PETERHOUSE
CAMBRIDGE

STUDENT HANDBOOK
2015/16
This Student Handbook is intended to provide information for students at Peterhouse: how the Tutorial system works, what you need to know about living in College accommodation, arrangements for the start and end of Term and vacation residence for Undergraduates, and the end of tenancy for graduates. It also includes information on College catering, administration and billing procedures. Those paragraphs applying only to graduates or undergraduates are clearly marked.

The Handbook also contains specific information for those students living in College accommodation, including details of the terms and conditions which apply to College accommodation and which will, in conjunction with the Room Licence, govern the occupancy as licensee of all Junior Members.

The Handbook must be read in conjunction with the booklet of College Regulations (CR), issued by the Senior Tutor, as well as the notices circulated and / or posted by other College Officers. Further useful information can be found on the College website, the JCR and MCR websites, and on the Cambridge students website - http://www.cambridgestudents.cam.ac.uk.

Peterhouse is committed to managing its Junior Member accommodation in accordance with the relevant provisions of the ANUK / Unipol Code of Standards for Larger Residential Developments.

This Handbook may be updated from time to time during the academic year. The website will always show the most up-to-date version - http://www.pet.cam.ac.uk
## College Contacts

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Section 1: The Tutorial System (Undergraduates)

This section describes the Tutorial system in Peterhouse and some of the expectations and responsibilities of all participants, namely undergraduates, Tutors and teachers. The Tutorial system works at its best when all parties co-operate in a spirit of mutual respect and of shared responsibilities.

The Senior Tutor is ultimately responsible for operation of the system. Those involved are the College’s Tutors, its Directors of Studies, its Supervisors and its undergraduates. The Senior Tutor has his own Tutorial pupils, for whom he is directly responsible, but any undergraduate of the College may consult the Senior Tutor. The Senior Tutor will also deal with any issues or concerns that any undergraduates do not feel able to put to their own Tutor or Director of Studies.

The Tutors

The Tutors have general oversight of all aspects of the life of undergraduates in their charge from admission to the College until graduation. Indeed for so long as they are Fellows of the College they may be expected to have residual obligations to their pupils. They are responsible for their well-being, academic, social and financial. The Tutors mediate between the College and the undergraduates and between the University and the undergraduates. Through the Senior Tutor they advise the College's Governing Body on Tutorial business. Each Tutor is allocated a number of undergraduates in a range of Triposes; and for these pupils that Tutor is specifically responsible. Tutors are regularly in discussion with the Senior Tutor, the other Tutors and the Directors of Studies so as to ensure a common Tutorial policy, practice and mutual support. Each Tutor does, however, maintain confidentiality about individual pupils.

Undergraduates may expect the following from a Tutor:

(i) a supportive and constructive adviser on academic, financial and social concerns;
(ii) a first guide in the case of serious personal problems or concerns (for example: stress, fear of failure, loneliness, eating disorders, bereavement, relationship breakdowns);
(iii) an intermediary between the undergraduate and the University authorities, and also the University bodies whose concern is for undergraduate welfare, e.g. the University Counselling Service, and with medical advisers;
(iv) a broker, where appropriate and within the bounds of confidentiality, between undergraduates and others concerned with their well-being (for example: family, sponsoring bodies) and also the Student Loans Company;
(v) a mediator of sensitive comment from and on the undergraduate and from and on those responsible for teaching and for progress generally, including the Director of Studies;
(vi) a consultant on changing Tripos, withdrawing, gaining exceptional permission to go out of residence (‘degrading’), the conduct of examinations (including applications to sit examinations in College or with extra time), complaints and appeals, and any matter in this area relating to disability (including dyslexia) or illness;
(vii) a referee for applications for funding, for further education and for employment even beyond graduation.

The Tutors provide comprehensive support and guidance to the individuals in their care: it is not, for this reason, feasible here to provide an exhaustive list of their responsibilities.
Each weekday in term-time the Tutors each have regular Tutorial Hours: undergraduates are encouraged to visit them in person with their Tutorial business during those hours. In an emergency a Tutor may be contacted through the duty Porter.

All Tutors may be contacted by post via the Porters or by e-mail through the College web site, but most things are, initially at least, best dealt with by a personal visit. It is reasonable to expect a Tutor to reply to a letter or e-mail within seven days.

Undergraduates are assigned to their own Tutor, but they may, if they feel that it would be helpful, raise an issue or concern with another of the Tutors. There are currently two men and two women Tutors. Undergraduates should also note that guidance on some, usually other than academic, matters may be sought from the Dean.

Undergraduates are expected to:

(i) communicate as appropriate with their Tutor, and at a minimum ensure that they see their Tutor as required at the end of each Full Term at appointments made by the Tutor;
(ii) visit their Tutor if summoned: Tutors do not summon undergraduates unless there is a substantial reason;
(iii) check their pigeonholes in the Porter’s Lodge and their e-mail regularly (at least every two days) for messages from Tutors and those who provide administrative assistance to the Tutors, namely the Tutors’ Secretary and the staff of the Tutorial Office;
(iv) inform their Tutor as soon as practicable of any academic, financial or social concerns or difficulties. In some, but by no means all, cases these may also have been raised with a Director of Studies
(v) ensure that their requests are reasonable. Tutors will always act swiftly in an emergency; but in other instances it is sensible and just that they be given reasonable notice of requests. For example, if a Tutor is asked to write a reference it is reasonable to make that request well in advance of a deadline;
(vi) remember that the relationship with a Tutor is one based on honesty and mutual respect: it is dependent on co-operation and trust.

**Directors of Studies**

Directors of Studies are responsible for advising and directing undergraduates on their academic work. They are responsible for engaging supervisors on behalf of the College and for exercising a general oversight of teaching and learning in their Tripos subject and for giving general advice on it. They communicate with the Senior Tutor and Tutors, as appropriate, about the progress of undergraduates, in particular about any difficulties that affect an undergraduate’s academic performance.

Directors of Studies are also requested to provide brief reviews of graduate applications in their subject area in order to help inform the graduate admissions process. For Directors of Studies who are not Fellows of the College, a small fee will be paid for each of these reviews, equivalent to approximately half the hourly supervision rate.

