



# PEMBROKE COLLEGE

## STUDENT ACCOMMODATION HANDBOOK

*Please read this and keep it for future reference  
You never know when you will need it!*



The College follows a distinct set of standards for our student accommodation, called the [ANUK/Unipol National Codes](#). The purpose of these Codes, membership of which is voluntary, is to provide students with professional housing services.

The standards chosen for the Codes reflect a balance of common sense obligations and responsibilities between landlords and tenants. They also reflect established best practice in the sector and are based on what an average student and their parents would expect of a good quality housing supplier. The standards are supported by the voice of students themselves through the National Union of Students.

### **What does being a member of the codes mean?**

- both parties can enjoy the benefits of good standards of housing management and practice
- misunderstandings and disputes are reduced
- where problems do occur, they can be promptly resolved, and where they are not the Codes operate an independent complaints procedure.

## INTRODUCTION

This handbook is intended to give an overview of the arrangements for the management of Pembroke College Student Housing, as required by [ANUK](#). It aims to outline what students living in Pembroke's accommodation need to know about their accommodation and to help students appreciate the College's responsibilities towards them and their responsibilities towards the College. As a reference document the Handbook will be kept up-to-date. The Handbook is available online only but if you would like would like a paper copy please email [Dr Becky Coombs](#). Further information about all aspects of life in College is to be found on the College website. Questions relating to this document should be addressed, in the first instance, to the College Registrar and Rooms Tutor, Dr Becky Coombs.



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[www.pem.cam.ac.uk](http://www.pem.cam.ac.uk)

# Pembroke College Student Accommodation Handbook

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# ROOMS

## 1.1 College Accommodation and Number of Rooms in College Houses

There are currently 603 bedsitting rooms<sup>1</sup> available for the student body. A list of College and hostel rooms is given in Appendix A.

The College has one room in Foundress Court which have been specially adapted for a disabled student.

Pembroke College rooms should normally contain at least (unless the room is very small):

Bed	Desk lamp	Chest of Drawers
Bedside Table	Bookcase	Curtains
Desk	Armchair	Wastebin
Desk Chair	Wardrobe	

On initial occupation of a room a student should check the state of furnishings and fittings and report any damage/defects to the Housekeeper immediately to avoid being held responsible for the damage. On vacating the room, a student is responsible for ensuring that the room and furnishings are in the same condition as they were found.

## 1.2 Allocation

### Undergraduate

The allocation of undergraduate rooms in College and in College hostels is the responsibility of the College Registrar and Rooms Tutor. Rooms are selected according to a ballot order determined in the course of the students' first year. The priority thus arrived at, with certain exceptions, determines the orderly selection of rooms, mostly in Hostels, for the second year of residence. For the third year that priority is reversed, again with some exceptions, for the selection of both Hostel and College rooms.

Choice of rooms is made at meetings organised by the J.P. Hostels Representative. Full details of the process are available on the [College website](#).

The College offers accommodation to all undergraduate students in College or College hostels for the duration of their undergraduate course.

Any undergraduate who wishes to live in accommodation not owned by College should consult their Tutor in the first instance. If an undergraduate chooses a room in the ballot and subsequently decides not to live in College owned accommodation, they must notify the College Registrar and Rooms Tutor, in writing, by 6 July 2018; failure to do so may make them you liable to a term's rent being charged.

### Graduate

The appointment of hostel keepers to undergraduate hostels is the responsibility of the College Registrar and Rooms Tutor.

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<sup>1</sup> Bedsitting rooms cover single rooms with desk and bed in the same room and sets, where there is a separate study and bedroom. For the purpose of this document unless otherwise indicated bedsitting rooms will be referred to as rooms

The allocation of graduate rooms to continuing graduate students is the responsibility of the College Registrar working with the Housing Officer of the Graduate Parlour and is again based on a ballot system for the selection of rooms. Full details of this process are available on the [College website](#).

### New Students to the College

New undergraduates and graduates have accommodation allocated directly by the College Registrar once their place has been confirmed. All new students to the College will be sent a form, prior to their arrival, asking them for further information such as their preferred rent and location.

### Living out of College owned Accommodation

Students who prefer to find their own accommodation might find the following websites helpful:

- ☞ [The University Accommodation Service](#)
- ☞ [The Cambridge Accommodation Notice Board](#)

Tutors can also give advice and should always be consulted over contracts and any difficulties over relations with landlords.

## 1.3 Occupancy

All students are issued with a Licence Agreement<sup>2</sup> relating to the occupation of their room. Students will be emailed their Licence Agreement and the “*Terms and Conditions for Occupation of Accommodation*” before the commencement of occupation. The Student will be deemed to have entered into the agreement when they take possession of the keys to the room listed on the Licence agreement. It is important that students read these documents carefully. On arrival at Pembroke students should go to the Porter’s Lodge to collect their room key and swipe in using their university card.

Students may gain access to their room after 12 noon on the first day of the Licence Period and must vacate their room by 10 o’clock, at the latest, on the last day of the Licence Period.

The Licence Periods for **undergraduates** for the current academic year can be found here: [www.pem.cam.ac.uk/current-students/undergraduates/accommodation/residency-periods/](http://www.pem.cam.ac.uk/current-students/undergraduates/accommodation/residency-periods/)  
Licence Periods vary according to year of residence and location of room.

If an undergraduate wishes to remain in Cambridge for academic and College (not social) reasons outside of the Licence Period then they must seek permission from their Tutor and rent will be charged accordingly.

First year undergraduate students or second year undergraduate students living in a College room must **fully clear their rooms** on departure at the end of each term. If you are granted permission to stay for academic reasons, then you may be required to change rooms as there is a heavy demand for College rooms during the periods immediately after the end of Full term.

Second year undergraduates in hostels, and third and fourth year undergraduates in College and hostels are not required to clear their rooms over the Christmas or Easter vacations but

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<sup>2</sup> An example of the Undergraduate and Graduate Licence agreement and a copy of the Terms and Conditions for Occupation of Accommodation (Graduate and Undergraduate) are available in Appendix B

should tidy their rooms and leave them in a reasonable state so as to facilitate any essential maintenance or cleaning work that needs to be carried out. Belongings are left in rooms at their owner's own risk and College is in no way responsible for any loss or damage to these items. The College reserves the right to use the rooms should it be necessary and will inform the student if this will happen.

All **continuing graduate** and **hostel keeper** rooms are booked out from September to the September of the following year (dates for the current year are on the Student Room Licence agreement).

Any graduate student new to the College will have their room booked out from the Saturday before the start of Michaelmas term to September of the following year. Any student on a taught course of one-year or less in duration will be contacted during the May before their course ends asking them when they will be vacating the room.

A graduate student who intermits or works away from Cambridge for any reason for a period of less than three calendar months, may continue to rent the room, at normal rates. Alternatively they may, if possible, give 4 weeks' notice in writing to the College Registrar that they wish to vacate the room - removing their possessions, so that the room can be let to another person. If the date of return to Cambridge is known then, should they so wish, the College will reserve the same room for them or an alternative room subject to availability. When a graduate student intermits or works away from Cambridge for more than three calendar months, they are normally required to vacate their allocated room.

Any student (undergraduate or graduate) who wishes to vacate their room before the end of their given Licence Period and move fully out of College owned accommodation must give 4 weeks' notice in writing to the College Registrar ([becky.coombs@pem.cam.ac.uk](mailto:becky.coombs@pem.cam.ac.uk)).

The College is entitled to use or let the accommodation at any time outside the Licence Period or if a room is unoccupied (this also applies to a vacant room in shared sets).

Students occupying rooms in College will be obliged to follow the instructions of the May Ball (or June Event) Committee concerning the vacation of rooms during the May Ball (or June Event), including preparation time. Prior notice of these arrangements will be issued by the May Ball (or June Event) Committee.

When rooms are vacated at the end of Licence Period all personal possessions must be removed from College rooms and rooms in College Hostels. Any possessions left behind will be disposed of as the College see fit. If it is necessary to use a removals company to remove and store items, 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.

### **Storage**

There are very limited facilities within the College for storing personal possessions during vacations and any student wishing to leave things in either of the storage areas (in Foundress or U Basement) must have permission to do so. A priority system in the allocation of storage space has been determined; students are approached on the basis of the distance of their home address from College to ask them if they would like storage over the vacation. Space is only allocated for the vacations and students must reapply each vacation, when invited to, to use the storage facilities. Use of the storage areas is free of charge but fines are charged to students who fail to clear their belongings on time. The College Registrar oversees the administration of the storage areas in College. All items are stored at the owners own risk. Further details are available here: [www.pem.cam.ac.uk/current-students/undergraduates/accommodation/storage/](http://www.pem.cam.ac.uk/current-students/undergraduates/accommodation/storage/)

## 1.4 Rents

The rent that you pay covers the provision of all utilities (including electricity and Ethernet charges) and cleaning services. Rooms are banded to reflect their size, location and other facilities and features. The weekly rents for the different bands are available on the College website:

([www.pem.cam.ac.uk/current-students/undergraduates/accommodation/weekly-rents/](http://www.pem.cam.ac.uk/current-students/undergraduates/accommodation/weekly-rents/)).

