.ac.uk](mailto:accommodation@sel.cam.ac.uk)) in the first instance if you have a particular reason for requiring such a facility.

Some storage space is available in the College buildings for students living abroad to store belongings over the vacation if they are not staying in Cambridge. 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. Such College storage is very limited and students are asked to be mindful of the quantity of possessions they bring to College.

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 may be levied if furniture has not been returned to its original 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. Any remaining items will be assumed to be surplus to your requirements and will be disposed of.

## **POSTGRADUATE STUDENTS**

### **1.17 Allocation of rooms and the annual ballot for non-first year students**

The allocation of postgraduate 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](mailto:fellow-rooms@sel.cam.ac.uk)).

New postgraduates are allocated rooms by the College during the month of September, once they have been admitted to the University. Arrangements for the ballot for second- and higher-year postgraduate rooms are agreed with the MCR. The ballot is generally held in July and administered by the MCR under the supervision of the Fellow for Rooms. Postgraduate eligibility for rooms is detailed in Appendix B.

For postgraduates who wish to live out of College, advice is provided by the University Accommodation Service (see: [www.accommodation.cam.ac.uk](http://www.accommodation.cam.ac.uk)). Tutors can also give advice and should always be consulted over contracts and any difficulties over relations with landlords.

### **1.18 Rent**

The rent that you pay covers all charges relating to accommodation, including the provision of all utilities. Council Tax is also not payable on student rooms. Rooms are banded into eight different rent codes to reflect their size, facilities and other features. The weekly rents for the bands are set out in Appendix E. It should be noted that some Colleges charge an additional 'Facilities Charge' or a 'Kitchen Fixed Charge' as a contribution to catering costs. Selwyn has no such additional charges. Rents are set during the Lent Term annually for the following academic year in consultation with the Accommodation Committee, a body comprising both senior and junior members (JCR and MCR) of the College. Final confirmation of these charges rests with the College Council, which also has student representation.

Postgraduates pay rent on a quarterly basis. Postgraduate Room Licence Agreements commence on 1<sup>st</sup> October each year and run until early September of the following year (Monday 5<sup>th</sup> September in 2022). However:

- If you wish to come into residence before 1<sup>st</sup> October when you start as a postgraduate student, the College will endeavour to meet all such requests. In this case, rent will be payable at the same rate as usual, but from the date you move in;
- If your course ends earlier than the end date of your Room Licence Agreement, you will only be expected to pay rent for the duration of the course;
- If you have balloted for a different room in your second or subsequent year, we shall ask you to move rooms by the date in September on your Room Licence Agreement to make your current room available for incoming students;
- In your final year, you will be expected to move out by the end date of your Room Licence

Agreement. You will receive a refund for any rent paid beyond this date. If you need to stay longer, please contact the Accommodation Officer (email: [accommodation@sel.cam.ac.uk](mailto:accommodation@sel.cam.ac.uk)) in the first instance in good time. This will also require your Tutor's permission. If you wish to move out earlier than the end date of the agreement, please contact the Accommodation Officer at least one month before you wish to move out. A refund will then be made dependent on your move-out date.

If the start of your tenancy is delayed for any reason, you are required to pay all rent due (generally from 1<sup>st</sup> October) if you wish the College to hold the room available for you. Please note, though, that the College regards entering the ballot and selecting a room as a commitment on your part to occupy that room in the coming academic year. You will only be released from this obligation in exceptional circumstances and will be liable for up to a term's rent.

Postgraduate room rent is charged via the College bill issued at the beginning of each Full Term. Postgraduates will be reminded of the due date for payment of the bill.

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 (a rent rebate will be provided for those required to vacate before this date)

You are expected to pay your bill on time. If you are experiencing difficulty, you should contact your Tutor or Jane Eagle in the Bursary (email: [jem52@cam.ac.uk](mailto:jem52@cam.ac.uk)). Penalties will be applied to late payment where there has been no prior agreement to extend any deadline. The College reserves the right to send out of residence any student who fails to pay his or her account, and will not allow any student who has not paid the previous term's account to return into residence without special permission. Finally, the College will not present for a degree, nor grant any reference or testimonial for, any student who is debt to the College.

### 1.19 Working away from College (Postgraduate students)

Postgraduate students need to fulfil the University's residency requirements which are detailed in the Graduate Student Guide.

With reference to working away from College, **MPhil students** should observe the University's code of practice (see [https://www.cambridgestudents.cam.ac.uk/files/cop\\_m\\_adv\\_study\\_2122.pdf](https://www.cambridgestudents.cam.ac.uk/files/cop_m_adv_study_2122.pdf)) with particular reference to 'Residence' on page 11. In addition, the College Council has agreed the following guidelines regarding room occupation and rent with reference to MPhil students:

- In cases where a student needs to be out of Cambridge for longer than 4 weeks for academic reasons, they may, with the support of their Tutor and provided that they give at least a month's notice, request to give up their accommodation for an agreed period. If the absence is for less than 4 weeks it will not usually be agreed to allow them to alter the terms of their engagement with the College for the full academic year.
- Each case will be considered individually to ascertain what charges will be incurred. These will usually be *pro rata* to the full term's charges and calculated according to the length of absence.
- The room must be cleared and available for other uses.
- The College cannot guarantee that a room will be available on a student's return. Certainly the student's former room cannot be kept aside if another use is found for it. Every effort will be made to accommodate the returning student in College if they so wish, but prior to mid-June it is not possible to be certain that rooms will be available. Beyond that time, it would usually be the case that some accommodation should have become available as undergraduates and departing MPhil students vacate.

**PhD students** who stay away from Cambridge for a time, and those who spend time away for other reasons, should negotiate any adjustment to their rent on an *ad hoc* basis. Those who are to study away for a long period, or who wish to go out of residence, must give a month's notice of their intention to vacate and will be expected to pay that month's rent unless there are exceptional mitigating circumstances. Once you have confirmed your leaving date and your College bill has been amended to reflect this, any further changes after this point may be subject to a charge to cover the extra administration costs involved. This applies each time your leaving date is altered. The College cannot guarantee that the same room will be available on return.