Undergraduates may expect Directors of Studies to provide the following:
advice on the planning and progress of their academic work and, where necessary, regular review of that work. Practice varies in this: some Directors of Studies have regular weekly hours in term when they may be consulted; but all may be contacted by post via the Porters, or by e-mail through the College website. It is reasonable to expect a reply to any e-mail within seven days;

(ii) up-to-date and accurate advice and guidance on courses and papers, including making undergraduates aware of any Faculty or Departmental handbooks or similar, guidelines or web-sites, checking their examination entries, informing of and interpreting examination marks, organising College examinations where appropriate, advising on possible graduate courses and assessing any undergraduate who is considering asking to change into their Tripos;

(iii) a meeting with their Director of Studies at the beginning of Full Term, where appropriate, in order to discuss the impending Term’s work and to arrange supervisions and at other times to be advised on their progress;

(iv) an individual consultation with their Director of Studies normally at the end of each Full Term in order to review the Term’s work in the light of supervision reports and advice on work to be undertaken during the forthcoming vacation;

(v) an appropriate response to information from undergraduates about the quality of supervision provided to them by each supervisor;

(vi) recommendations to the College’s Ward Librarian on purchases for their subject;

(vii) references on behalf of undergraduates.

Undergraduates are expected to:

(i) communicate as appropriate with their Director of Studies, and keep agreed appointments: if they miss such a meeting without a reason that is found acceptable by their Tutor they may expect to be fined by their Tutor;

(ii) check their pigeon-holes and e-mail at least every two days for messages from their Director of Studies or the staff of the Tutorial Office and to respond to such messages promptly;

(iii) inform their Director of Studies as soon as practicable of any academic concerns or difficulties. In some, but by no means all, cases these may also have been raised with a Tutor;

(iv) notify the Director of Studies as soon as practicable of concerns about a supervisor, a course of supervisions, or the arrangement of supervisions. These concerns may also be raised with a Tutor, but for practical issues the Director of Studies is best placed to take action;

(v) keep up to date with relevant information about their course provided by the College or the University through handbooks or similar, course-guides or on a web-site;

(vi) suggest acquisitions for the College Library by filling in the Book Request Form in the Ward Library or through the Ward Library web site;

(vii) ensure that their requests are reasonable: it is sensible and just that Directors of Studies be given reasonable notice of requests. For example, if a Director of Studies is asked to write a reference it is reasonable to make that request well in advance of a deadline;

(viii) remember that the relationship with a Director of Studies is a mutual one: it is the undergraduates’ responsibility to ensure that they organise their time and commitments so as to give clear priority to their academic work and that they have made every effort to complete to the best of their ability the work, essays, problems, projects, as agreed and advised by their Director of Studies.
Supervisors

The supervisor is engaged for the College by a Director of Studies in order to offer, for a course or paper, appropriate specialised teaching to complement that offered by the University.

Supervisions are the fundamental educational provision of the colleges in Cambridge: they offer a medium through which undergraduates learn to work independently, to learn with and from others, to present, defend and concede arguments, to handle problems, to question their own assumptions, and to meet deadlines.

Undergraduates may expect the following from supervisors:

(i) a full hour of supervision unless agreed otherwise by the Director of Studies;
(ii) a reasonably sized group for supervisions in which they have the opportunity to participate fully;
(iii) guidance about how best to prepare for supervisions, examinations and assessed work;
(iv) assignment of reasonable amounts of work, neither excessive nor minimal, and to receive constructive comment on them;
(v) marking and assessment of their work with advice for improvement;
(vi) content that is relevant to the course and helps understanding of the subject with constructive comment and discussion of their questions and problems;
(vii) respect for their opinions;
(viii) opportunity to discuss in privacy and in confidence any problems they perceive in the quality, relevance, or dynamics of the supervisions that they are receiving.

Undergraduates themselves are expected to:

(i) complete the work set to the very best of their ability;
(ii) deliver work on time after ensuring that they have agreed a deadline with the supervisor;
(iii) present themselves punctually for every supervision;
(iv) contribute actively to the supervision and make their opinions known;
(v) contact the supervisor in plenty of time if they are unable to be present for the supervision or to complete the work set;
(vi) be charged and fined by their Tutor if they miss a supervision without a reason that is found acceptable by their Tutor, who will consult their Director of Studies;
(vii) remember that the relationship with a supervisor is a mutual one: it is the undergraduates’ responsibility to ensure that they organise their time and commitments to give clear priority to academic work and that they have made every reasonable effort to complete to the best of their ability the work or project as agreed and advised by their supervisor.

The strength of the Tutorial system in the College lies in its interlinked structure whereby a range of constructive possibilities exist for dealing with any difficulties that may arise. Thus a query about a course or paper is often best addressed in the first instance to a supervisor; discussion of broader questions of academic progress are normally best raised in the first instance with the Director of Studies; other matters of concern, some of them not directly academic, are usually best discussed with the Tutor. Sometimes, however, a different approach suggests itself and the Tutorial system has flexibility.

The College adheres to the descriptions of the rôles and functions of Tutors and Directors of Studies set out on the Senior Tutors Committee website.

Section 2 : Accommodation
Accommodation Provision and Allocation

The College is normally able to accommodate all undergraduates for the duration of their course and most graduates requesting College accommodation for at least the first three years of their studies. All undergraduates are expected to live in College accommodation. Any undergraduate who wishes to live out of College accommodation should consult their Tutor in the first instance.

Due to the historic nature of many of the College’s buildings, accommodation for Junior Members who are married and/or have children is limited. The College has a small number of rooms which have been specially adapted for use by disabled students.

In their first year, undergraduates are usually housed together in St Peter’s Terrace and the William Stone Building. New students will be sent a form, prior to their arrival, so that they can indicate any special requirements and state a preferred accommodation price band. The College allocates rooms once places have been confirmed in August, following the preferences where possible, whilst working within the constraints of the available room stock.

The allocation of rooms for undergraduates in their second and subsequent years is effected by means of a ballot organised in the Summer vacation by the JCR Rooms Committee.

The allocation of rooms for graduates is handled by the Accommodation Officer, acting on behalf of the Senior Bursar, and takes place in the August and September preceding the start of the academic year in question. Generally continuing students remain in the same room unless they have a particular reason for moving accommodation.

Changing rooms mid-year is actively discouraged because of the additional burden it places on the College’s housekeeping and administration. A charge of £50 will be levied in respect of any such move.

The College reserves the right to require the occupier to move to similar accommodation at any time at the College’s absolute discretion.