For undergraduates rent is charged according to your room booking. It is important to note that swipe records will be compared to room bookings to ensure the correct vacation rent is being charged. Failure to swipe in/out correctly will result in additional rent being charged. Swipe card records are also used as proof to the University that term has been kept. Vacation rent will be pro rata of the weekly rent for the allocated room (e.g. a room with a weekly rent of £110.26 will pay £15.75 per night during the vacation).

Graduates will be charged rent for a 13 week period.

## 1.5 Payment Terms

Rent is paid in advance and is shown on your quarterly College bill. Payment, at the agreed rate per week, must be made to the College by the first Friday of each Full Term. You will be reminded of the due date on the College Bill you receive shortly before the beginning of each term. These dates are also available at:

[www.pem.cam.ac.uk/current-students/undergraduates/money/timetable-for-payment-of-college-bills/](http://www.pem.cam.ac.uk/current-students/undergraduates/money/timetable-for-payment-of-college-bills/)

Any residency, for academic reasons, granted to an undergraduate outside of the Licence Period will be charged at 1/7<sup>th</sup> of the weekly rent, and will be shown on subsequent bills. You should note that, if permission is given for you to remain in the vacation, then it will not always be possible for you to remain in the room you occupy during the term.

Any student wishing to vacate their room during the term must give 4 weeks' notice, in writing, to the College Registrar. If the correct period of notice has been given, the College will reimburse the student an amount of the rent for the remainder of that period.

Failure to pay the rent within fifteen days of the due date gives the College the right to end this agreement and to require the student to move out, but only after the student's Tutor has been consulted and the student has been given one month's notice to vacate. If the student is in danger of not being able to pay his/her College Bill, it is the student's responsibility to consult his/her Tutor or the College Registrar as soon as possible. Students will not be entitled to return into residence for the term following and Licence period for which room rent remains unpaid, wholly or in part.

# HEALTH AND SAFETY

## 2.1 Accident procedures

In the event of an accident or serious illness, you must:

1. inform the Porter's Lodge immediately
2. ask that your Tutor and the College Nurse be notified.

In case of dire emergency, dial 999 and then IMMEDIATELY notify the Porter's 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 Porter's Lodge.

If you have an accident on College premises, you should ensure that at the earliest opportunity it is reported to the Porter's Lodge. If necessary, arrangements will be made for the appropriate treatment elsewhere, either by the College Nurse or by transfer to hospital. If any person (fellow, staff, student or visitor) is seen by a First Aider they must complete an incident/accident reporting form, including the place, date and time of the accident, the names of any witnesses and a full description of the event; you will be given a copy. Any accidents that are reported on the appropriate form will be investigated by the College's Health and Safety Officer.

## 2.2 First Aid Provision

First Aid boxes are situated in every hostel. You should ensure that you know where your nearest one is located within your accommodation. First Aid boxes are provided for use in an emergency only and students should ensure that they keep a basic supply of first aid for their own personal use.

## 2.3 Emergency Contacts

A list of qualified First Aiders, and their contact numbers is available:

- ☞ In the Porter's Lodge (all Porters are qualified First Aiders)
- ☞ On College noticeboards and in the Screens
- ☞ From Hostel keepers
- ☞ On the [College website](#)
- ☞ The College Nurse is able to give any necessary treatment when she is in College (see [www.pem.cam.ac.uk/current-students/welfare/](http://www.pem.cam.ac.uk/current-students/welfare/)).

# FIRE SAFETY

## 3.1 Fire Drills

The Head Porter is responsible for arranging fire drills for each staircase and hostels; a log is maintained of all drills undertaken. In addition, in hostels periodic testing of the fire alarm will be undertaken by a member of the Porter's Lodge. Generally, Porter-arranged drills will take place as follows, although retesting may take place if responses have been slow or incorrect (e.g. going to the wrong assembly point):

1. by the second week in October (Michaelmas Term).
2. by the third week of January (Lent Term).

Every Monday, between 12:15 and 12:30, the fire alarms in College are tested.

## 3.2 Prevention

It is the duty of all College members, guests and visitors to prevent fire. On a personal level, this means that individuals must be aware of potential dangers – e.g. smoking, cooking areas, worn electrical leads, no candles, etc. – while the College also has a number of procedures to ensure that risks are minimised. Hair straighteners/curling tongs etc. should be placed on a heat resistant mat to cool off; if you do not have one please contact the Housekeeper, Caroline Adams ([caroline.adams@pem.cam.ac.uk](mailto:caroline.adams@pem.cam.ac.uk)), who will be able to assist. Students should familiarise themselves with the “Fire Appliances - Extinguishers, Fire Doors and Escape Routes” section of the [College Rules and Regulations](#).

It is the responsibility of all students resident in either the College or a College hostel to ensure that stairways and corridors are kept clear, signage is not covered up, and kitchens are kept tidy; regular inspections will be carried out.

## 3.3 Detection and Alarm

All Pembroke College accommodation is equipped with automated fire detection and alarm equipment. In College there is a hard-wired system, relayed back to the Porter's Lodge by a dedicated link. College-owned hostels are not wired back to the Porter's Lodge.

In all hostels there is an emergency telephone to dial 999 only. In case of fire:

1. 999 should be called first  
and then
2. the Porter's Lodge should be informed.

Any tampering with the fire detection and alarm systems or ‘first aid fire appliances’ (extinguishers, etc.) is deemed a very serious offence, and will be dealt with most severely by the College.

It is essential that all members of College understand the actions which need to be taken in the event of a fire alarm, and these are clearly displayed on the back of every room door; these must not be removed.

The College is obliged, by law, to carry out random testing of its fire alarms on a weekly basis. These will take place at a specified time each week and will last for approximately 30 seconds. Residents in the vicinity will be notified in advance and no action need be taken. In College and College-owned hostels fire alarm tests are undertaken by a porter.

### **3.4 Escape**

Each staircase and hostel has its means of escape clearly posted. It is important that escape routes, especially staircases, which can act as a chimney, are kept clear of flammable material (e.g. paper, cardboard boxes etc) and hazards (e.g. bikes). Furthermore, all fire doors are to be kept closed and should never under any circumstances be wedged open. Residents should make sure they are familiar with the locations of fire exits on their staircase or in their hostel.

Each area of College accommodation has been surveyed, and a fire report drawn up along with a general Health and Safety risk assessment. These reports are held in the HR office (L9) and can be viewed on request. Fire action plans are located on plaques on each floor of staircase or hostels.

### **3.5 Smoking Policy**

The College recognises that smoking causes a hazard to health to both smokers and non-smokers and can constitute a fire hazard. Accordingly, the College does not allow Fellows, staff, students, visitors, conference guests, contractors or members of the public to smoke in any part of its public buildings.

Smoking is not permitted in study-bedrooms nor the communal areas adjacent to them. All rooms are fitted with sensitive smoke detectors. Students are required to advise their guests of this College policy, and to ensure that it is followed.

# UTILITIES

## 4.1 Heating

Background heating is supplied to all College rooms, as needed, from early in the Michaelmas term to the end April dependent upon weather conditions. If conditions are very cold before or after these dates, the heating will be adjusted to suit. Heating systems will be turned on from 07:00 – 10:30 and from 16:30 – 22:00 daily. Occupants are encouraged to help save energy and costs by keeping windows closed in cold weather whilst maintaining ventilation to avoid warm moist air causing mould growth, and, where fitted, using radiator thermostatic valves.

Rooms in D, M, N, O, P and Q Staircases are controlled by means of movement detection and “Prefect” controls – These rooms have instructions posted adjacent to the controls. The Linen room can provide additional blankets. If you are cold then please submit a report via the [maintenance reporting system](#), if the heating is found to be not working correctly electric heaters may be issued and are available from the Maintenance Department. Any heaters issued must be signed for and returned to the Maintenance Office at the end of each term. Heaters must not be left on when you leave your room; heaters found switched on in an empty room will be removed. Only heaters issued by the College and tested for safety are allowed in student rooms. Heaters must not be used to dry clothes etc.

## 4.2 Electric Appliances provided by the College

If you need assistance in operating any of the electrical appliances provided by the College, please consult the Maintenance Department via [the College website](#).

White goods, fridges, freezers, ovens and microwaves are provided by the Housekeeping Department – issues with these appliances should be reported to Housekeeping in the first instance.

## 4.3 Gas Installations

All gas installations are serviced annually by qualified GAS-SAFE registered operatives. The College undertakes this type of servicing annually at times to minimise the disruption to occupants. However, Health and Safety considerations must always be paramount, and servicing and repair will sometimes have to be undertaken during other periods; as far as possible, this will always be planned so as to reduce inconvenience.

## 4.4 Electrical Installations (including Portable Appliance Testing (PAT))

All portable electrical equipment supplied by the College is PAT tested annually, normally during the vacations. All privately-owned electrical equipment must be maintained in a safe state. The College may test any such appliance at its own discretion and cost. The College will remove any electrical items that it considers are a health, safety or fire hazard. Fixed electrical wiring systems are tested at least every five years or after any significant alterations, in accordance with current legislation. 2 pin “continental” plugs **MUST NOT** be used in 3 pin socket outlets as these will not be earthed which could result in serious injury and fire.

## 4.5 Waste Water

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

Students and visitors are asked to avoid placing paper towels, large quantities of toilet tissue or other items which may cause obstruction to the underground drainage system down the toilets. The results of such actions may not only cause unnecessary expense but also inconvenience to all users of the facility. We also ask that occupants use wash hand basins and sinks only for their intended use and not as toilets as uric acid blocks waste pipes and causes pipework to deteriorate.