## **2. COLLEGE FLATS**

The College also has a limited number of flats available for two people to occupy. These are located at 17 West Road, 19 Grange Road, and one flat in Wolfson Court.

Fellows have first priority but there may be occasions where students are able to rent a flat. It should be noted that flats are rented on a 12-month basis, and rent is payable all year round. Utilities and Council Tax also have to be arranged and paid by the tenant. Flats are subject to a standard tenancy agreement, rather than a room licence agreement.

Eligibility for College Flats is set out in Appendix B.

### 3. HEALTH AND SAFETY

#### 3.1 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. In case of 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.

#### 3.2 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	Bartlam Library (Librarian's office)
College Bar	College Offices (all floors)	Quarry Whitehouse Auditorium
Gallery landing (main Hall)	Gardens Department	Maintenance Department
Diamond, Cripps Court	Housekeeping Department	Main Kitchen

AED (Automated External Defibrillator) devices are available in the Porters' Lodge, Catering Department (back stairs), the lobby of the Quarry Whitehouse Auditorium and the ground floor of L staircase (Cripps Court).

#### 3.3 Emergency Qualified First Aider 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:

Carolyn Taylor	College Nurse	01223 335898
Helen Stephens	Head Porter	01223 335899
Kevin Sargent	Deputy Head Porter	01223 761052
DUTY PORTER	Porters' Lodge	01223 335846
Sandor Kovacs	Conferences & Events	07824 835192
Alistair Livesey	Maintenance Department	01223 769243
Sam Weekes	Gardens Department	01223 331868
Howard Beaumont	IT Office	01223 335850
Mark Reeder	Sportsground	01223 741270



## 4. FIRE SAFETY

### 4.1 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 cooking. Never leave cooking unattended.
- Cooking in your room (including the use of mini ovens, pizza ovens, sandwich makers, toasters or similar) is **strictly prohibited**.
- The use of fairy lights, candles, joss sticks or other naked flames or other forms of incense is also **strictly prohibited**. This includes battery powered fairy lights or candles.
- 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 F Damage to Fire Equipment.)
- If you know of a damaged or missing fire 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.
- **Do not** use electrical appliances (especially kettles) on the floor.
- **Do not** leave washing to dry in fire escapes, or obstruct them in any way.
- **Do not** hang your own 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.
- 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 via the Maintenance Request System (MRS) at <https://maintenance.sel.cam.ac.uk/>.

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.

#### Chargers for e-cigarettes and mobile devices

There has been a significant rise in the number of fires in the UK caused by faulty chargers for e-cigarettes and other electrical devices. If you are using e-cigarettes, you **must**:

- Use the original charger supplied with your device.
- If you need a replacement or additional charger, purchase a genuine factory replacement.
- Never use cheap unbranded replacements from the internet or market stalls.
- Never leave it charging unattended.

Please note: the College's no smoking policy also applies to the use of e-cigarettes. The use of e-cigarettes is prohibited wherever smoking is prohibited.

### 4.2 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.

### 4.3 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.

### 4.4 Detection and Alarm Equipment

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. Periodically, 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.

### 4.5 Escape

Each staircase has its means of escape clearly posted. It is **critical** 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; Diamond; MCR.
ANN'S COURT:	ANN'S COURT LAWN	Staircases O, P, Q, R; 21 & 23 West Road; College Offices; Computer Room; JCR; TV Room; Bartlam Library, Quarry Whitehouse Auditorium.
SIDGWICK AVENUE:	OUTSIDE MAINTENANCE YARD	Gardens Department; Maintenance Department.

HOSTELS:	FOOTPATH IN FRONT OF EACH HOSTEL	All Hostels (apart from Walters Lodge, and 21 & 23 West Road).
WALTERS LODGE:	KITCHEN YARD	Walters Lodge, Laundry.
WOLFSON COURT	IN FRONT OF HOSTEL COMPLEX	Wolfson Court.
COLLEGE GYM:	EXIT TO CRIPPS COURT PARKING AREA, CRANMER ROAD	

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.

#### **4.6 Smoking Policy**

The College's Smoking policy prohibits smoking on College premises, other than in the designated smoking area in Cripps Court (outside the exit door between I and J staircases on the Rugby Club side). This policy includes e-cigarettes.

#### **4.7 Zero Tolerance of Damage to Fire Equipment**

Because of its criticality to the safety of all residents, the College will not tolerate 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, 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 in 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 cooking equipment, fairy lights, candles and joss sticks in College rooms, or who, by other acts or through articles stored in their room, increase the risk of accidental fire.

## 5. UTILITIES

### 5.1 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 6.30 am and turned off at 11.30 pm each day. Occupants are encouraged to help to save energy and cost by keeping windows closed in cold weather, dressing appropriately and using radiator thermostat 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 via the Maintenance Request System (<https://maintenance.sel.cam.ac.uk/>).

### 5.2 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 be planned in advance to reduce inconvenience.

### 5.3 Electrical Fittings

Power points on staircases are of the 3-pin, 13 amp fuse variety. **2-pin plugs must not be used, even with an adaptor.** 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 electrical appliances, including kettles, must be registered annually with the College via the link from the College website: [www.sel.cam.ac.uk/current-members/porters-lodge/appliance-registration](http://www.sel.cam.ac.uk/current-members/porters-lodge/appliance-registration). 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. Electrical equipment can catch fire very easily under certain conditions and all members of College must be vigilant in ensuring that their personal electrical items are safe and kept under surveillance when in use.

### 5.4 Internet, Wi-Fi and E-mail

All student rooms in the College have facilities that enable residents to connect their computers to the Cambridge University Data Network (CUDN). As well as connection via wi-fi across the College site, a cable connection is available in each room (although the cable is not supplied). The College has invested

in significant wi-fi bandwidth, but nevertheless speeds will inevitably become slower at times of high demand. In these circumstances, a cable will give users a much faster connection.

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.

Students have access to Helpdesk support for their computing facilities via the College IT Department during weekday office hours. Enquiries should be emailed to [helpdesk@sel.cam.ac.uk](mailto:helpdesk@sel.cam.ac.uk).