Licence Periods

Undergraduate rooms are allocated on one of three licences:

- Standard licence – three fixed term periods of 10 weeks for the Michaelmas, Lent and Easter Terms;
- Full Academic Year Extended Licence – in selected properties only, allowing students to retain their room from the start of the Michaelmas Term licence period to the end of the Easter Term licence period, including vacations;
- Freshers’ Licence – a 9 week licence for the Michaelmas Term from the Saturday prior to the start of Full Term to the Saturday after the end of Full Term, and two fixed term periods of 10 weeks for the Lent and Easter Terms.

Graduate rooms/flats are allocated on a licence covering the period 1st October – 20th September.

Students will be deemed to have accepted the Terms and Conditions of their Licence when they take possession of the keys to the room listed on the Licence.

Charges for Accommodation
Accommodation, catering and other charges, are reviewed each year by the College’s Finance Committee, in consultation with the Co-ordinating Committee which includes both graduate and undergraduate representatives. The Finance Committee recommendations are finally approved by the Governing Body. It is intended that these charges should remain in force for a full academic year before being reviewed again, but Junior Members should be aware that, in exceptional circumstances, interim increases or surcharges may be necessary. The College is not seeking to make a profit from Junior Members, and believes that its charges are, and should remain, highly competitive when compared to rents at other Colleges.

Rents are fixed taking into account the size and location of the room, and other facilities and features. Rents for rooms on Parkside and Warkworth Street are set at a discount to those in or close to the main College site.

**Undergraduate Rents**

Undergraduates are charged for rent on a termly basis, in advance, via their College account. Charges for additional days of residence or for damage caused, if any, are added to their College Bill for the following term.

Undergraduate rents include a charge for network connection and a contribution towards the cost of background heating and hot water. Electricity is recharged termly at rates which reflect a proportion of the actual cost to the College.

**Graduate Rents**

Graduate rents are due in advance on the first day of each month and must be paid by Standing Order, unless explicitly agreed otherwise by the Senior Tutor.

Rents include electricity, central heating, water rates and computer connection charges, where network connection is provided.

Where the occupier consists of more than one person, the responsibilities of occupancy shall be joint and several. Junior Members should note that a partner who is not a student may trigger a liability for council tax. Under no circumstances will the College pay council tax on behalf of any occupier.

**Caution Money**

All undergraduates are charged £100 caution money on their first College Bill. This amount will be credited against their final College Bill, less any deductions for fines or outstanding charges.

Graduates are required to make a caution payment of £200 in order to secure their accommodation. This is refundable at the end of their stay provided all the rent due has been paid and no charges have been incurred for damage. Keys will not be issued until the caution money has been received.

Interest will not be paid on these sums while they are held by the College.
Section 3: Accommodation Facilities

Furniture and Fittings

All College bedrooms, where space allows, are furnished with a single bed and mattress, bedside table, desk, desk chair, reading lamp, waste-bin, bookcase, armchair, wardrobe and chest-of-drawers. The self-contained flats usually have a double bed provided.

_The College does not provide pillows, bed linen, duvets or blankets, or crockery / cutlery for personal use._

No large or bulky items of furniture, including pianos, may be brought into College accommodation without permission; application should be made _in advance_ to the Housekeeper. Junior Members will be required to remove any unauthorised furniture.

Furniture must not be removed from rooms and placed on landings or elsewhere in the common parts, or transferred to other rooms.

The College aims to maintain the decoration and furnishings of its accommodation to a high standard, with rooms regularly inspected and refurbished. This is important not only for the enjoyment of current and future Junior Members, but also for conference visitors who use undergraduate rooms during the vacations (thereby significantly subsidising rents).

The occupants of all College rooms will be held personally responsible for any damage caused to the decoration and furnishings of their rooms, making allowance for reasonable wear and tear. In particular the use of pins, blu-tack, sticky tape or similar fixatives to attach articles to the walls or windows is strictly forbidden. Those who mark walls in this way risk incurring a substantial charge for the redecoration of the entire wall(s). Junior Members should contact _fixit@pet.cam.ac.uk_ to have hooks fixed onto walls if they wish to hang pictures and posters where there is no picture rail. Similarly damage to carpets caused by burns or spillage is likely to result in the occupant being charged the cost of re-carpeting the entire room.

Occupants will also be charged the actual cost of clearing any blocked sink or WC for which they are responsible. Junior Members are reminded that paper hand towels should not be flushed down the toilets, as this is a frequent cause of blockages. Charges may be levied against all occupants of a staircase or house where the culprit(s) are not readily identifiable.

**College Network**

All College rooms, and most flats, have an Internet connection, either through the College’s own network on the main College site or via a commercial broadband connection in our outlying hostels. Use and maintenance of a computer connected via the College network is at the Junior Member’s own risk and carries a responsibility to observe the relevant College and University rules and regulations. Further information can be found on the College website (_http://www.pet.cam.ac.uk/computing_). The flats at 35 and 36 Parkside do not have College network connection.

All computing and network related issues should be reported to _helpdesk@pet.cam.ac.uk_.

**Televisions**
Junior Members are required by law to hold their own valid television licences for any television receiver brought into College accommodation, including the use of computers to watch broadcast programmes. TV licensing authorities make checks on a regular basis and Junior Members are personally liable for any fines imposed. Further information may be obtained from www.tv-l.co.uk. No aerials or similar devices may be installed outside rooms.

**Kitchen Facilities**

All undergraduate accommodation offers limited kitchen facilities known as ‘gyps’. These are equipped with fridges, microwaves, kettles, toasters and sandwich-makers, and **are intended for the preparation of hot drinks and snacks only.** The College Kitchens offer a comprehensive catering service for Junior Members and full-scale cooking in gyps is not permitted.

Graduate accommodation is equipped with full kitchen facilities, either self-contained or in communal areas.

When preparing drinks or snacks, Junior Members should be considerate to others in the hostel or staircase and clean up promptly after themselves. In particular, it is not permitted to prepare hot meals between the hours of midnight and 6am. If a junior member acts in breach of this rule, and causes a fire alarm as a consequence, a charge of £50 will be added to their College Bill.

Operating instructions for the equipment provided are available from the Maintenance Department.

**Laundry Facilities**

Coin-operated washing machines and clothes dryers can be found in the main laundry below Fen Court, the graduate laundry in Cosin Court, 35 and 39 Trumpington Street, 7 and 40 Warkworth Street.

Washing machines and clothes dryers have also been installed in 23, 24 and 30 Parkside, and 1, 8 and 41 Warkworth Street.