## 4.6 Water Supplies

All cold water supplies are to drinking water standard.

## 4.7 Water Hygiene

Risk assessments and monitoring of water in all areas of the College are carried out in line with Health and Safety Executive Policy. Testing for Legionnaire's Disease is carried out by outside specialists on a monthly basis. All showerheads are descaled at least annually.

## 4.8 Lighting

Suitable lighting is provided in all rooms, and externally around the College. If a light bulb fails, and you cannot change it yourself, you should report it using either:

- 💡 via [the College website](#).
- 💡 in the Porter's Lodge - Spare light bulbs to change yourself may be acquired from the Porter's Lodge.

As far as possible, all light bulbs will be low-energy, long-life models.

## 4.9 Personal Electrical Appliances

Electric appliances with low current consumption (e.g. radios, CD players, hairdryers, electric razors) may be used; further guidance on personal electrical appliances is provided in the College Rules and Regulations (Electric Lighting and Appliances).

The safety of any privately owned electrical appliance is the responsibility of its user. We make every effort to provide sufficient discrete power outlets for your use. Block adapter plugs must not be used; instead, please use standard strip extension leads only. Enquiries as to the use of electrical apparatus should be addressed, in the first instance, to the Maintenance Department. If additional outlets are required for good reasons, an application should be made to the Maintenance Department.

*It is in the interest of everyone's safety that these rules should be strictly observed and adhered to, just as it is essential that no alterations or additions to electric wiring be made.*

#### 4.10 Doors and Windows

Many doors throughout College and in particular doors to student rooms are fire doors designed to provide 30 minutes protection in the event of a fire. Fire doors are signed to advise of their function FIRE DOOR KEEP SHUT and fitted with self-closing devices. It is critical that Fire Doors are not wedged open and that self-closing devices are not tampered with or removed. **Failure to comply with this may endanger life.**

Opening windows are provided to enable occupants to ventilate rooms with fresh air; we encourage use of windows to maintain a pleasant, healthy atmosphere within rooms. Please ensure that windows accessible from outside are secured at night and when rooms are unoccupied for security reasons and that window stays are used to prevent outward opening windows from blowing open too far in the wind, resulting in breakages which leave the rooms insecure and uncomfortable.

#### 4.11 The College Network and IT matters

It is not necessary to bring your own computer to Pembroke, but most students do. Everyone has 24-hour free access to the computer room in the basement of Foundress Court and to computers in the Library when it is open. Both areas have printers. Internet access from these computers is unrestricted; the University also issues everyone with an account that allows access to University-only websites, and an email account. Most official communication is by email to that account and you must read it.

All College and hostel rooms have facilities that allow connection to the Cambridge University Data Network (CUDN) and thence to the internet. Most rooms have both wired and wireless Ethernet, but some rooms only have one or the other. **Students are strictly prohibited from running their own wireless transmitters, hubs, switches or routers as these disrupt other users.**

Use and maintenance of a computer connected via the College network is at the student's own risk and carries a responsibility to abide by the College and University rules and regulations (see [www.pem.cam.ac.uk/current-students/facilities-and-activities/computing/](http://www.pem.cam.ac.uk/current-students/facilities-and-activities/computing/) and <https://www.uis.cam.ac.uk/about-us/governance/uis-policies-and-guidelines>). Breaches of the rules and policies are taken seriously, and you must read them.

Full details of how to get connected in your room are available at [www.pem.cam.ac.uk/current-students/facilities-and-activities/computing/getting-started/](http://www.pem.cam.ac.uk/current-students/facilities-and-activities/computing/getting-started/). No guarantee is made that a particular machine can be connected though problems with computers less than 3 years old operating in English are rare.

Use of the internet in the computer rooms, communal areas and in your own room *for academic purposes* is free. Light recreational use is allowed but usage is monitored and the College reserves the right to levy charges or fines in case of overuse or misuse. Except in extreme cases, warnings will be issued about improper use of the network before any monetary implication or disconnection, so you must make sure you check your email regularly.

All students have a network usage quota, currently 20 GB per day. You may not use the network for uploads or downloads of illegal material, *which includes copyright music or video*.

## 4.12 Computing Support

Students have access to support for their Computing facilities from Pembroke's IT department ([www.pem.cam.ac.uk/current-students/facilities-and-activities/computing/](http://www.pem.cam.ac.uk/current-students/facilities-and-activities/computing/)) and the University Computing Service Helpdesk. In the first instance, enquiries should be emailed to [help@pem.cam.ac.uk](mailto:help@pem.cam.ac.uk). The College provides antivirus software for free, and we strongly encourage that you install it or provide your own. We provide a best efforts support service for personal equipment support; such as hardware failure, software failure, or recovering lost data, but we may have to refer you to an external business if the work is beyond our capability to complete at that time.

## 4.13 TV licensing

The College does not hold a TV licence that will cover you in your own room. You will need to be covered by a TV Licence to download or watch BBC programmes on demand, including catch up TV, on BBC iPlayer (within your daily quota). This applies to any device and provider you use. You will also need a TV Licence to watch or record programmes on any channel as they are being shown on TV or live on an online TV service. Visit the [TV licensing website](#) for more information.

# SECURITY

## 5.1 Room Keys

Students may obtain a key to their room in College or in the College Hostels from the Porter's Lodge. Each student will be issued with a key to their room (in the case of hostels this will open the front door of the hostel also).

Those issued with a key are required to swipe in at the start of each term and swipe out at the end of the term when they return their key. For graduate students this will be at the start/end of their Residency Period. These key registrations are important in confirming:

- ☞ that term has been kept (required by the university before a degree can be awarded)
- ☞ whether additional rent is owed as that covered by the residency period.

**Keys should not be retained over the vacation.** In the event of the keys not being returned or lost, a charge of £17.50 per key will be made. The absence of a key will be held to imply continued occupation and **rent will be charged accordingly.** If a key is inadvertently taken away from Cambridge, the student must telephone the Porters (01223 338100) to alert them and then return it immediately by registered post. A fine will then be charged, instead of additional rent.

All College gates are now electronically managed and students should use their University cards to enter the College. Entrances to the College are:

- ☞ the wicket gate in the main entrance (Trumpington Street)
- ☞ the wicket gate (Butler Gate) at the back of College on Tennis Court Road
- ☞ BB rear gate at the back of College on Tennis Court Road
- ☞ the New Court Arch gate (by S staircase)
- ☞ the Chapel gate
- ☞ Chimney Court gate.

## 5.2 Building and Room Security

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

Unfortunately, experience shows that thefts of computers and other electronic devices, money, computers and other valuables occur from time to time; you should therefore take care to lock your room and close your windows whenever you are out (even for very short periods of time). It is essential that room doors as well as front and back doors of hostels are properly locked and NOT left on the latch.

**The College cannot and does not accept responsibility for any losses. It is essential that you insure your personal possessions in College, College Hostel rooms and whilst possessions are in storage in College against theft and any damage or other loss.**

During term the front wicket gate remains unlocked till 9pm. Thereafter, the doors will be closed and access for College members is through use of their university cards. Access through all other gates is controlled by university card; however the Butler Gates are also open at the times posted in the Hall Screens.

When entering the College using the electronic gate system please ensure that you:

- ☞ Close the door behind you (do not leave it to close by itself)
- ☞ Once the main gates are closed don't allow anyone in after you; you should at least ascertain the identity of the person following you. If in doubt ask them to enter via the Porter's Lodge.
- ☞ Members of the College are reminded that it is their responsibility to verify the identity of anyone entering through security controlled gates at the same time as them.

### 5.3 CCTV

CCTV cameras are used in College, the Library and Chris Adams House to help safeguard the security of people and property. Cameras are strategically positioned to capture views of the main entrance and exits of the College, the Library and Chris Adams House. The live pictures are monitored and recorded by the Porter's Lodge and the Library.

Warning signs are in place at entrances to inform staff, students, Fellows and members of the public that surveillance cameras are in operation. CCTV footage is retained for a period of about 30 days.

Information derived from CCTV surveillance will only be used for security purposes, unless it leads to the discovery of an activity that no responsible authority could reasonably be expected to ignore, for example, breaches of Health and Safety rules that put others at risk.

You have the right of access to information about yourself held on CCTV footage. To request access you will be asked to complete a Data Access Request Form (available from the Bursar's Office or downloaded here: [www.pem.cam.ac.uk/the-college/legal-information/data-protection/](http://www.pem.cam.ac.uk/the-college/legal-information/data-protection/)), pay the current fee and provide evidence of your identity.

# DOMESTIC AND ACCOMMODATION FACILITIES

## 6.1 Kitchens/Gyp rooms

Cooking is allowed only in designated kitchens and gyp rooms; it is **prohibited** in all other rooms in College or in College Hostels because of hazards to personal and group safety, as well as the risk of damage to furnishings and fittings.

Hot drinks and snacks should be prepared in the kitchen or gyp room located on each staircase and in each hostel, provided that it causes no nuisance to others and that you clean up promptly after yourself. Bedmakers are NOT responsible for clearing up after you.