All students are allocated an email address, which is made up of your personal CRSID followed by @cam.ac.uk. Important messages and notices from the College and the University are usually sent by email so please check your inbox regularly.

## 5.5 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 using the Maintenance Request System (MRS) at <https://maintenance.sel.cam.ac.uk/>. Where possible, all light-bulbs will be low-energy, long-life models.

## 5.6 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 TV 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](http://www.tvlicensing.co.uk).

## 5.7 Waste Water

Waste water systems are connected to Local Authority sewers. Waste chemicals and environmentally damaging or toxic substances **must not** be poured into waste water systems (via sinks, basins, baths, showers, toilets or external drains, e.g. under rainwater downpipes), nor should fat, food or wipes. It is your personal responsibility to dispose of such waste safely and correctly. Penalties may be levied where blockages to basins, toilets or showers are found to have been caused by putting inappropriate materials into them.

## 5.8 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, but as far as possible, this will be planned in advance to reduce inconvenience.

## 5.9 Telephones

There are University network phones in the Diamond kitchen and the College Gym which can be used to make internal calls free of charge, e.g. to the Porters' Lodge. In addition, there is a BT phone on the ground floor of A staircase which takes debit/credit cards and cash.

## 5.10 Post and Packages

Incoming post is put in pigeonholes. Parcels and items of registered mail are kept in the Porters' Lodge and emails are generated by the duty porter requesting student to collect. There is a postbox for outgoing mail outside the Porters' Lodge; the last collection is made at 5.30 pm on weekdays.

Although suspended during the Covid pandemic, the JCR usually arranges, through the Cambridge 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 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.

## **6. SECURITY**

### **6.1 General**

The College is generally 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 Porters offer an annual presentation on security to new students which you are required to attend.

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 telephone 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 also offers guidance on personal safety. This is available in the relevant section of the [student wellbeing pages](#).

### **6.2 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.

### **6.3 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 Subject Access Request Form (available from the website), and provide evidence of your identity.

### **6.4 Access to College**

For security reasons the College gates are currently closed between 12.00 midnight and 6.30 am. The Cripps Court gate is locked for security reasons but can be opened using your University Card or late key. The Ramsay Murray and Sidgwick gates are open during daytime hours.

Access to the College Courts can be obtained by using your room key (or the Late Key for those living out of College), or your University Card in the case of Cripps Court. If you return without your room key/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, it is to your advantage to remember your key.

## 6.5 Overnight Guests

The arrangements for the accommodation of guests are as follows:

1. Guest rooms, for which a charge is made, should be booked through the Accommodation Officer, (email: [accommodation@sel.cam.ac.uk](mailto:accommodation@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 a maximum of one guest overnight in your room for a maximum of three consecutive nights, provided:
  - You sign the Exeat / Rediit file in the Porters' Lodge to indicate the room and the night(s).
  - 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).
  - You understand that you are responsible for the behaviour of your guest in College. The guest should not be another Selwyn junior member who might be regarded as circumventing the procedures governing residence outside Term.
  - You understand the College reserves the right to require a guest to leave at any time.

A few camp beds, with linen, are available for use in rooms, for which a charge is made. Please contact Sue Jeffries, the Domus Manager, for details (email: [domus-manager@sel.cam.ac.uk](mailto:domus-manager@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.

## 6.6 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, but if the matter is urgent, access must be granted without undue delay. All staff wear identifying badges or uniform, and visiting contractors should have temporary passes. Porters and other staff accessing rooms will leave a form explaining the reason for entry, with the date and time.



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

### 7.1 Kitchens

Cooking is not allowed in study bedrooms 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 will not clean kitchens for you.** The facilities provided for your use are intended for modest catering 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.

### 7.2. 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 Manager. Locks are now installed on kitchen cupboards in many communal areas.

Note that only in very exceptional circumstances are refrigerators and freezers permitted in student rooms. Permission should be sought from the Dean, and will only be granted on strictly medical or religious grounds, where it is impossible for the student to use the communal fridge or freezer provided in the gyp room. Any student wishing to make a case on the basis of strict medical or religious grounds should ask their Tutor to write to the Dean to support their request, whereupon permission will be given. The appliance will then need to be registered for electrical safety in the normal way.

Should a student have a medical condition such that a fridge is absolutely required, they are also required to ensure that the College nurse is aware of the condition, so that in the case of, for instance, a fridge failure, the nurse would assist with emergency storage of medication.

### 7.3 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-tac (or similar) 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 online Maintenance Request System (MRS) at <https://maintenance.sel.cam.ac.uk/>.

Under your Room Licence Agreement 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. 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.

## 7.4 Cleaning

Day-to-day oversight of College accommodation is the responsibility of the Domus Manager (Sue Jeffries, email: [domus-manager@sel.cam.ac.uk](mailto:domus-manager@sel.cam.ac.uk)) and the staff of Housekeeping Assistants. Her office is on the Ground Floor of B staircase in Old Court.

Student rooms are not cleaned during term time (except for en suite bathrooms – see below). 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 charged 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).

Communal bathrooms, showers and toilets are cleaned on a daily basis from Monday to Friday. En suite 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 immediately to the Maintenance Department via MRS at <https://maintenance.sel.cam.ac.uk/>.

## 7.5 Laundry Facilities

Cashless washing machines are supplied by an external provider in the laundry rooms in the Kitchen Yard off Old Court, on K Staircase in Cripps Court, and at 40 Grange Road (all on the Late Key). They are operated through a top-up system downloadable through an app for Android and iOS smart phones; and accounts can be topped up through direct debit, credit card or Paypal. The price is £3.00 for wash and £1.50 for drying. These prices are fixed until 2028. You are advised to monitor closely your account. The service provider will only refund balances above £5 and will charge an administration fee of £3 for any refund. Facilities for drying and ironing are also available in the laundry rooms. 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.