Junior Members are requested not to leave items of clothing in laundry areas: unclaimed items will be disposed of after the end of each term.

Junior Members should report any faulty laundry equipment to: fixit@pet.cam.ac.uk.

Saffron Walden Laundry is appointed by the College to provide a laundry service for Junior Members. Collections are made on Mondays and Thursdays in full term (for laundry parcels left in the Porters’ Lodge by 8.30am), with deliveries one week later. Any losses or damage should be reported to the laundry company immediately. Laundry bills are recharged to students on a termly basis via their College account.
Section 4 : Undergraduates

Start and End of Term Procedures

Undergraduates are permitted into residence from 12 noon on the first day of the Licence period, and should vacate their room by 10am on the last day of the Licence period, unless otherwise advised. Keys should be collected from and returned to the Porters’ Lodge and should not be retained over the vacation.

Undergraduates are required to swipe in at the start of each term and to swipe out at the end of term. This registration is important to confirm:

- that term has been kept (required by the University before a degree can be awarded)
- where additional rent is due for stays beyond the period of residence

Standard Licence and 1st Year Licence

The Standard licence entitles Undergraduates to ten weeks accommodation (70 nights) for each term for fixed periods, as set out on the licence agreement. Freshers have a similar licence, with the same licence dates for the Lent and Easter Terms, but a reduced period of nine weeks (63 nights) in the Michaelmas Term, so that the College can provide accommodation for interview candidates in December.

For students on Standard or 1st year Undergraduate licences, residence in College outside of the licence periods requires the permission of the Senior Tutor.

Refunds are not normally given for occupancy of fewer than the licence period, unless the College requests undergraduates to vacate their rooms early for any reason.

Where agreement has been obtained from the Senior Tutor to stay in College outside of the fixed licence periods, any additional days are charged at a fixed daily rate, currently set at £15.00.

At the end of each licence period, undergraduates are required to remove all personal belongings from their rooms. Failure to do so may result in rent continuing to be charged for the room at the fixed daily rate above; alternatively the College may remove items to store – entirely at the owner’s risk -- and levy a storage charge. Undergraduates must also clear their gyp rooms (cupboards and fridges) and bathrooms: any items left behind will be disposed of.

Full Academic Year Extended Licence

Undergraduates who have opted for the full academic year extended licence are entitled to occupy their room from the start of the licence period in the Michaelmas Term to the end of the licence period in the Easter Term. There is no requirement to apply for permission to remain in residence during the vacations, but it is essential to swipe in and out of term in order to provide evidence of keeping term.

The College reserves the right, in exceptional circumstances, to request an Undergraduate on an extended licence to move rooms during the vacation. In such an event, the College will provide suitable alternative accommodation and storage facilities.
**Vacation Residence**

The Tutorial Office put Vacation Residence forms onto the College website in advance of each vacation. Junior Members wishing to apply for vacation residence should complete and submit the appropriate form by the deadlines set by the Tutorial Office. International students who do not have a home in the UK only require the permission of the Senior Tutor. All other students should obtain approval from their Director of Studies prior to submitting the application form. Applications received after the deadline may not be approved.

It may not be possible to accommodate students in their own room and Junior Members may not use gyp-room and bathroom facilities in College or in hostels occupied by conferences. The facilities of the premises allocated for vacation residence should be used.

Scholars granted permission to stay in College accommodation for academic purposes during the Long Vacation period of residence may do so without paying rent.

**Storage**

There are very limited facilities within the College for storing personal possessions during vacations. There are Junior Members’ luggage stores in the basements of Fen Court and the Little St Mary’s Hostel which are under the control of the JCR and partially reserved for international students. Junior Members should approach the relevant JCR committee member to discuss use of these stores.

Undergraduates wishing to store possessions in any other location in the College during vacations must seek permission from the Senior Tutor. This will normally be granted only in exceptional circumstances, with priority being given to overseas students. No storage is allowed for Junior Members after completion of their studies.

Those Junior Members who are successful in securing the requisite permission should contact the Maintenance Department via fixit@pet.cam.ac.uk to arrange for access to the College’s storage space. Suitcases or boxes, which should not weigh more than 25 kg, must be clearly labelled with the Junior Member’s name and dated. Any items which have not been claimed within four months of storage will be disposed of. Storage charges are levied at a rate of £3 per box or similar per week. Those seeking alternative, cheaper storage facilities should contact the various commercial storage companies which operate in Cambridge.

**Notice to Vacate Accommodation**

Undergraduates wishing to give up their College accommodation, other than at the end of an academic year, are required to give three months’ notice in writing.
Section 5 : Graduates

Start and End of Tenancy Procedures

Graduates can take up residence from 12 noon on the first day of the Licence period, and should vacate their room by 10am on the last day of the Licence period, unless other arrangements have been approved in advance.

Keys should be collected from the Porters’ Lodge and returned there at the end of the stay.

Graduate Licences

Graduates normally remain in the same room throughout the length of their course unless they have a particular reason for wanting to move.

Those continuing graduates remaining in their current room will be issued with a licence in mid-September until 20 September of the following year. Continuing graduates who are moving rooms over the summer will be advised of a moving date and will be issued with a licence from that date to 20 September of the following year.

New graduates will be issued with a room licence from the start of the academic year, as advised by the Graduate Admissions Office, until 20 September of the following year.

Working Away from Cambridge

If a graduate student intermits, or expects to be working away from Cambridge for at least two months, and has applied for and received approval to be away via the CamSIS self service page, they may apply for remission of rent during the period of absence. The application form is obtainable from the Accommodation Officer. Rooms should be cleared of all belongings and the College reserves the right to let the room to another person.

Notice to Vacate Accommodation

Graduates wishing to vacate their accommodation prior to the end of the licence period should give four weeks’ notice in writing to the Accommodation Officer.

At the end of the licence period all personal possessions must be removed from College rooms and communal areas, including kitchens and bathrooms. Any possessions left behind will be disposed of as the College sees fit and any charges incurred may be passed on to the owner.
Section 6 : College Catering

Meal Times

Breakfast
Breakfast is served from 8.00 – 9.00 am on weekdays
Brunch is served from 10.30 am – 1.30 pm on Saturdays
There is no breakfast on Sundays

Luncheon
Luncheon is served from 12.30 – 1.30 pm on weekdays
Brunch is served from 10.30 am – 1.30 pm on Saturdays
There is no luncheon on Sundays

Dinner
Self-service dinner is served from 6.00 – 7.00 pm daily
Formal Hall commences at 7.30 pm daily in Full Term

Servery

Junior Members will only be served breakfast, lunch or dinner in Hall on presentation of a valid University Multipurpose Security Card. Meal prices are variable, dependent on individual choice of dishes, with prices set at levels which attempt to ensure that food costs are covered overall. Prices may move throughout the year in line with market / manufacturers’ movements.