The facilities provided for students' use are intended for modest catering (i.e. snacks) only, and under no circumstances is large-scale cooking permitted. Frying food is prohibited in gyp rooms, and elsewhere in College and in hostels. Frying pans and woks may be removed and returned to students at the end of the term. The College is answerable to the City Environmental Health Department for the proper conduct of all large-scale catering taking place on the College, and legal proceedings can ensue should any breach of these stringent regulations occur. Instructions on how to use the equipment in gyp rooms and kitchens is available [online](#).

Personal mini ovens are not permitted in gyp rooms, in bedsitting rooms or anywhere else in College or in hostels.

## 6.2 Food Storage

The College operates in line with stringent food safety legislation and guidelines. If you wish to discuss food safety issues, please arrange to see the Housekeeper, the Catering Manager or their Deputy.

The College is committed to promoting a responsible environmental policy, and to reducing energy use. The use of refrigerators and freezers in individual student rooms is not allowed except in exceptional circumstances. Students who feel they have a valid reason to have either of these appliances in their rooms should seek guidance in advance from the College Registrar. If permission is granted, the Maintenance Department will then PAT test the refrigerator or freezer. Students will be required to pay a £40 deposit which will be refunded once the appliance has been removed from the College at the end of the academic year.

Fridges or freezers must not be moved to landings or hallways where an obstruction might be created.

Any cases of pilferage from kitchen cupboards or fridges will be treated as theft and should be reported to the College Registrar.

### 6.3 Furnishing quality

The occupants of all College rooms and College Houses are held personally responsible for any damage to the furniture and decorations of their rooms, allowing for fair wear and tear.

Much chargeable damage has been done in the past by the hanging of pictures with pins, nails, Blu-Tack or other fixatives to walls and woodwork, and the use of any form of adhesive, including adhesive films, Sellotape or Blu-Tack and its equivalent, on the walls of rooms, is forbidden. Hangers and picture rail hooks are available, *free of charge*, from the Linen room or Maintenance department. Students who mark walls by using unauthorised adhesives will incur a substantial charge for redecoration, since the minimum area that can be redecorated would be a complete wall.

### 6.4 Furniture

The range of furniture provided in each room is detailed in section 1.1. College furniture and fittings must not be removed; curtains must not be taken down. All furniture in rooms conforms to appropriate fire regulation standards, and students should not bring additional furniture items (e.g. sofas, mattresses, beds, bean bags etc.) into College or hostel rooms. If students feel they need an additional item of furniture they must consult the Housekeeper, Caroline Adams, before bringing additional furniture to their room.

All College rooms are provided with duvet, 2 pillows, under blanket and mattress cover. It is normally expected that students will provide their own bed linen, although bed linen can be provided by the College (4 sheets, 4 pillow cases, 2 duvet cases, 2 towels); should you require this a £50 deposit must be paid which will be refunded once all the bed linen is returned. The washing of bed linen is the student's responsibility.

In the interests of safety, it is essential to observe the conditions about electrical appliances mentioned in section 4.4 and 4.9; for those who come from overseas it is stressed that all electrical appliances must be adapted for 220-240 volts AC.

Furniture and furnishings must not be removed from rooms and curtains must not be taken down. Please do not dismantle beds or other furniture.

### 6.5 Cleaning

College staff, known as Bedmakers (or 'bedders') are responsible for cleaning bedrooms and communal service areas in College and College hostels; they work each morning (except on weekends, Bank Holidays, and during periods when the College is closed) for this purpose.

A room and bathroom/kitchen cleaning rota will be published in each staircase/hostel. All rooms will be cleaned thoroughly and have the waste bin emptied at least once a week according to a defined rota; if you would like your waste bin emptied more often, please leave it outside your door. By informal convention, leaving your waste bin outside your door acts as a 'do not disturb' sign. However it is your responsibility to ensure that bedmakers have regular access to your room and that your room is kept in a reasonably tidy state to enable them to do their job properly and that on the allocated cleaning day for your room the bedmaker is able to vacuum the floor and dust the furniture.

Communal areas (bathroom, toilet and shower areas and kitchens/gyp rooms) in College are cleaned on a daily basis from Mon-Fri and every other day in Hostels. Students should ensure that these areas are left tidy, especially kitchens/gyp rooms. The bedmaker is not responsible for washing up, so please keep gyp rooms/kitchens clean and wash up any dishes promptly. Bedders are not there to tidy up after you but to help maintain cleanliness. Where dirty crockery etc. has been left lying around, bedmakers are instructed to gather this up and place in plastic tubs and to leave them outside. All en suite bathrooms will be cleaned weekly.

The Housekeeper checks cleaning and maintenance in rooms at regular intervals, and will deliver the service described above. The College shall not be held liable if failure to provide any of these services is due to factors reasonably beyond its control (such as mechanical failure, staff shortages/illness).

Any problems with facilities (blocked drains, leaking taps etc) should be reported to the Maintenance department via the [online maintenance request form](#).

The College may need to send in people to make repairs, etc. to your room, but this will normally only be done at reasonable times, and giving reasonable advance notice, of at least 24 hours, if at all possible. The College reserves the right to enter the accommodation at all reasonable times to inspect, carry out any necessary works, and to show others round the property (e.g. builders, architects, etc.); where possible due notice will be given although this might not always be possible, especially in any case of emergency.

## 6.6 Inspection/Damages

Rooms are inspected during the Lent Term, and whenever the occupancy of a long term room changes, with a view to repairing damage during the Long Vacation (if it can wait until then) and creating a maintenance schedule. Those who live in College or in a College hostel should bring any defects in the room or its furnishings to the attention of the Housekeeper immediately upon starting to live in the room. In this way, charges for damage for which you have no responsibility can be avoided. 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. Empty rooms are used by the College for College visitors such as Alumni and research associates as well as overseas visitors and conference guests

## 6.7 Laundry facilities

Coin-operated washing machines, dryers and provision for drying (where possible) are available in the College and certain hostels for use by its members. Laundry facilities are located in:

O staircase basement	9 Fitzwilliam Street	40 Panton Street
Foundress Court basement	1 Newnham Croft	2 Selwyn Gardens
1 Fitzwilliam Street	4 Pembroke Street	107 Grantchester Meadows
3/4 Fitzwilliam Street	32 Panton Street	

Students should ask the Porter's Lodge how to access the laundry facilities in the various hostels.

Items of clothing should not be left unattended, and the College will not accept any responsibility for loss of personal laundry.

The laundry facilities are sub contracted out and any faults should be reported to the Company in the first instance (the number is on the machines).

Wet laundry must not be draped across College furniture or banisters to dry –please use a clothes horse/airer.

## 6.8 Post/Mail

Every student, whether resident in College, a College Hostel or living out, will be allocated their own pigeonhole in the Porter's Lodge. All post addressed to the student will be placed in the student's pigeon-hole. If a student receives a registered letter or an item that will not fit in their pigeon-hole, then a note informing them of this will be placed instead in their pigeon-hole and they must collect it from the Porter; in the case of registered mail they will be asked to sign for it. Students should use Pembroke College as their address rather than their hostel address (Pembroke College, Trumpington Street, Cambridge CB2 1RF).

Within reason, letters addressed to the College will be forwarded to a student's last known address; students should inform the Tutorial Office ([becky.coombs@pem.cam.ac.uk](mailto:becky.coombs@pem.cam.ac.uk)) of any change in address or forwarding address or alternatively update their details on [CamSIS](#).

# MAINTENANCE AND REPAIR REGIMES

## 7.1 Organisation

Maintenance and repair of Pembroke College property is undertaken by a variety of means. There is a small, dedicated maintenance team in College, available for routine and emergency maintenance work. The working hours of the Maintenance Team are 08.00 to 16.00 Monday to Thursday and 08.00 to 15.30 on Fridays. No requests other than emergencies will be responded to outside of these hours or on Saturdays and Sundays. Some regular repair work is sub-contracted to outside companies (e.g. plumbing repair and painting), as is most periodic testing (e.g. Legionnaire's testing, water testing, portable appliance testing, lightning conductor tests etc). Finally, specialist contractors may be brought in to undertake more major works, such as refurbishment of rooms, staircases and houses.

Any fault or damage which occurs after occupancy has commenced must be reported via:

✂ the [online maintenance request form](#),

as should any other works. The College seeks to respond quickly to any problems with equipment or furnishing in rooms and undertakes that:

- ☞ Urgent faults e.g. electrical failure, broken door locks, burst pipes, leaks, blocked toilets, heating not working are dealt with within 24 hours Monday to Friday or during the course of the following Monday if reported over the weekend
- ☞ Medium Priority faults such as blocked sinks, faulty windows (unless insecure), broken toilet seats, loose tiles, lights not working, faulty thermostats are generally attended to within 72 hours. Where an issue of this type cannot be resolved within 48 hours during the working week, the reporter will be sent an email informing them of an estimate of the time that the work will be completed within.
- ☞ Low Priority faults such as cracked panes of glass, requests for lamp changes, reports of mould, door closers, external lighting, and decoration will be attended to as soon as possible within four working weeks, generally the reporter will receive an e-mail advising of the timescale within which they can expect action to be taken
- ☞ Faults to "White Goods", cookers, fridges, freezers should initially be reported to Housekeeping NOT Maintenance

Once the work has been completed, and as long as it has been reported through the correct channels, then the Maintenance Department will send an e-mail informing the reporter that the work has been carried out.

It is sometimes necessary for maintenance work to be carried whilst rooms are occupied. Where feasible, students, who will be affected by the work, will be informed when the work will take place. If its nature is very disruptive, alternative accommodation will be found.