## **8. MAINTENANCE AND REPAIR**

### **8.1 Maintenance Request System (MRS)**

Maintenance and repairs for all College sites are carried out by the Maintenance staff, or where necessary, by external contractors engaged by the Maintenance department. Items requiring attention (such as broken windows, fittings or furniture, dripping taps, or faulty heating or lighting) should be reported without delay via the MRS system on the College website (<http://maintenance.sel.cam.ac.uk/>), which is 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. Please **do not use** the Maintenance department email address to raise maintenance requests.

Repairs are normally completed during working hours Monday – Friday, 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, then the email [maintenance@sel.cam.ac.uk](mailto:maintenance@sel.cam.ac.uk) may be used to check 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, with the Operations Manager (Chris Hurcomb – email: [cph43@cam.ac.uk](mailto:cph43@cam.ac.uk)) or with one of the JCR or MCR Amenities or Welfare Officers.

### **8.2 Gardens**

The gardeners maintain the grounds around all College buildings. 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 mobility issues. 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 College gardens. Please also note that the pond contains deep water. See the Student Guide Appendices for the Use of the Gardens guidelines.

### **8.3 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. Picking up and disposing of any litter you see around the College grounds is always appreciated.

### **8.4 Rain, Snow and Ice**

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

### **8.5 Refurbishment of College Properties**

The College has a programme of planned refurbishment. Generally, if rooms need to be taken out of operation, it will be for a whole academic year, so that you may stay in your room for each academic year. For example, in 2021-22, the hostels being refurbished at 29 and 31 Grange Road, and 1 Selwyn Gardens, will be out of use for the whole academic year. Nevertheless, it may occasionally be necessary to move you to alternative accommodation for maintenance or tutorial reasons, or for the benefit of the College community as a whole.

## 9. ENVIRONMENTAL IMPACT AND SUSTAINABILITY

### 9.5. Energy Efficiency

The single largest contributor to the College's climate emissions footprint comes from heating. If you are careless in your behaviour with respect to the use of energy, you will not only be adding to College costs (which will ultimately need to be passed on through rents), you are also adding to the climate emergency. In relation to heating and the use of electricity, leaving lights on in unoccupied rooms; opening windows rather than turning down heating; turning heating up rather than dressing slightly more warmly etc. are all wasteful of energy. You are asked to be energy-conscious and switch off lights and any appliances, including computers, when leaving your rooms.

### 9.6. 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 en suite bathrooms during their weekly clean.

### 9.7. Reduce – Reuse – Recycle

The College actively seeks to enhance the environment through control of pollution and waste. In our Catering operation, food waste is actively minimised and we aim to repair rather than replace wherever possible. We have also 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 F.

The College has recently set up a Sustainability working group to examine ways to improve the College's environmental footprint further, including both senior members and JCR and MCR representatives. The College welcomes further suggestions from students, which can be directed in the first instance via the JCR and MCR Green Officers.

## 10. TRANSPORT

### 10.1 Car Parking

Owing to traffic problems in Cambridge, the University and Colleges are under a long-standing obligation to the local 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 Senior 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, in which case a University Licence is required. These are issued in exceptional circumstances only and on the recommendation of College Tutors, and must be renewed at the beginning of each academic year. To obtain a University Licence you will need to apply online. See <https://www.proctors.cam.ac.uk/motor-control> for details of how to apply.

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.

All visitors with cars should report to the Porters’ Lodge and wherever possible this should be notified to the Porters well in advance so that they can make arrangements for a space to be available.

### 10.2 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/20149/park\\_and\\_ride](http://www.cambridgeshire.gov.uk/info/20149/park_and_ride).

### 10.3 Bicycles

Cycling is a practical as well as environmentally friendly way to get around Cambridge. It is usually quicker than driving in any case. The city is well provided with cycleways as well as having traffic arrangements that are cycle-friendly. For further information on cycling in Cambridge see the [CamCycle](http://www.camcycle.org.uk/) website (<https://www.camcycle.org.uk/>) and the County Council’s cycleway maps of Cambridge and the surrounding area:

(<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/cycling/cycle-routes-and-maps>).

Cycle theft is unfortunately endemic in Cambridge. It is therefore wise not to bring an expensive bicycle to Cambridge. As a precaution, the University requires all students to register their bicycles in Cambridge. Cycles should be registered via the link from the College website: <http://www.sel.cam.ac.uk/life-selwyn/porters-lodge/cycle-registration>. On completion, bring your bike to the Porters’ Lodge where 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 Porters, who will advise on parking.

There are secure bicycle sheds to the north of the old library, to the west of Cripps Court, and to the north

of Ann's Court by the Ramsay Murray Gate. Entry is via your room key. It is most important that you close the gates behind you. Please note that during the 2021-22 academic year, cycle parking in the old library cycle shed will be reduced due to the project to convert the building into new College facilities.

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. Special cycle storage is available, arranged through the Porters' Lodge; charges can be found in Appendix E.

Bicycles must not be brought into rooms, corridors, staircases or flats and should not be left at any time on the College premises except in the bicycle sheds, or in the racks either in front of Old Court or adjacent to the Quarry Whitehouse Auditorium, and especially not left leaning against College walls or railings nor kept in College residential buildings. They may not under any circumstances 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. Cycle spaces reserved for Fellows must also be respected.

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 Sidgwick Avenue/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.

#### **10.4 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).

## **11. GOOD NEIGHBOUR POLICY**

Students will be expected to be mindful of the proximity of neighbours both within the properties and in the wider community. This is particularly important for students who are 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.

In particular, students should be mindful of creating noise nuisance at unsociable hours. This applies both in the College courts, which are shared with other students who may need to work or sleep and with resident Fellows, and in Hostels, which may be close to the houses and gardens of local residents. As a rule, noise should be reduced after 10pm and extinguished after 11pm. In the morning, quiet should be maintained until at least 7am.