The card should be presented to the member of College staff at the till in the Servery. The card will be scanned and the cost of the meal automatically charged to the individual’s Catering account. Guests may be taken into breakfast, luncheon and self-service dinner without being pre-booked. Meals taken by Junior Members’ guests can be charged on the card and will be subject to an additional guest charge.

Junior Members are asked to take their trays back to the trolley provided for that purpose after breakfast, luncheon and self-service dinner.

Formal Hall

Formal Hall is available every evening during Full Term, unless prior warning of closure has been given. Tickets for Formal Hall must be booked in advance and are available online. Formal Hall costs £6.30 and bookings are charged to an individual’s Catering account. Bookings may be made up to three weeks in advance but will be closed by 1.30pm on the day (1.30pm on Saturday for Sunday evenings) so that final numbers are available to the Catering staff. The online booking system allows the ordering of special meals for dietary requirements.

Guests in Formal Hall

Guest tickets are also available to purchase online, with a £2 guest charge, and dietary requirements can be indicated. Junior Members can purchase a maximum of six guest tickets for a single Formal Hall. Larger numbers (up to twelve guests) require the permission of the Senior Tutor in the form of a group dining permit. Dining permits may be obtained by e-mail from the Catering Manager.
**Wine in Formal Hall**

Junior Members are permitted to bring wine into Formal Hall. This may be purchased from the College Bar. If wine bought externally is taken into Hall, a corkage fee of £1.50 per bottle is payable to the Bar Supervisor. Dated receipts will be issued for corkage fees paid. Spirits and liqueurs are not permitted in Formal Hall.

**Super-Halls**

From time to time the Catering department organise Super-halls, in place of Formal Hall. Bookings for these events should also be made online, where details of the menu and booking procedure (including maximum guest numbers) can be found. The price of tickets for these special events will be indicated on the booking information.

**Allergies and special dietary requirements**

If you require a vegetarian/vegan meal, you should ensure that this is noted when making your online Formal Hall booking. If you suffer from particular food allergies, you must inform the Catering Manager, your Tutor and the Nurse, and seek advice as necessary from the service staff on duty.

**Lost University Multipurpose Security Cards**

Lost cards should be reported immediately to the Duty Porter and a replacement should be ordered via the Computer Office. The University Card Office levies an administration charge for the replacement of lost or stolen cards.

**College Bar**

The College Bar is open daily from 7pm to 11pm (12 midnight on Fridays and Saturdays) during term-time, commencing the Saturday prior to the start of Full Term. In the Michaelmas and Lent Terms, the Bar will remain open for one week after the end of Full Term.

Items purchased in the Bar may be charged via the University Multipurpose Security Card to an individual’s Catering account, subject to a credit limit of £200. Spending in the Bar does not count towards graduates’ minimum spend requirements.
**Section 7 : Catering Charges - Undergraduates**

Undergraduates pay a Kitchen Fixed Charge (KFC), currently set at £179.83 per term, as a contribution towards the College’s fixed costs of providing a catering service.

In addition, undergraduates are required to eat a minimum of 35 Qualifying Meals in College per term:

Lunches and Servery Dinners (costing at least £2.70 per meal) count as 1 Qualifying Meal. Formal Halls, including Super-Halls, count as 2 Qualifying Meals.

Undergraduates are charged for any shortfall in the number of Qualifying Meals taken (known as ‘excess sign-outs’) at a rate of £2.70 per night. Up to 10 excess sign-outs may be carried over from one term to the next within a given academic year to allow for uneven dining patterns.

The number of Qualifying Meals and the total expenditure on individual Catering accounts can be accessed through the online Catering system.

**Section 8 : Catering Charges - Graduates**

Graduates pay a Kitchen Fixed Charge (KFC) of £130.42 per term and in addition are required to consume meals (breakfast, lunch or dinner) to the value of at least £84.57 per term, calculated on an annual basis to even things out. Special meals do not count towards the required minimum spend.

Exemptions from catering charges may be granted to Junior Members who are married, on the grounds of religion and in certain other circumstances, at the Senior Tutor’s discretion. Junior Members should note that the College Office will require written confirmation from the Tutorial Office before any charges can be waived.
College Bills are issued termly for all Junior Members. Bills will include charges in advance for termly room rental (Undergraduates only), and charges in arrears for catering charges, vacation residence charges, library fines etc.

College Bills are issued in accordance with the following timetable:

- **October**: Prepayment MT rent bills (Undergraduates only)
- **December**: Michaelmas Term bills
- **April**: Lent Term bills
- **Early June**: Estimated Easter Term bills for graduands (Undergraduates)
- **July**: Easter Term bills

Bills are issued soon after the end of each term and must be settled in full no later than thirty days from their date of issue. Late payment may attract an administration charge of £25 and interest at the rate of 0.25% per week.

Junior Members with queries in relation to their College Bills should consult the Accounts Clerk in the College Office without delay via: chris.hayden@pet.cam.ac.uk.

*In order to avoid interest charges, those items which are not in dispute must be paid by the due date.*

**Tuition Fees**

Separate invoices are issued for tuition fees payable by Junior Members, showing the dates by which payments should be made. Queries should be directed to the Deputy Finance Manager via: ash.patel@pet.cam.ac.uk.

Late payment charges as above are also applicable to Tuition fee invoices which are not paid by the due date.

**Student Loans Company (SLC)**

Home and EU students wishing to take up Tuition Fee and/or Maintenance loans must make an application to the relevant office [Student Finance for England, Wales and EU students, Student Awards Agency for Scotland (SAAS), Student Finance ni for Northern Ireland] for each year of their course. Each office sets its own deadlines for applications to ensure that loans are processed in time for the start of term.

Those Junior Members who have applied for financial support from Student Finance, or the equivalent regional office, must provide a copy of their SLC form to the Accounts Office in October each year.