In emergency situations where the occupant cannot be contacted, the maintenance team may need to enter a room to undertake repairs without prior notice

## 7.2 Approved contractors

A list of approved contractors and copies of their Public and Employer's Liability Certificates is held in the Finance Office. All contractors working for the College are required to wear identity badges at all times. If you are unsure as to the identity of anyone arriving to

undertake work, check their details with the Porter's Lodge (01223 338100) before allowing them to enter your room and/or hostel.

### **7.3 Construction quality**

Records for all of the buildings are kept by the Buildings Manager in his archives. The Buildings Manager and the Architect for each specific project are responsible for construction quality, which must be in accordance with current Building Regulations and Local Authority and Planning directives.

The College endeavours to ensure that all repair and refurbishment work is undertaken to a high standard, however many of the College buildings are hundreds of years old, irregularities in wall and ceiling finishes are common due to age and do not indicate any structural failure.

### **7.4 Grounds maintenance**

The College gardeners will maintain the grounds around all College buildings, on the main site, in a tidy, aesthetic and practical manner.

Gardens, particularly those facing onto roads, will be maintained in a manner to give some screening for occupants while in their rooms, while minimising opportunities for the concealment of intruders.

Principal pathways are maintained to provide a suitable surface for all users, including those with mobility problems. While not all paths are fully illuminated, principal routes have suitable intensity lighting to provide security to users.

Rule for the use of College gardens are issued periodically by the Senior Tutor.

### **7.5 Litter clearance**

All College members are responsible for maintaining the cleanliness of the College buildings and grounds, and should ensure that their waste – and that of their guests – is disposed of correctly. External litter bins located around the College grounds are regularly emptied by Housekeeping staff.

### **7.6 Snow and ice clearance policies**

The Gardening staff carry out snow and ice clearance as much as possible in College however students are reminded to exercise care in snowy and icy conditions and to wear appropriate footwear. Students should take particular care during snowy periods that their actions do not cause a hazard for others. Activities such as creating ice slides on roadways or steps, or making and using snowballs containing gravel from the paths are prohibited.

# ENVIRONMENTAL QUALITY

## 8.1 Energy efficiency

An energy efficiency survey by the Government's Carbon Trust was carried out in 2009 and the report is held in the Bursar's office. It notes, particularly, that the major cause of waste – and contributor to both local costs and global warming – is individuals being careless in their behaviour: leaving lights on in unoccupied rooms; opening windows rather than turning down heating; turning heating up rather than dressing slightly more warmly, etc. The College is now part of the Government's Carbon Reduction Commitment which is linked to meeting the UK's objectives under the UN Kyoto Protocol. Major energy savings need to be made if we are to fulfil these goals. The Environmental Awareness Committee aims to reduce energy use throughout the College and all members of the College are encouraged to support this.

## 8.2 Refuse collection

Bedmakers will clear waste bins on a regular basis. Collections of sanitary waste are made on a regular basis.

## 8.3 The Environment and College Recycling Facilities

The College actively seeks to enhance the environment through a positive approach to health and safety by control of pollution and care for the environment, and will meet the obligations under the Environmental Protection Act. The potential for pollution from our activities is assessed and either eliminated or controlled so far as is reasonably practicable. The College has an environmental action programme managed through the Environmental Awareness Committee.

As part of the College's environmental policy we have made a commitment to recycle as much waste as possible in the safest possible manner. Recycling facilities in the College are clearly labelled and are available as follows:

**Chimney Court:** Purple bins: Mixed dry waste (all paper, bottles, cans, plastic, tetrapak and small cardboard items).

**Foundress Court:** Purple bins: Mixed dry waste (all paper, bottles, cans, plastic, tetrapak and small cardboard items).

There are also recycling bins in the Porter's Lodge, the Hall, the bar/JP and in the gardens near the Bowling Green.

Bedmakers are responsible for transferring recyclable material accumulated in Gyp Rooms (or kitchens) to the College's recycling facilities. However it is the responsibility of all College members to act responsibly in recycling waste and to help the bedmakers in their task.

## 8.4 Guidance for recycling and rubbish in College

- ☉ Please flatten all cardboard boxes. When cardboard boxes full of rubbish are disposed of, please empty the contents into the rubbish container and then flatten the boxes before putting them in the rubbish container.
- ☉ See above re specific recycling instructions
- ☉ Where practicable, please ask suppliers who deliver goods in wood, plastic or polystyrene containers to take the containers away when they next deliver.

## 8.5 Location of general rubbish bins

Dustbin area near H staircase  
 Dustbin area in Chimney Court  
 Dustbin area in S archway

Dustbin area next to Butler Gate  
 Dustbin area in Foundress Court

If bins are full in the first area you try, please go to another. The refuse collectors have told us they will not empty rubbish containers which are overflowing. Their regulations stipulate that they are not to empty containers whose lid cannot be closed. They will not remove rubbish left outside the containers.

# TRANSPORT

## 9.1 Car Parking

Owing to traffic problems in Cambridge, the University and Colleges are under an obligation to the civic authorities to restrict the use of motor vehicles used by junior members (undergraduates and graduates). Consequently, it is a University offence for a junior member to keep, hire or drive a car in Cambridge during Term without permission. A fine of £175 can be imposed by the University Motor Proctor on any offender.

Permission is only granted in exceptional circumstances. Such permission should be sought by obtaining a form available from the Senior Tutor's office (LL staircase). The form must be counter-signed by the Senior Tutor. Permission can only be granted when an authorised parking space is available. Students should contact the Bursar's Office (J5b or [email](#)) to find out about the availability of parking spaces at hostels; there is a charge of £55 + VAT per term for a car parking place.

No unauthorised motor vehicles are allowed on the Main Court College site.

## 9.2 Bicycles

All student bicycles must be marked with the distinguishing letter of the College and with a personal number which will be allocated by the Porters. This is not only to satisfy University Regulations (Proctors may issue warnings or on-the-spot fines for failure to comply) but also to maximise the chance of the bike's return should it be stolen. Information as to accommodation for bicycles in the College should be obtained from the Tutorial Office. No bicycle is to be stored on staircases, hallways or in rooms.

Cycling is an easy and convenient way of getting around Cambridge, and the following advice should be followed:

- 🚲 Always obey road traffic regulations as they apply to cyclists.
- 🚲 When possible use cycle lanes/paths.
- 🚲 Riding at night without lights is illegal and dangerous. Ensure that you have functioning cycle lights with you and spare batteries.
- 🚲 When cycling at night be seen – wear bright and reflective clothing.
- 🚲 Wear a cycle helmet – over half of cycling deaths are caused by head injuries.
- 🚲 Cycling after having consumed alcohol is dangerous.
- 🚲 Ensure that your bike is well maintained.

## 9.3 Bus services

Details of the Universal bus service (aka U service) linking the University sites on the west of Cambridge to the city centre and Addenbrooke's can be found at:

[www.environment.admin.cam.ac.uk/what-are-we-doing/travel/bus-services-and-support](http://www.environment.admin.cam.ac.uk/what-are-we-doing/travel/bus-services-and-support)

A discounted fare of £1 per single journey is available for University Card holders.

General bus information is available at: [www.cambridgeshire.gov.uk/transport/around/buses/](http://www.cambridgeshire.gov.uk/transport/around/buses/).

## 9.4 Park and Ride

There are five park and ride sites in Cambridge, which operate every day – at Babraham Road, Madingley Road, Newmarket Road, Milton and Trumpington. For details of individual hours of operation, visit <http://www.cambridgeparkandride.info/>.

All the sites are staffed during opening hours. In addition to the cost of the Park and Ride ticket, there is a £1 parking charge which allows parking between 1-18 hours, and additional charges apply up to a maximum stay of 72 hours. All sites are secured with barriers after the last bus, but these rise to allow traffic to leave after hours. All sites have height barriers but only the Trumpington site is suitable for motorhome parking.

# THE RELATIONSHIP BETWEEN STUDENTS AND COLLEGE

The relationship between Pembroke College as landlord and the student as tenant is detailed in the Student Room Licence Agreement. Student accommodation is allocated by the College Registrar and maintained by the Housekeeping and maintenance departments. The College Registrar can provide detailed information on the allocation and payment for this accommodation. In broad terms, the operation of this accommodation is as below:

## 10.1 Application and allocation

The numbers of rooms available to each class of student (undergraduate or graduate, fresher or ongoing) is decided by the College Registrar in consultation with the Admissions Office (which provides numbers anticipated and any specific requirements such as disability) and the Bursar's Office (for building and maintenance details, and future College requirements). The College Registrar undertakes allocation of rooms to students new to the College. The allocation of rooms to current students of the College (undergraduate and graduate) is based on a ballot system; meetings to choose rooms are organised by the Junior or Graduate Parlour and overseen by the College Registrar.

## 10.2 Charges for accommodation

Accommodation charges are reviewed by the College each year, in conjunction with Junior Parlour and Graduate Parlour representatives.

## 10.3 Collection of charges

Students are charged for their accommodation rent on a termly basis *in advance*. Any charges for damages will be added to the bill for the current term, except, in exceptional cases, where the student may be required to settle such bills immediately. Late payments attract a £20 fine in the first instance followed by an interest charge of 2% per month. Students who are unable to pay their bills by the due date should consult their Tutor or make an arrangement with the College Registrar.