## **12. FEEDBACK AND 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 online MRS form (<http://maintenance.sel.cam.ac.uk/>). More major domestic concerns should be referred in the first instance to the Accommodation Manager ([accommodation@sel.cam.ac.uk](mailto:accommodation@sel.cam.ac.uk)) and thereafter, if required, to the Operations Manager ([cph43@cam.ac.uk](mailto:cph43@cam.ac.uk)). Queries and complaints about bills and other financial matters should be addressed in the first instance to the Bursary ([bursary@sel.cam.ac.uk](mailto:bursary@sel.cam.ac.uk)) and then, if required, 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](mailto: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 [College website](#). See also the Student Complaint Scheme administered by The Office of the Independent Adjudicator for Higher Education: <http://www.oiahe.org.uk/>

## **13. ADMINISTRATION AND COMPLIANCE WITH THE ACCREDITATION NETWORK UK (ANUK) NATIONAL CODES**

### **13.1 General**

The College is registered with ANUK as accredited under its National Codes for large student developments. The National Codes aim to ensure transparent and professional management of purpose built student accommodation through voluntary agreements to meet a set of benchmark standards. ANUK will periodically review and update the Codes, and the College will in principle amend its procedures to conform. The College's performance against the Codes is also independently reviewed periodically. ANUK's National Codes are available to view at <https://www.nationalcode.org/>.

### **13.2 Administration**

ANUK has overall responsibility for administering the National Codes. This includes maintaining a list of all institutions signed up to the Codes and all buildings within those institutions covered by the Codes; liaising with other bodies over areas where the Codes are 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 non-observance, 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.

### **13.3 College Responsibilities**

In registering with the ANUK National Codes, the College undertakes that:

- All the accommodation registered with ANUK meets the standards and accords with the procedures set out in the Codes.
- 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 Codes.
- Auditors will consider the College's management of its student accommodation in relation to the Codes, advising ANUK and the Office for Students (OfS) as appropriate.

### **13.4 Schedule of Properties covered by the National Codes**

The properties covered by the ANUK National Codes are listed in Appendix A.



## APPENDIX A: SCHEDULE OF COLLEGE PROPERTIES

1.	Old Court	Staircases A to G (note G staircase does not contain student rooms)
2.	Cripps Court	Staircases H to N
3.	Ann's Court	Staircases O to R
4.	18 Fulbrooke Road	Hostel
5.	20 Fulbrooke Road	Hostel
6.	19 Grange Road	Flats
7.	21 Grange Road	Hostel
8.	23 Grange Road	Hostel
9.	25 Grange Road	Hostel
10.	29 Grange Road	Hostel (note – not in use in 2021-22 due to refurbishment)
11.	31 Grange Road	Hostel (note – not in use in 2021-22 due to refurbishment)
12.	38 Grange Road	Hostel
13.	40 Grange Road	Hostel
14.	1 Selwyn Gardens	Hostel (note – not in use in 2021-22 due to refurbishment)
15.	17 West Road	Flats
16.	21 West Road	Hostel
17.	23 West Road	Hostel
18.	Walters Lodge	Hostel
19.	Wolfson Court	Hostel – staircases A to C plus one flat on staircase B

## APPENDIX B: ELIGIBILITY FOR GRADUATE ROOMS AND COLLEGE FLATS

### ELIGIBILITY FOR GRADUATE ROOMS

Changes in Graduate funding and in assumptions made by Departments about the duration of students' courses make it necessary to clarify the criteria for eligibility to ballot for a College room. Current eligibility criteria are:

1. Students will be eligible for rooms for one, three or four years depending on their course's duration.
2. The duration of the course will be defined by the period for which funds are available to support them, whether from Research Councils, from within the University, or elsewhere, and during which they are eligible to pay fees. This means that some students have three years of eligibility and others four, depending on their fee model at the time of their admission. That would include students on 'one plus three' programmes. The end of eligibility is thus different in some cases from the maximum period for submission, which some Departments define as longer than the period for which they pay fees. It may also differ from the period for which a student receives maintenance.
3. Self-funding students will have eligibility in line with funded students on the same programme of study, similarly based on eligibility for fees.
4. A student who lives out will gain no additional eligibility by doing so.
5. Eligibility is used up in equal measure if a student is in a room or a flat. Those switching from one type of accommodation to the other are only eligible for the period remaining, they should not be advantaged by the switch. A year of occupancy of a flat shall count as a year of eligibility for a graduate room, and *vice versa*.
6. There should be no presumption that a student has an automatic right to keep the room they currently occupy at the time of the ballot.
7. If rooms or flats remain available in early September, there may be an additional late summer ballot that may include full-time students who were ineligible for the main ballot.
8. Part-time students may not ballot and have no automatic eligibility for a room. There is a presumption that they will be accommodated in suitable College rooms (if available) for mandatory periods of residence or for periods of study in Cambridge that are requested by their supervisor through their Tutor and supported by their Course Director.
9. Part-time students shall not normally be eligible for year-round accommodation.
10. Cohabitation in a single room, sub-letting of rooms or flats (whether or not for remuneration) or cohabitation in a flat with other than close family members, partners or carers as agreed at the outset of a lease is not permitted and may lead to the immediate forfeiture of the right to remain in College accommodation.

## ELIGIBILITY FOR COLLEGE FLATS

The current eligibility criteria for junior members to rent College flats are:

1. Eligibility for renting a College flat shall be on the same basis as for single-occupancy rooms for both undergraduate and postgraduate students with the exception that an undergraduate renting a flat shall have the right to live there for the duration of their lease rather than leaving for vacations.
2. Leases are annually renewable.
3. A year of occupancy of a flat shall count as a year of eligibility for a graduate room, and *vice versa*.
4. Part-time students shall not normally be eligible to rent flats.
5. The allocation of flats for the following academic year shall be made annually by the Fellow for Rooms, in consultation with the Senior Tutor and the Bursar, at the time of the Graduate rooms ballot.
6. The allocation shall necessarily have to consider Fellowship needs, those of key College staff, and the potential occasionally to use flats as office space, as well as junior members' preferences.
7. The allocation shall follow the same principles as the rooms ballot, though it will not be an identical process.
8. There should be no presumption that a student has an automatic right to keep the flat they currently occupy at the time of the ballot, although the College will endeavour to minimise disruption without good reason.
9. Flats are normally available only to current full-time students wishing to cohabit as a couple, a student who requires a live-in carer, or a single student with a child/children.
10. Students wishing to be considered for a flat must inform the Fellow for Rooms in advance of the Graduate rooms ballot

**APPENDIX C:                   FIXED PERIOD OF RESIDENCE (FPR) DATES FOR  
UNDERGRADUATES, 2021-22**

<b>Term</b>	<b>From</b>	<b>To</b>
Michaelmas 2021	Saturday 25 September 2021	Sunday 5 December 2021
Lent 2022	Saturday 15 January 2022	Sunday 27 March 2022
Easter 2022	Saturday 16 April 2022	Sunday 26 June 2022

Undergraduates may gain access to their room after 2.00pm on the first day of the FPR and must vacate their room by 10.00am on the last day of the FPR.