The form provides evidence of the amount of Tuition Fee and/or Maintenance Loans due and is required before your attendance can be confirmed to the SLC, thus releasing both the fee and maintenance loan payments. Failure to hand in a copy of this form will result in delays in you receiving your maintenance loan, and the College receiving your tuition fees. The College will invoice you for any tuition fees unpaid by the SLC due to non-confirmation of attendance.

**Payment of College bills**
Junior Members are expected to settle both their College bills and Tuition Fee invoices by electronic transfer (quoting their Billing Account number and name as a reference) to the College’s Barclays Bank Account:

Account name: Peterhouse  
Sort Code: 20-17-19  
Account number: 50717673  
IBAN: GB90 BARC 2017 1950 717673  
Swift Code: BARCGB22

_Persistent non- or late payment of College Bills may result in the withdrawal of further credit or the Junior Member being required to go out of residence._

Junior Members cannot proceed to their degrees until a sum which covers their estimated account for the current term has been paid. See further CR xxviii. If a Junior Member leaves Peterhouse and still owes the College money, the outstanding debts may be passed to a commercial debt collection agency.

Junior Members who are experiencing financial difficulties should contact their Tutor without delay.
Section 10 : Housekeeping

The Housekeeper, reporting to the Senior Bursar, is responsible for the cleaning of all College accommodation, both rooms and communal areas, deploying as appropriate members of her internal team of bedmakers (known as ‘bedders’) and janitors or approved external contractors.

Requests for service should be addressed to the Housekeeper via: fixit@pet.cam.ac.uk.

Cleaning for Undergraduates

All undergraduate rooms will be entered daily, Monday to Friday (except Bank Holidays), in order that waste-bins should be emptied. Undergraduates are entitled to have their rooms cleaned at least fortnightly. This will include vacuum cleaning, dusting and polishing, tidying the bed and cleaning any wash-basin or en-suite facilities.

This activity will normally take place in the morning and it is the undergraduate’s responsibility to allow bedders access to their room at the appropriate times. Undergraduates must also keep their rooms in a reasonably tidy state such that the bedders can do their job properly, without the need to clear floors or other surfaces.

Undergraduate gyps are cleaned daily (as above), with rubbish removed and sink / work surfaces cleaned and sterilised. Undergraduates should note that they are responsible for their own washing-up. Floors are washed and fridges, microwaves and other equipment cleaned on a weekly basis. Undergraduates are expected to leave gyps in a clean and tidy condition.

Communal bath / shower-rooms and toilets are cleaned and sterilised daily (as above). Staircases and landings are cleaned once a week.

Cleaning for Graduates

Graduates are responsible for keeping their own accommodation clean, to the satisfaction of the Housekeeper. The College has made arrangements for the common parts of shared properties to be cleaned weekly, with graduates advised of the regular rota. Graduates must keep these areas in a reasonably tidy state such that the cleaners can do their job properly, without the need to clear floors or other surfaces. Graduates should note that washing-up, cleaning cookers/ovens and cleaning and defrosting fridges fall outside the remit of the cleaners.

The Housekeeper will carry out inspections of graduate accommodation on a termly basis. Occupants will be advised of any shortcomings identified and given a reasonable period of time for these to be addressed. In cases where the occupants fail to remedy matters within the time stated, the College reserves the right to undertake the necessary cleaning and charge the cost to them.
Refuse Collection

Graduates are responsible for placing their household waste in the wheelie-bins provided.

For graduates living in Cosin Court and Fitzwilliam Street, the bin store is located at the bottom of the staircase below 22 Cosin Court and is open daily between the hours of 8am and 6.30pm.

Those graduates living in houses away from the main site can find details of Cambridge City Council’s refuse collection arrangements via the ‘environment/rubbish, waste and recycling’ link from the City Council’s home page (www.cambridge.gov.uk).

Recycling

The College is committed to working with Cambridge City Council to recycle as much waste as possible. Mixed recycling bins are available by the William Stone Building and the Hostel.

The recycling bins are clearly labelled and Junior Members are asked to ensure that they follow the disposal guidelines indicated. A second, recycling waste-bin is available on request from the Housekeeper to assist Junior Members with their recycling.

Those Junior Members living in houses away from the main site can find details of Cambridge City Council’s recycling guidelines and collection arrangements via the website link (www.cambridge.gov.uk).
Section 11: Maintenance

The Clerk of Works, reporting to the Senior Bursar, is responsible for the maintenance and repair of all College accommodation, deploying as appropriate members of his internal maintenance team or approved external contractors.

In the event of an emergency, such as a burst water-pipe or gas leak, Junior Members should contact the Porters’ Lodge without delay. All other requests for repairs or assistance should be made via: fixit@pet.cam.ac.uk. The maintenance administrator will issue an acknowledgement and agree a mutually convenient time for the works to be carried out.

Response Times

Target response times for repairs are as follows:
- Emergency -- during working hours: immediate; out-of-hours: within two hours;
- Urgent -- same day;
- Non-urgent -- within 28 days;

If these response times cannot be met, the student making the request will be notified.

In the event of icy conditions or heavy snow-fall, remedial clearance activities will take top priority.

Planned Maintenance

All planned maintenance works will be undertaken in such a way as to minimise inconvenience to residents. Under normal circumstances, the Maintenance department will aim to give seven days’ notice and will avoid scheduling work during examination periods.

The College grounds are cleared of litter on a weekly basis during full term. Students should ensure that their litter – and that of their guests – is disposed of correctly.

All gas appliances are serviced annually by a GAS SAFE registered engineer.
Section 12 : Heating

Central heating is normally supplied to all College rooms from early in the Michaelmas Term to the end of the Lent Term. If conditions are very cold before or after these dates, the heating will be adjusted accordingly. Heating systems are timed to come on daily from 6am to noon and from 2pm to midnight. Occupants are encouraged to help save energy and costs by keeping windows closed in cold weather and by using thermostatic radiator valves where these are fitted.

For those requiring additional heating, electric convector heaters can be booked out from the Porters’ Lodge or Maintenance Department. Junior Members should note that such heaters are relatively expensive to run and are an inefficient way to heat a room and wherever possible, the main central heating should be used in preference to electric heaters. Heaters should not be left on in empty rooms and should be returned at the end of each term.

Only heaters supplied by the College and tested for safety are allowed in student rooms. Heaters must not be used for drying clothes etc.