## 10.4 Damage deposits

There is no accommodation-specific deposit, but all students are required to pay a general College deposit prior to coming into residence. This deposit may be used to provide a guarantee of payment of a number of unforeseen costs. The deposit is refunded once a student has finished their course and graduated (if applicable). Any interest from the deposits is put into the College's student hardship funds.

## 10.5 Termination/Cancellation of contracts

All tenants are required to give 4 weeks' notice of termination. The College will also give due notice, as detailed in the Licence Agreement.

## 10.6 Complaints

If a student has any complaints about the delivery of services in relation to accommodation, this should be raised with the College Registrar in the first instance, and the matter will be investigated and any agreed problems resolved. If this does not resolve the matter, then the student should consult their Tutor or the Senior Tutor. If the matter is still not resolved, then students should contact the Bursar and, failing agreement at this level, they should consult the [College's Complaints procedure](#).

## 10.7 Access to Rooms

The College will require access to study bedrooms for cleaning, maintenance and inspection purposes. Notice periods for this access is defined under the appropriate sections of this document. The College reserves the right to enter any room at no notice in circumstances of emergency.

## 10.8 Defect Reporting

This is detailed in section 7.

## 10.9 Non-residents/guests

All accommodation is specific to the student mentioned in the Licence agreement. Occasional guests may stay overnight and for a maximum of three consecutive nights; junior members should consult the section of the [College Rules and Regulations](#) entitled "*Guests, Late-night and Overnight Visitors*" for further information. For Fire Safety reasons, it is essential that the College is aware of who is resident at any time: please ensure that the Porter's Lodge and/or your hostel keeper have been informed.

## 10.10 Care of premises and their surroundings

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.

## 10.11 Communication between the College and Students

### Advance information

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

### Induction briefing

All new students, both undergraduate and graduate, are given an induction briefing, from the Senior Tutor and the Tutor for Graduate Affairs respectively. The Tutorial team is always happy to assist students in any way it can and offer help and advice. The Junior Parlour and Graduate Parlour committees are also able to offer advice and guidance to members of their respective Parlours.

### Insurance liabilities

The College's insurance does not cover the personal possessions of students. Students are advised to take out their own insurance against theft, damage, or loss, for the period of their residence in College.

## 10.12 Contractual Relationship

### Licence Agreement

Every student living in College-provided accommodation will be provided with a Licence Agreement (Appendix B). In addition to defining the period of agreed residency and cost of the accommodation, this also details the basic rules for living in such accommodation. Note that, while every effort will be made to leave students in a specific room during each period of residence, it may be necessary to move the student to alternative accommodation for maintenance or tutorial reasons, and sometimes for the benefit of the College community as a whole.

## 10.13 Student Support

The College provides a full range of student support services, including health care, academic, pastoral and spiritual guidance. All Tutors and many of the staff can offer advice on where help can be found. The College Porter's Lodge is manned 24 hours per day, and the Duty Porter can always contact a Tutor and other College Officers as required. The College is able to arrange private counselling support; students should consult a Tutor in the first instance. The University also offers a number of [counselling services](#).

The College employs a Nurse who holds a surgery in College each weekday during full term. In addition, all students are required to register with a local doctor; a list of local practices is available from your Tutor or the Tutorial Office.

## 10.14 Anti-Social Behaviour and Disciplinary Procedures

### General

The College Rules and Regulations contain information relating to conduct, behaviour and discipline. All students receive a copy of the College Rules and Regulations before their arrival at Pembroke, and the most recent version of the rules and regulations are available on the [College website](#). The complaints procedure is available on the [website](#).

In general terms, College members should conduct themselves in a fit and proper manner at all times, having consideration for their neighbours, be they fellow students or the local community. Internal disciplinary procedures exist for more minor infringements. Additionally, the University has a number of sanctions for behaviour impinging on the image of the University, while the most serious breaches, including all criminal behaviour, will be referred to the local police.

### College

The College Statutes provide that the maintenance of discipline in College is the responsibility of the College Proctor. The College Proctor is generally involved only when he receives a complaint. The College Proctor deals with general complaints himself, usually acting in consultation with the Tutors in the first instance and occasionally with members of the Junior and Graduate Parlour Committees.

Disciplinary measures may include formal warnings as to future conduct, fines, requirements to desist from activities, prohibition from use of College facilities (such as the Bar), expulsion from College accommodation and expulsion from the College for short periods. The College takes a particularly serious view of student misbehaviour that inconveniences other members of the College, members of College staff or its neighbours. Students will be expected to be mindful of the proximity of neighbours, both within College properties and in the wider community. Students resident in outlying properties that are in a non-academic environment should be especially sensitive to this.

Unruly, abusive or threatening behaviour or excessive noise is not tolerated and those responsible can expect an uncomfortable interview and sanctions. All matters reported to the Senior Tutor are recorded, a fact which will be unhelpful to anyone who has to see the Senior Tutor about a disciplinary matter on more than one occasion.

### Disciplinary Procedures

Most minor items involving questions of discipline can be dealt with informally by individual Tutors. More serious matters which may attract a fine are handled by the College Proctor. The great majority of disciplinary matters are discharged by, and end with, a moderate fine, set according to precedent – details are available in the [College Rules and Regulations](#).

For serious acts of vandalism, offences against fire safety, or other acts which risk the safety of others, fines upon individuals may be substantial, typically falling in the range £100 - £250 (in 2017 prices).

With regard to offences which involve groups of people, the group is first asked whether those directly responsible are willing to identify themselves. In many cases, individuals do choose to avoid jeopardising the well-being of the group, and own up. In some they do not. In these cases, there is no alternative to a corporate fine, which may well amount to £500 or more, depending upon the size of the group, and the seriousness of the offence.

Where physical damage to College property is involved, as a result of action by an individual or a group, the principle is that the cost of restitution is required and then a fine is levied **on top** of this sum. Damage to property outside College would be dealt with either by normal legal procedures or by a similar process of restitution cost plus fine.

Persistent or other grave offences, for instance involving substance abuse, will trigger the warning, and then the reality, that a further misdemeanour will result in the offender being required to leave College property. The effect of this, under Cambridge conditions, is effectively to double the annual accommodation cost.

Very serious offences (which are exceedingly rare) may result in the offender being rusticated or sent down, i.e. required to leave Cambridge temporarily or permanently. In such cases, the University may well be involved and the College and the University will act in consultation.

Disciplinary Hearings are normally convened only in the case of the last two categories of offence. In Pembroke, the Disciplinary Hearing consists of: the Master, College Proctor and another Tutor (who will usually be the Tutor of the individual undergraduate or graduate student involved). Procedures will vary according to the nature of the offence, and the evidence available to the Hearing; but the student is always given opportunity to present his or her own defence. In this process, the student may be assisted by his or her Tutor.

If the matter cannot be resolved by this procedure, it may be remitted, in accordance with the College Statutes, for consideration by the entire Governing Body. Again the student may be represented or assisted by his or her own Tutor, or by a person of his or her own choice.

It should be stressed that it is very rare for a misdemeanour to require more than a simple fine.

# ADMINISTRATION, ACCREDITATION AND COMPLIANCE WITH ANUK CODE OF PRACTICE

## 11.1 General

The College is a long-established, self-governing organisation, subject to regular internal and external audit, which includes all aspects of institutional management. Annual reports are lodged with the University of Cambridge and, via it, with the Higher Educational Funding Council (HEFCE). While the College has well-established student accommodation practices – detailed above, and amplified in other publications such as the Pembroke College Student Guide – it is also a member of the [ANUK](#) code and abides by its published Code of Practice. ANUK will periodically review and update its Code, and the College will – in principle – amend its procedures to conform. Periodic independent verification is also a feature of this regime.

## 11.2 Administration

ANUK has overall responsibility for administering the Code of Practice. This includes: maintaining a list of all institutions signed up to the Code, and all buildings within those institutions covered by the Code; liaising with other bodies over areas where the Code is only applicable in parts; and periodically reviewing the Code. This review will be undertaken by a standing committee representing relevant stakeholder groups, including University management, students and specialist professions (eg facilities managers, maintenance etc). The Colleges of the University of Cambridge are responsible as one group 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.

## 11.3 College Responsibilities

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

- ☞ all the accommodation registered with ANUK (and given in Appendix A) meets the standards and accords with the procedures set out in the Code.
- ☞ an appropriate complaints procedure is in place, integrated into normal College practices with a procedure for reporting back to ANUK on any significant complaints relating to the Code. The College's complaints procedure is available on the [College website](#)
- ☞ auditors will consider the College's management of its student accommodation in relation to the Code, advising HEFCE and ANUK as appropriate.
- ☞ an [Accommodation Satisfaction Survey](#) is available and the results of the survey are published on a regular basis.