## APPENDIX D: SAMPLE ROOM LICENCE AGREEMENTS, 2021-22

### STUDENT ROOM LICENCE AGREEMENT

#### UNDERGRADUATE

This Licence Agreement is a binding document and you should take the time to read it carefully.

THIS LICENCE is made on ..... (date)

BETWEEN:

**The College:** The Head, Fellows and Scholars of Selwyn College

**The Licensee:** ..... (name)

1. The College permits the Licensee to occupy room..... or such other room as the college may from time to time allocate for the Licensee's occupation.
2. The Undergraduate Licence permits the Licensee to occupy the room above between the following dates known as the "Licence Periods".

Michaelmas Term	25 September 2021 (2:00 pm)	-	5 December 2021 (10.00am)
Lent Term	15 January 2022 (2:00 pm)	-	27 March 2022 (10.00am)
Easter Term	16 April 2022 (2:00 pm)	-	26 June 2022 (10.00am)

The dates above reflect the Fixed Period of Residence (FPR), which is normally 70 days. First-year undergraduates, however, are asked to come up a week later than the start of the FPR and a rent rebate recognises this shorter period of residence.

This agreement will be terminated if the Licensee ceases to be a student.

3. The rents for student rooms are determined by the code of the room. Room ..... is code ..... The room rent covers all utilities.

The charges for academic year 2021-22 can be found at:

<http://www.sel.cam.ac.uk/ughandbook/finance/summary-undergraduate-fees-charges/>

4. At the start of each Licence Period the Licensee must sign in at the Porters' Lodge using their University card and collect their room key. At the end of each Licence Period the Licensee must sign out at the Porters' Lodge, using their University card and return their room key.
5. Undergraduates may be allowed to live out of College. However, this is not a right and if the Licensee wishes to do so, they must obtain written permission from their Tutor and the Fellow for Rooms. A full Term's notice is normally required.
6. The College is required by the University to keep a record of the number of nights during Term that an undergraduate did not reside in Cambridge. It is also extremely important for health and safety reasons that the College knows who is in residence at all times. The Licensee is therefore required to comply with the Exeat and Rediit procedures, which are set out in the Student Accommodation Handbook, sections 1.14 and 1.15.  
Failure to comply with these procedures may attract a fine as set out at:  
<http://www.sel.cam.ac.uk/ughandbook/finance/summary-undergraduate-fees-charges/>
7. Students wishing to reside in College outside of the Licence Periods, should refer to sections 1.13 of the Student Accommodation Handbook.

8. This Licence prohibits any person other than the Licensee from residing in the room that is subject to this Licence. The putting up of occasional guests is permitted, subject to adherence to the rules set out in section 6.5 of the Student Accommodation Handbook.
9. Students should be mindful of creating noise nuisance at unsociable hours. This applies both in the College courts, which are shared with resident Fellows and with other students who may need to work or sleep, and in Hostels, which may be close to the houses and gardens of local residents. As a rule, noise should be reduced after 10pm and extinguished after 11pm. In the morning, quiet should be maintained until at least 7am.
10. The College is a member of ANUK and is committed to meeting the benchmark standards necessary to maintain ANUK accreditation. In order to ensure these standards are being maintained the College will require periodic access to student rooms.

The Accommodation Officer may conduct a termly check for deterioration and damage of the fabric of the room, fixtures, fittings and furniture. The Maintenance department will carry out checks on the fire alarms, emergency lighting and water quality. Access may also be required to carry out repairs, replacements or follow-up checks. The Licensee will be given as much notice as possible by email of the date and time when access to the room is required: at least 24 hours, other than in the case of an emergency.

11. The email to which this licence is attached also contains a link to an inventory of the furniture the room should contain: <https://www.sel.cam.ac.uk/room-inventory>. Please check this inventory and either confirm or note any areas of discrepancy, which will be followed up by the Accommodation Officer.
12. The Licensee must take reasonable care of the room and the furnishings and fittings provided for their use. When the Licensee vacates the room, the College expects it to be in as good condition as when it was first made available to the Licensee, apart from normal wear and tear. If the College has to carry out remedial work in consequence of the Licensee not taking proper care of the room, the Licensee will be charged the cost of the staff time and materials necessary for the repairs. Sections 1.1 and 1.2 of the Student Accommodation Handbook sets out what is and is not permitted in terms of personalizing a room.
13. By accepting this document, the Licensee agrees to abide by the full terms and conditions for occupation of College accommodation as set out in the Student Accommodation Handbook: <http://www.sel.cam.ac.uk/wp-content/uploads/Accommodation-Handbook-2021-22.pdf>. Failure of the Licensee to comply with these obligations may result in additional charges, fines or other disciplinary action.
14. The Licensee must accept the **Licence Agreement** and complete the **Inventory** online no later than <date of issue plus 2>.....

SIGNED for and on behalf of Selwyn College

SIGNED by the Licensee

.....

.....

## STUDENT ROOM LICENCE AGREEMENT

### POSTGRADUATE

This Licence Agreement is a binding document and you should take the time to read it carefully.