Energy Efficiency

Junior Members are urged to be energy conscious, switching off lights and any electrical appliances, including computers, when leaving their rooms or overnight. Windows should be kept closed in cold weather and thermostatic radiator controls used to regulate room temperatures.
Section 13: Health and Safety

The College aims to maintain the highest standards of Health & Safety and has a variety of policies and procedures in place to minimise the risks to its members, staff and visitors.

Junior Members are reminded however that the College site consists mostly of historic, listed buildings and consequently has features which can be hazardous if not approached with due care and attention: in particular, stone courts are uneven and can be slippery when wet; some staircases are steep; and some ceilings and doorways (particularly those leading to the Screens Passage) are surprisingly low.

Access to certain areas of the College is prohibited to Junior Members for Health & Safety reasons. These include all roof spaces, maintenance services areas, construction sites and any other part of College property where access would clearly be a danger to the Health & Safety of themselves or others. Junior Members have a duty to report any accident, or any unusual circumstance or hazard which might endanger the safety of themselves or others.

Accident Procedures

In the event of an accident on College premises you must inform the Porters’ Lodge immediately. Arrangements will be made for any appropriate treatment, including if necessary transfer to hospital. In due course an accident form should be completed, giving full details of the incident and the names of any witnesses. Accident forms are available from the Porters’ Lodge and the Payroll Co-ordinator’s Office by B Staircase.

In the event of a serious accident or medical emergency, Junior Members should dial 999 to summon an ambulance and then immediately inform the Porters’ Lodge that a 999 call has been made by telephoning (01223) 338200. There is a Porter on duty at all times, day and night.

First Aid Provision

A number of First Aid boxes are situated throughout the College and Junior Members should ensure that they are aware of the location of their nearest box. These boxes are for use only in emergencies. A list of qualified First Aiders and their contact details is attached to each box and also held by the Porters. All Porters are qualified First Aiders.

For general procedures in the event of illness, see further CR xxiii.
Section 14: Fire Safety

Prevention of Fire

It is the duty of all College members, staff and visitors to prevent fire. While the College has a number of policies and procedures in place to minimise the risks, individuals must also be aware of the potential dangers. In particular:

- Cooking in Junior Members’ rooms is absolutely forbidden. Electrical cooking equipment is banned from rooms, as are fridges (unless permission has been given on medical grounds) and freezers.

- The use of frying-pans and woks in gyps or kitchens is prohibited.

- The use of any mains-powered electrical equipment in College accommodation is permitted only if the Clerk of Works is satisfied that it will not overload the electrical system or otherwise constitute a safety hazard. Junior Members intending to bring up unusual items with heavy current consumption are strongly advised to consult the Maintenance Department in advance.

- All electrical appliances brought into College accommodation by Junior Members must be tested for safety by a registered electrical contractor, with a PAT Certificate issued and the item labelled as being safe for use. Junior Members may arrange for this to be carried out in advance of coming into residence. Alternatively, the Maintenance Department will arrange to test all such equipment and issue the appropriate certification in the first half of the Michaelmas term free of charge. Junior members must notify the Clerk of Works, before the first weekend in the Michaelmas Full Term, if they have any electrical items which will need to be tested. After this time, any faulty, suspect or new items must be taken to the Maintenance Department where they will be inspected for a charge of £2.50.

- Rooms may be inspected periodically and any electrical equipment belonging to Junior Members which is found to be untested or otherwise considered unsafe will be removed. The use of block (rather than strip) multi-plugs is strictly forbidden.

- Junior Members must not interfere with the wiring, electrical fittings, heating system or any other College-owned equipment installed in their accommodation. Junior Members should notify the Maintenance Department of any faulty electrical fixtures or equipment without delay via fixit@pet.cam.ac.uk.

- The use of candles, incense sticks, aromatic oil burners and any other device with a naked flame is not permitted in Junior Members’ rooms.

Fire Drills & Fire Wardens

The Clerk of Works is responsible for arranging fire evacuation drills for each staircase and house.

A compulsory briefing for Freshers on fire safety will take place on the first Monday in residence.
Junior Members from the upper levels of each staircase or house are appointed as Fire Wardens and given additional training. If Junior Members have any questions about fire safety, they should raise them with the Head Porter and/or their Fire Warden.

**Detection and Alarm**

All Peterhouse accommodation is equipped with an automated fire detection and alarm system, linked to the Porters’ Lodge. Buildings must always be evacuated promptly when the fire alarm sounds, unless it is part of a test procedure, and not re-entered until the ‘all clear’ has been given. Fire alarms are tested on a weekly cycle at pre-arranged times: notices are posted advising of test schedules.

First aid fire appliances (extinguishers, fire blankets etc) are strategically located throughout College properties. Any interference with the fire detection and alarm systems or fire appliances, including temporarily disabling a smoke detector or discharging a fire extinguisher inappropriately, is deemed to be a very serious breach of College Regulations.

In the event of fire, it is the responsibility of the occupier to set off the fire alarm at the nearest break-glass point, alert the Fire Service immediately (dial 999 and ask for “fire”) and then notify the Duty Porter in the Porters’ Lodge by telephoning (01223) 338200.

**Escape**

Instructions on fire procedures are posted throughout College accommodation and Junior Members are expected to make themselves familiar with the fire drills, escape routes and assembly points applicable to their accommodation.

To enable safe evacuation in the event of fire, it is extremely important that escape routes – corridors, landings, stairs and hallways – and fire exit doors should not be obstructed in any way. Fire doors must be kept closed at all times and should not under any circumstances be propped or wedged open.

**Smoking Policy**

The College recognises that smoking can damage the health of both smokers and non-smokers and can constitute a fire hazard. Members of College, staff and visitors are not allowed to smoke inside College buildings, including off-site hostels, or in any of the courts. Smoking is permitted only at designated smoking areas. Students are required to advise their guests of this College policy, and to ensure that it is followed.
Section 15: Security

Lost Keys

Junior Members may collect the key to their accommodation from the Porters’ Lodge and must return it to the Porters’ Lodge upon their departure (see sections 3 and 4 above). A charge of £25 will be levied to replace any key which is lost or not returned. In the case of hostels, the room key will also open the front door of the hostel.

Security Briefing

A compulsory briefing for Freshers on security will take place on their first Monday in residence. Junior Members are advised to keep their rooms locked whenever they leave them unoccupied, with any accessible windows closed. It is particularly important that those Junior Members living in College houses ensure that the main door to the building is kept firmly secured at all times.