# Appendix A

## Pembroke College Student Accommodation 2017/18

Location	Undergrad	Graduate	Total
Old Court, B Staircase	1		1
Old Court, C Staircase	1		1
Old Court, D Staircase	13	1	14
Old Court, E Staircase	7		7
Red Buildings, F Staircase	10		10
Red Buildings, G Staircase	8		8
Red Buildings, H Staircase	4		4
Ivy Court, L Staircase	5	2	7
Pitt Building, M Staircase	15	1	16
Old Master's Lodge, N Staircase	4		4
New Court, O Staircase	15		15
New Court, P Staircase	12		12
New Court, Q Staircase	12		12
New Court, R Staircase	12		12
New Court, S Staircase	10	1	11
New Court, T Staircase		9	9
New Court, U Staircase		7	7
Orchard Building, V Staircase		10	10
Orchard Building, W Staircase	11		11
Foundress Court, AA Staircase	45		45
Foundress Court, BB Staircase	13		13
Foundress Court, CC Staircase	32		32
26 Barton Road	7		7
8 Bateman Street		6	6
9 Bateman Street	8	1	9
2/3 Botolph Lane	5	1	6
5 Botolph Lane	3	1	4
6 Botolph Lane		4	4
1 Fitzwilliam Street	6	1	7
3 Fitzwilliam Street	5		5
4 Fitzwilliam Street	6	1	7
6 Fitzwilliam Street	10	1	11
7 Fitzwilliam Street	7		7
8 Fitzwilliam Street	5	1	6
9 Fitzwilliam Street	4	1	5
10 Fitzwilliam Street	6	1	7
11 Fitzwilliam Street		7	7
12 Fitzwilliam Street		4	4
18 Fitzwilliam Street	7	1	8
23 Fitzwilliam Street	7		7
6 Grange Road		12	12
103 Grantchester Meadows		6	6
107 Grantchester Meadows		6	6
59 Lensfield Road	7	1	8
61 Lensfield Road	6	1	7
63 Lensfield Road	7	1	8
65 Lensfield Road		12	12
1 Newnham Croft Street		8	8
32 Panton Street	7		7
34 Panton Street	10	1	11
36 Panton Street		7	7
38 Panton Street		6	6
40 Panton Street	12	1	13
2 Pembroke Street	10	1	11
4 Pembroke Street	2		2
5 Pembroke Street	6		6
5A Pembroke Street		5	5
2 Selwyn Gardens	31	1	32
3 Selwyn Gardens		3	3
10 Selwyn Gardens	12	1	13
10a Selwyn Gardens	3		3
28-29 Trumpington Street	17	1	18
52a Trumpington Street		9	9
54 Trumpington Street		12	12
	446	157	603



**PEMBROKE COLLEGE  
CAMBRIDGE**

**STUDENT ROOM LICENCE AGREEMENT**

**GRADUATE**

THIS LICENCE is made on **[DATE]**

BETWEEN:

1. The College: The Master and Fellows of Pembroke College, University of Cambridge
2. The Licensee: **[SURNAME, NAME(S)]**
3. The College permits the Licensee to occupy the following premises:  
**[ALLOCATED ROOM]**  
or such other room as the College may from time to time allocate for the Licensee's occupation.
4. The Graduate Licence permits the Licensee to occupy the above room from  
**[FROM] to [TO];**  
after this date the room must be vacated and a new licence agreement made even if the licensee is remaining in the same room.
5. The accommodation charge for 2017-18 shall be **£[RENT AMOUNT]/week**. Rent will be charged over a 13 week period.
  - i) The accommodation charge includes a charge for electricity, Ethernet and a contribution towards the costs of background heating, cooking, hot water and Portable Appliance Testing.
  - ii) All licensees are additionally required to pay a Kitchen Fixed Charge of £164.00 per term.
6. By taking possession of the keys to the room listed above the Licensee agrees to abide by all [Terms and Conditions for the Occupation of College owned Accommodation](#) which follow and agrees to pay the accommodation charges by the due date specified on the College bill.

SIGNED for and on behalf of Pembroke College



Bursar





**PEMBROKE COLLEGE  
CAMBRIDGE**

**Terms and Conditions for the Occupation of College owned Accommodation**

**Graduate**

**1. The Licence**

- 1.1 These Terms and Conditions apply to the occupation of rooms by Junior Members of the College. Lettings are on the basis of a Licence, signed on behalf of the College before the commencement of occupation, and which the Licensee is deemed to have entered into when they take possession of the keys to the room listed on the Licence agreement.
- 1.2 The College reserves the right to vary the premises allocated from time to time during the course of the Licence and, if appropriate, to vary the accommodation charge. In both cases due notice would be given.
- 1.3 The use of the premises provided is for the Licensee's own single occupation only.
- 1.4 This Licence shall at all times be construed as a personal Licence with the Licensee and shall not be transferred assigned or sublet, nor shall occupation of the Premises be shared or parted with.
- 1.5 The Licence also permits the Licensee to use any furniture, fittings and equipment in the rooms provided, and to use all communal facilities.
- 1.6 The Licensee acknowledges that the College is entitled to enter the Premises at any time and for any reason whatsoever during the Licence Period, and the Licensee agrees that he or she will not obstruct or interfere with the College's rights of possession and control of the Premises or with the rights of any third parties to use the Premises. The College reserves the right to use the Premises at all times outside the Licence Period, when the Licensee is not in residence, and to retain any sums arising in consequence of such use.
- 1.7 This Licence is restricted to the Premises.
- 1.8 The Licensee acknowledges and agrees that this Licence does not confer any tenancy upon it and that possession and control of the Premises is retained by the College subject to the conditions of this licence.

**2. Licensee's Obligations**

The Licensee covenants and agrees:

- 2.1 Not to remove or damage any furniture, fittings, furnishings or equipment belonging to the College.
- 2.2 Not to carry out any decoration, maintenance or alterations to the Premises or other structures or buildings. Pictures may not be hung from walls except where a picture rail exists. Nothing may be pinned or fixed directly to the walls.
- 2.3 To observe fire and safety regulations and not to tamper with fire fighting equipment.
- 2.4 Not to install electrical apparatus containing heating elements (fires, cookers) but kettles can be used, nor to use electrical apparatus which consumes over 1000 watts and which does not automatically switch off. All electrical apparatus must conform to the appropriate British Standard or equivalent and must pass the College's safety test.
- 2.5 Not to change locks or to copy the keys to the Premises.
- 2.6 A graduate student who intermits or works away from Cambridge for any reason for a period of less than three calendar months, may continue to rent the room, at normal rates. Alternatively they may, if possible, give 4 weeks' notice in writing to the College Registrar that they wish to vacate the room - removing their possessions, so that the room can be let to another person. If the date of return to Cambridge is known then, should they so wish, the College will reserve the same room for them or an alternative room subject to availability. When a graduate student intermits or works away from Cambridge for more than three calendar months, they are normally required to vacate their allocated room.
- 2.7 Not to cause or permit the use of the Premises in such a way as to cause damage to it or the contents or to cause annoyance or danger to other persons nor to overload or misuse any services supplying the Premises.
- 2.8 Not to keep a pet or other animal in the room, except a guide dog.
- 2.9 Where there is a telephone socket on the Premises to be responsible for all connection and disconnection arrangements, and all financial liabilities arising there from.

- 2.10 To obtain a [TV licence](#) to download or watch BBC programmes on demand, including catch up TV, on BBC iPlayer (this applies to any device and provider you use). You will also need a TV Licence to watch or record programmes on any channel as they are being shown on TV or live on an online TV service
- 2.11 Not to keep any firearm or airgun, and no ammunition, fireworks, explosives or other hazardous materials, or candles or other appliances using a naked flame.
- 2.12 To move to alternative College premises if required.
- 2.13 To pay to the College the Accommodation Charge and any additional charges by the date specified within the College Bill.
- 2.14 To collect, each Licence period, the key to the Premises upon arrival from the Porter's Lodge and swipe to record this.
- 2.15 To return, at the end of each licence period, the key to the Premises on departure to the Porter's Lodge and swipe to record this.
- 2.16 To be responsible for any damage to the Furniture and Effects during the Licensee's occupation.
- 2.17 To immediately upon the occurrence of any damage to the Premises or Furniture and Effects in any way attributable to the Licensee or any guest of the licensee make good the same, or pay the College.
- 2.18 To keep the Premises at all times in a clean and tidy condition and to keep the Premises secure.
- 2.19 Not to do anything nor permit anything to be done to invalidate any insurance of the Premises affected by the Licensor (the College), and not to do anything by which additional insurance premiums may become payable.
- 2.20 Not to use or permit the Premise to be used for any illegal purposes and in particular (but without prejudice to the generality of this sub clause) not to allow drugs of any type to be taken kept or used on the Premises except such which may be authorised or prescribed by a duly qualified medical practitioner.
- 2.21 To observe these obligations, and any other regulations pertaining to accommodation as specified in the [Student Accommodation Handbook](#) and the [College rules and regulations](#).
- 2.22 To be responsible for all reasonable costs incurred by the College as a result of a breach of these obligations.
- 2.23 The Licensee is responsible for his/her personal possessions in the room or on other College premises, and no liability is accepted by the College. The Licensor shall not be responsible for any accidents or damage affecting the Licensee's goods and the Licensee is strongly advised to take out an insurance policy to cover loss or theft.