THIS LICENCE is made on ..... (date)

BETWEEN:

**The College:** The Head, Fellows and Scholars of Selwyn College

**The Licensee:** .....(name)

1. The College permits the Licensee to occupy room..... or such other room as the college may from time to time allocate for the Licensee's occupation.
2. The Graduate Licence permits the Licensee to occupy the above room for the period:  
**1 October 2021 (14:00 pm) to 5 September 2022 (10.00 am).**  
This agreement will be terminated if the Licensee ceases to be a student.
3. The rents for student rooms are determined by the code of the room. Room ..... is code ..... The room rent covers all utilities.
4. The charges for academic year 2021-22 can be found at:  
<http://www.sel.cam.ac.uk/pghandbook/finance/summary-postgraduate-fees-charges/>
5. First year postgraduate students may be granted permission by the Senior Tutor to arrive earlier than 1 October if their course commences prior to this date. Any nights of residence prior to 1 October will be charged at the pro-rata room rent rate.
6. Postgraduates entitled to a further year of residence in College and who have entered the rooms ballot, will be asked by the Accommodation Officer to move to their new room on or before the 5<sup>th</sup> September, so that all such moves may be accomplished smoothly. A pro-rata rent refund will be given according to the actual date when the room that is subject to this Licence is vacated. A new Licence agreement will be issued for the new room.
7. The tenancy is for the Licence period set out in section 2 of this agreement. If the Licensee is unable to come into residence at the start of the Licence period for any reason, they will still be required to pay the rent from the start of the Licence period if they want the college to hold the room available.
8. If the Licensee wishes to vacate the room prior to the end of the Licence term they must give one month's notice, by email, to the Accommodation Officer - email address [accommodation@sel.cam.ac.uk](mailto:accommodation@sel.cam.ac.uk). The College reserves the right to charge an administration fee if the Licensee subsequently changes their departure date.
9. At the start of the Licence Period the Licensee must sign in at the Porters' Lodge using their University card and collect their room key. At the end of the Licence Period the Licensee must sign out at the Porters' Lodge, using their University card and return their room key.
10. For health and safety reasons, the Licensee must ensure the College is informed of any nights during the Licence Period when they are not in residence by signing the Exeat/Rediit file in the Porters' Lodge.

11. If the Licensee wishes to work away from Cambridge they must follow the guidelines set out in the Student Accommodation Handbook, section 1.19. Each case will be considered individually but the general rule is that for absences of less than 4 weeks, the full rent will remain payable. For absences of longer than 4 weeks at least 1 month's notice must be given if the Licensee wishes to give up their accommodation, in which case the rent will be calculated on a pro-rata basis. The College cannot guarantee the same room will be available to the returning student.
12. This Licence prohibits any person other than the Licensee from residing in the room that is subject to this Licence. The putting up of occasional guests is permitted, subject to adherence to the rules set out in section 6.5 of the Student Accommodation Handbook.
13. Students should be mindful of creating noise nuisance at unsociable hours. This applies both in the College courts, which are shared with resident Fellows and with other students who may need to work or sleep, and in Hostels, which may be close to the houses and gardens of local residents. As a rule, noise should be reduced after 10pm and extinguished after 11pm. In the morning, quiet should be maintained until at least 7am.
14. The College is a member of ANUK and is committed to meeting the benchmark standards necessary to maintain ANUK accreditation. In order to ensure these standards are being maintained the College will require periodic access to student rooms.

The Accommodation Officer may conduct a quarterly check for deterioration and damage of the fabric of the room, fixtures, fittings and furniture. The Maintenance department will carry out checks on the fire alarms, emergency lighting and water quality. Access may also be needed to carry out repairs, replacements or follow-up checks. The Licensee will be given as much notice as possible by email of the date and time when access to the room is required: at least 24 hours, other than in the case of an emergency.

15. The email to which this licence is attached also includes a link to an inventory of the furniture the room should contain: <https://www.sel.cam.ac.uk/room-inventory>. Please check this inventory and either confirm or note any areas of discrepancy, which will be followed up by the Accommodation Officer.
16. The Licensee must take reasonable care of the room and the furnishings and fittings provided for their use. When the Licensee vacates the room, the College expects it to be in as good condition as when it was first made available to the Licensee, apart from normal wear and tear. If the College has to carry out remedial work in consequence of the Licensee not taking proper care of the room, the Licensee will be charged the cost of the staff time and materials necessary for the repairs. Sections 1.1 and 1.2 of the Student Accommodation Handbook sets out what is and is not permitted in terms of personalizing a room.
17. By accepting this document, the Licensee agrees to abide by the full terms and conditions for occupation of College accommodation as set out in the Student Accommodation Handbook: <http://www.sel.cam.ac.uk/wp-content/uploads/Accommodation-Handbook-2021-22.pdf>
18. The Licensee must return the signed **Licence Agreement** and **Inventory** to the Accommodation Officer no later than <date of issue plus 2>.....

SIGNED for and on behalf of Selwyn College Cambridge

SIGNED by the Licensee

.....

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## APPENDIX E: RENTS AND CHARGES 2021-22

### UNDERGRADUATE STUDENTS

#### 1. Room Codes and Weekly Residence Charges

	£		£		£		£
1	116.14	2	127.66	3	139.20	4	150.75
5	162.29	6	173.83	7	184.07	8	195.63

Residence outside the Fixed Period of Residence is at the same rental charge (pro-rated for part weeks). Such residence is subject to Tutorial permission, but will not unreasonably be withheld.

Occupation of room without permission outside FPR (per night): £60.00 per night

For Guest Rooms, contact the Accommodation Officer for prices.

#### 2. Deposits and Charges

<b>Graduand Deposit</b>	£100
Charged to Easter Term Bill, unused portion returned	
<b>Key Deposit</b>	£40
Charged when a student joins the College, to be returned upon graduating.	
<b>Lost Keys</b>	£45
Charged the earlier of non-return within a week or the cutting of a replacement.	

<b>Late Payment Charges</b>	
First week (3 weeks after Full Term begins), unless otherwise agreed	£15
Second and subsequent weeks (4 weeks after Full Term begins), unless otherwise agreed	£25
If Bursar's involvement is necessary to ensure collection (additional to the above)	£40
<b>Tutorial Charges</b>	
Failure to see Tutor or DoS at the beginning and end of each Term	£20
Failure to complete and submit web exeat form by the deadline date	£20
Change in going down or coming up date (outside FPR) without notice	£20
Failure to check in or out at the Porters' Lodge using University card	£20
Failure to hand keys in at the Porters' Lodge at the end of term	£20
Failure to check out of room by specified time for departure	£20
Possessions left in room or lockable cupboards without permission	£50

Lost University card; unless stolen and crime reference number provided	£12
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**Library Fines and Charges:** See

[http://www.sel.cam.ac.uk/selwyn-college/college-library/using-library/#Overdues\\_and\\_fines](http://www.sel.cam.ac.uk/selwyn-college/college-library/using-library/#Overdues_and_fines)

**Garage and Parking Charges (per Term)**

Garage	£200
Parking Space	£80
Weekly Visitor Parking (per week)	£20
Special Cycle Storage	£25

Students are reminded that they must have a College and University permit to keep a car in Cambridge, which is only granted in exceptional circumstances.

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

**Students are strongly encouraged to seek Tutorial support if the payment of any of these charges causes financial difficulty.**

## POSTGRADUATE STUDENTS

### 1. Room Codes and Weekly Residence Charges

	£		£		£		£	
1	116.14	2	127.66	3	139.20	4	150.75	
5	162.29	6	173.83	7	184.07	8	195.63	
Transitional residence credit for all postgraduate students in College rooms:							£10.00 per week	<b>credit</b>
MSt room rent: £31 per night of residential session (to include linen provision)								
For Guest Rooms, contact the Accommodation Officer for prices.								

### 2. Deposits and Charges

<b>MSt Matriculation Deposit</b>	£200
Charged on first bill, returned after last session.	
<b>Key Deposit</b>	£40
Charged when a student joins the College, to be returned upon graduating.	
<b>Lost Keys</b>	£45
Charged the earlier of non-return within a week or the cutting of a replacement.	
<b>Lost University card</b>	£12
Unless stolen and crime reference number provided.	

<b>Late Payment Charges</b>	
First week (3 weeks after Full Term begins), unless otherwise agreed	£15
Second and subsequent weeks (4 weeks after Full Term begins), unless otherwise agreed	£25
If Bursar's involvement is necessary to ensure collection (additional to the above)	£40
<b>Tutorial and Other Charges</b>	
Failure to register with Tutorial Office as required (Overseas Students)	£20
Change of date for vacating room after notice has been given	£20

**Garage and Parking Charges (per Term)**


Garage	£200
Parking Space	£80
Weekly Visitor Parking (per week)	£20
Special Cycle Storage	£25

Students are reminded that they must have a College and University permit to keep a car in Cambridge, which is only granted in exceptional circumstances.

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

**Students are strongly encouraged to seek Tutorial support if the payment of any of these charges causes financial difficulty.**

## APPENDIX F: A-Z RECYCLING DIRECTORY

<b>Aerosols</b>	Recycle in Recycling Banks, located at all College recycling points and in blue bins (hostels).
<b>Aluminium foil</b>	Clean kitchen foil, ready-meal foil containers etc. - recycle in Recycling Banks, located at all College recycling points and in blue bins (hostels).
<b>Batteries</b>	Recycle used batteries via Porters' Lodge. Also recycled at most large supermarkets, City Council recycling points.
<b>Bubble-wrap</b>	Bubble-wrap can be forwarded to the Development Office for re-use.
<b>Cans</b>	Clean food and drinks cans - recycle in Recycling Banks, located at all College recycling points and in blue bins (hostels).
<b>Cardboard</b>	Recycle in Recycling Banks, located at all College recycling points and in blue bins (hostels). Must be flattened and have all packaging / staples removed.
<b>Computers &amp; IT equipment</b>	Contact the IT Office regarding the disposal of faulty or discarded computers and any IT equipment. Not to be disposed of with general waste.
<b>Cycles &amp; cycle parts</b>	The Bikeman, Market Square, will re-use or recycle bicycles and bike parts, and can collect in bulk (tel. 07747 591744).
<b>Electrical appliances</b>	Contact the Housekeeping Office regarding the disposal of all electrical waste. Not to be disposed of with general waste.
<b>Envelopes</b>	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).
<b>Glass</b>	Recycle glass bottles and jars in Recycling Banks, located at all College recycling points and in blue bins (hostels).
<b>Kitchen and garden waste</b>	Compostable kitchen and garden waste can be placed in green wheelie bins, located at West Road, Cripps Court and hostels. These facilities are provided solely for green waste from the College only.
<b>Lids</b>	Plastic and metal lids from jars can be recycled in Recycling Banks, located at all College recycling points and blue bins.
<b>Metals</b>	Contact the Maintenance Dept. for recycling scrap metal. Not to be disposed of with general waste.
<b>Photocopier toner cartridges</b>	Forward used photocopier toner cartridges to the IT Office.
<b>Plastic bags</b>	Re-use or recycle at most large supermarkets.
<b>Plastic bottles</b>	Recycle in Recycling Banks, located at all College recycling points, and in blue wheelie bins. Plastic bottles should be washed and squashed.
	
<b>Plastic packaging</b>	Plastic pots, tubs, trays, lids, cups, triggers, bottle tops etc. can all be recycled in College Recycling Banks and in blue wheelie bins (hostels).
<b>Paper</b>	All paper (including envelopes with windows), except for shredded paper (dispose of in green bins), can be recycled at College Recycling banks and blue bins. Paper is collected weekly from College offices.
<b>Printer cartridges</b>	Printer cartridges can be recycled at charity shops and some can be refilled at printer shops. Forward genuine HP inkjet cartridges to the IT Office.
<b>Tetra Pak (milk, juice, soup cartons etc.)</b>	Tetrapak cartons can be recycled in Recycling Banks, located at all College recycling points and in blue bins (hostels).
<b>Textiles</b>	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 and facilities:

**Cripps Court** (at rear): Recycling Banks (for paper, cardboard, cartons, tins, aerosols, clean foil, glass bottles and jars, plastic bottles and plastic packaging). Green wheelie bins for green/compostable waste.

**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 and batteries, which must be bagged and tied to handle.

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