### **3. Termination**

- 3.1 The Licence is for fixed periods as laid down on the signature form and cannot be terminated early except under the conditions specified in 3.2 - 3.4. The Licence expires at the end of the periods without further notice being given.
- 3.2 The Licence may be terminated by completion of a surrender agreement upon the Licensee ceasing to study in the College or ceasing to be treated as continuing in residence, whether by reason of withdrawal, postponement, suspension, exclusion or otherwise. For this purpose, a person is studying in the College if they are registered as a student with the Student Registry, engaged in a course in the University, or some other course of study approved by the College, and is assigned a Tutor.
- 3.3 This Licence will terminate on such notice as is fair and proportionate in all the circumstances of the case if, in consequence of the College disciplinary procedures, it is determined that the student has committed an offence against the discipline of the College justifying its termination.
- 3.4 The right to occupy College accommodation under this Licence may be terminated with 4 weeks notice in writing if the Licensee is in debt to the College and, in accordance with the Standing Orders of the College, it is determined that there are no mitigating circumstances to justify the continued residence of the Licensee until the debt is paid or if the Licensee is in material breach of any of the terms and conditions set in this document.
- 3.5 The licensee wishes to terminate the agreement (and move out of College-owned accommodation for the remainder of the academic year) before the end of the period 4 weeks notice, in writing, must be given to the College Registrar.
- 3.6 Where the Licensee is undertaking a one-year course the College will invite the Licensee in May 2018 to provide details of when the licensee will vacate the Premises. The date specified by the Licensee will be taken as the end of the Licence Period without further notice being given and the Premises must be vacated by this date.



**PEMBROKE COLLEGE  
CAMBRIDGE**

**STUDENT ROOM LICENCE AGREEMENT  
UNDERGRADUATE**

THIS LICENCE is made on: **[DATE]**

BETWEEN:

1. The College: The Master and Fellows of Pembroke College, University of Cambridge

2. The Licensee: **[SURNAME, NAME(S)]**

3. The College permits the Licensee to occupy the following premises:

**[ALLOCATED ROOM]**

or such other room as the College may from time to time allocate for the Licensee's occupation.

4. The Undergraduate Licence permits the Licensee to occupy the above room between the following dates, known as 'Licence Periods', all of which are inclusive:

Michaelmas Term **[DATE]** October (mid-day) 2017 - **[DATE]** December (10:00) 2017

Lent Term **[DATE]** January (mid-day) 2018 - **[DATE]** March (10:00) 2018

Easter Term **[DATE]** April (mid-day) 2018 - **[DATE & TIME]** June 2018

5. The accommodation charge for 2017-18 shall be **£[RENT AMOUNT]/week**. Rent will be charged for the above periods.

- i) The accommodation charge includes a charge for electricity, Ethernet and a contribution towards the costs of background heating, cooking, hot water and Portable Appliance Testing.
- ii) All licensees are additionally required to pay a Kitchen Fixed Charge of £164.00 per term.
- iii) Where permission has been given to be in residence outside the Licence Period vacation rent of **£[NIGHTLY RENT AMOUNT]/night** is payable for every day the Licensee remains in residence beyond the given Licence Period.

6. By taking possession of the keys to the room listed above the Licensee agrees to abide by all [Terms and Conditions for the Occupation of College owned Accommodation](#) which follow and agrees to pay the accommodation charges by the due date specified on the College bill.

SIGNED for and on behalf of Pembroke College

Bursar





**PEMBROKE COLLEGE  
CAMBRIDGE**

**Terms and Conditions for the Occupation of College owned Accommodation**

**Undergraduate**

**1. The Licence**

- 1.1 These Terms and Conditions apply to the occupation of rooms by Junior Members of the College. Lettings are on the basis of a Licence, signed on behalf of the College before the commencement of occupation, and which the Licensee is deemed to have entered into when they take possession of the keys to the room listed on the Licence agreement.
- 1.2 The College reserves the right to vary the premises allocated from time to time during the course of the Licence and, if appropriate, to vary the accommodation charge. In both cases due notice would be given.
- 1.3 The use of the premises provided is for the Licensee's own single occupation only.
- 1.4 This Licence shall at all times be construed as a personal Licence with the Licensee and shall not be transferred assigned or sublet nor shall occupation of the Premises be shared.
- 1.5 The Licence also permits the Licensee to use any furniture, fittings and equipment in the rooms provided, and to use all communal facilities.
- 1.6 The Licensee acknowledges that the College is entitled to enter the Premises at any time and for any reason whatsoever during the Licence Period, and the Licensee agrees that he or she will not obstruct or interfere with the College's rights of possession and control of the Premises or with the rights of any third parties to use the Premises. The College reserves the right to use the Premises at all times outside the Licence Period, when the Licensee is not in residence, and to retain any sums arising in consequence of such use.
- 1.7 This Licence is restricted to the Premises.
- 1.8 The Licensee acknowledges and agrees that this Licence does not confer any tenancy upon it and that possession and control of the Premises is retained by the College subject to the conditions of this licence.

**2. Licensee's Obligations**

The Licensee covenants and agrees:

- 2.1 Not to remove or damage any furniture, fittings, furnishings or equipment belonging to the College.
- 2.2 Not to carry out any decoration, maintenance or alterations to the Premises or other structures or buildings. Pictures may not be hung from walls except where a picture rail exists. Nothing may be pinned or fixed directly to the walls.
- 2.3 To observe fire and safety regulations and not to tamper with fire fighting equipment.
- 2.4 Not to install electrical apparatus containing heating elements (fires, cookers) but kettles can be used, nor to use electrical apparatus which consumes over 1000 watts and which does not automatically switch off. All electrical apparatus must conform to the appropriate British Standard or equivalent and must pass the College's safety test.
- 2.5 Not to change locks or to copy the keys to the Premises.
- 2.6 To remove all goods and other items belonging to the Licensee and leave the Premises in a clean, tidy and safe condition on vacating the Premises for the Long Vacation. First year undergraduate students and second year undergraduate students living in a College room must **fully clear their rooms** on departure at the end of each term. All other students may leave, at their own risk, their belongings in their rooms over the Christmas and Easter vacations, but rooms should be left tidy and in a reasonable state.
- 2.7 Not to cause or permit the use of the Premises in such a way as to cause damage to it or the contents or to cause annoyance or danger to other persons nor to overload or misuse any services supplying the Premises.
- 2.8 Not to keep a pet or other animal in the room, except a guide dog.
- 2.9 Where there is a telephone socket on the Premises to be responsible for all connection and disconnection arrangements, and all financial liabilities arising there from.
- 2.10 To obtain a [TV licence](#) to download or watch BBC programmes on demand, including catch up TV, on BBC iPlayer (this applies to any device and provider you use). You will also need a TV Licence to watch or record programmes on any channel as they are being shown on TV or live on an online TV service

- 2.11 Not to keep any firearm or airgun, and no ammunition, fireworks, explosives or other hazardous materials, or candles or other appliances using a naked flame.
- 2.12 To move to alternative College premises if required.
- 2.13 To pay to the College the Accommodation Charge and any additional charges by the date specified within the College Bill.
- 2.14 To collect, each Licence period, the key to the Premises upon arrival from the Porter's Lodge and swipe to record this.
- 2.15 To return, at the end of each licence period, the key to the Premises on departure to the Porter's Lodge and swipe to record this.
- 2.16 To be responsible for any damage to the Furniture and Effects during the Licensee's occupation.
- 2.17 To immediately upon the occurrence of any damage to the Premises or Furniture and Effects in any way attributable to the Licensee or any guest of the licensee make good the same, or pay the College.
- 2.18 To keep the Premises at all times in a clean and tidy condition and to keep the Premises secure.
- 2.19 Not to do anything nor permit anything to be done to invalidate any insurance of the Premises affected by the Licensor, and not to do anything by which additional insurance premiums may become payable.
- 2.20 Not to use or permit the Premise to be used for any illegal purposes and in particular (but without prejudice to the generality of this sub clause) not to allow drugs of any type to be taken kept or used on the Premises except such which may be authorised or prescribed by a duly qualified medical practitioner.
- 2.21 To observe these obligations, and any other regulations pertaining to accommodation as specified in the [Student Accommodation Handbook](#) and the [College rules and regulations](#).
- 2.22 To be responsible for all reasonable costs incurred by the College as a result of a breach of these obligations.
- 2.23 The Licensee is responsible for his/her personal possessions in the room or on other College premises, and no liability is accepted by the College. The Licensor shall not be responsible for any accidents or damage affecting the Licensee's goods and the Licensee is strongly advised to take out an insurance policy to cover loss or theft.

### **3. Termination**

- 3.1 The Licence is for fixed periods as laid down on the signature form and cannot be terminated early except under the conditions specified in 3.2 - 3.4. The Licence expires at the end of the periods without further notice being given.
- 3.2 The Licence may be terminated by completion of a surrender agreement upon the Licensee ceasing to study in the College or ceasing to be treated as continuing in residence, whether by reason of withdrawal, postponement, suspension, exclusion or otherwise. For this purpose, a person is studying in the College if they are engaged in a course in the University, or some other course of study approved by the College, and is a Tutor.
- 3.3 This Licence will terminate on such notice as is fair and proportionate in all the circumstances of the case if, in consequence of the College disciplinary procedures, it is determined that the student has committed an offence against the discipline of the College justifying its termination.
- 3.4 The right to occupy College accommodation under this Licence may be terminated with 4 weeks' notice in writing if the Licensee is in debt to the College and, in accordance with the Standing Orders of the College, it is determined that there are no mitigating circumstances to justify the continued residence of the Licensee until the debt is paid or if the Licensee is in material breach of any of the terms and conditions set in this document.
- 3.5 If the licensee wishes to terminate the agreement (and move out of College-owned accommodation for the remainder of the academic year) before the end of the period then 4 weeks' notice, in writing, must be given to the College Registrar.

August 2017