College housekeeping and maintenance staff and approved contractors carry identification. If Junior Members are unsure as to the identity of anyone arriving to undertake works, they should check their details with the Porters’ Lodge before allowing them to enter.

University Multipurpose Security Card

Junior Members will also be issued with a personal University Multipurpose Security Card which controls access to a number of areas within the College, including the Library, Computer Room, main laundry, graduate laundry, Garden Gate and Back Gate. Junior Members are reminded to take particular care of their cards and report any loss to the Duty Porter without delay.

Defective, broken or worn-out cards are replaced free of charge by the University Card Office. In the event that cards are stolen or lost, the University Card Office levies a £10 administration charge for their replacement. Further information can be found via the ‘computing’ link from the Current Students section of the College website.

Insurance

It is essential that all Junior Members insure their possessions, including bicycles, against theft and any damage or other loss. The College does not accept responsibility for theft or loss of personal belongings, whether from private rooms or the public areas of College buildings and grounds, but any such losses should be reported immediately to a Junior Member’s Tutor.
Section 16: Other Matters

Post

Each Junior Member, whether resident in College accommodation or living out, will be allocated an individually-labelled pigeon-hole. Undergraduate pigeon-holes are located in the Porters’ Lodge, and Graduate pigeon-holes are located in the MCR. See further CR xxvii.

Gym

The College Gym is located in the new Whittle Building. In the interests of safety, keys will be issued only to those Junior Members who have attended one of the instruction sessions held annually in Michaelmas term. At least two such Junior Members must be present at all times when the Gym is in use.

Bicycles

All bicycles must be marked using a tag bearing the College’s name and an individual number. This is not only to satisfy University Regulations, but also to maximise the chance of a bicycle’s return should it be stolen. Arrangements for tagging are managed by the Head Porter, who is instructed to see that this regulation is enforced. Unmarked bicycles may be removed without warning.

Bicycles may not be left anywhere on College property except in the bicycle racks or sheds provided. In particular, bicycles must not be chained to railings or brought into the common parts or rooms of College accommodation. Bicycles left in unauthorised locations may be removed without warning.

Bicycles should be locked securely whenever they are left unattended.

Car Parking

See CR xxii.

Visitors

Occupancy of College accommodation is granted only to the Junior Member in question and rooms may not be assigned, sub-let or shared.

Occasional guests may stay overnight in College accommodation. Junior Members must record the name of their guest, their location and the duration of their stay in advance in the guest book kept in the Porters’ Lodge. For reasons of fire safety, it is essential that the College is aware of all such visitors.

Such occasional guests are only permitted to stay in College accommodation for a maximum of three nights in any fortnight. Permission for a longer stay will only be granted in exceptional circumstances and must be sought in advance from the Senior Tutor.
When inviting guests to stay in your room, you should be considerate towards the other occupants of the property as additional people will increase the demands made on the communal areas, especially the bathrooms.

**College Guest Rooms**

The College has three single guest rooms which may be booked by Junior Members for use by their guests: Old Court C5(a), Gisborne Court M1 and Fen Court 11. A maximum of two rooms may be booked, for a maximum of three consecutive nights.

Guest rooms are booked through the Conference Co-ordinator at conference@pet.cam.ac.uk.

Rooms are available for occupation from 12 noon and keys should be collected from the Porters’ Lodge. Guests are asked to vacate their rooms by 9.30 am on the morning of departure and to hand the keys back to the Porters’ Lodge before 9.45 am. Failure to comply with this requirement may result in the cost of a further night’s occupation being added to the final invoice. Guests staying for breakfast in College may temporarily store their luggage in the Porters’ Lodge.

The College will be responsible for general cleaning and will supply necessary linen and towels, but a charge may be levied for any cleaning or use of linen and/or towels considered to be in excess of normal use. A charge may also be levied in respect of any damage caused to College property.

The guest room rate for Junior Members is currently £19.30 per night, with charges added to their termly College Bill.

Junior Members will be held responsible for their guests during their stay. See further CR xiv.

**Good Neighbour Policy**

Junior Members are expected to be mindful of the proximity of their neighbours, both within College accommodation and in the wider community. Junior Members should note that College Regulations apply to off-site properties as if they formed part of the main College site. See further CR xv, xix.

Animals may not be brought into or kept in College accommodation.

**Access to Rooms**

The College will require periodic access to Junior Member accommodation for cleaning, maintenance, inspection and other reasonable management purposes. Notice arrangements for such access are detailed elsewhere in this Handbook. The College reserves the right to enter any room without giving notice in the event that immediate access is considered necessary to avert (or minimise) damage to College property or physical injury.
Queries and Complaints

Any queries or complaints relating to College accommodation should be addressed in the first instance to the Accommodation Officer, Housekeeper or Clerk of Works, as appropriate. Any issues which have not been satisfactorily addressed may then be referred to the Senior Bursar who will investigate and seek to resolve matters. Should this resolution not be considered acceptable, Junior Members should consult their Tutors in the normal way.

A directory of College Officers and staff can be found via the ‘contact details’ link from the Welcome section of the College website. The main contacts for accommodation issues are shown at the front of this Handbook.
Section 17: Contractual Relationship between Students and Peterhouse

Freshers and new graduates whose places have been confirmed will be sent a copy of a Residential Agreement covering their occupancy as licensee of College accommodation. This should be reviewed carefully, signed and returned to the Accommodation Officer by the deadline stated.

Details of the terms and conditions which apply to Junior Member accommodation and will govern any occupancy are to be found in this Student Handbook. In accepting the offer of accommodation and signing the Residential Agreement, Junior Members agree to observe these terms and conditions. Junior Members will be deemed, in the absence of other arrangements, to have entered into the Residential Agreement once they have signed for the key to their room.

The College reserves the right to terminate the licence of occupation of any Junior Member in the event of serious and/or repeated breaches of the terms and conditions of Junior Member accommodation, College Regulations, or key College Policies such as Health and Safety. In such an event, the College will serve written notice of early termination to the Junior Member in question, stating the reason for such termination, and will charge the Junior Member on a pro-rata basis for the days in occupation.
Appendix A.   Terms and Conditions of Occupation of College Accommodation

The Licence

- 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.
- 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.
- The use of the premises provided is for the Licensee's own single occupation only, except where couples accommodation is provided.
- 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.
- The Licence also permits the Licensee to use any furniture, fittings and equipment in the rooms provided, and to use all communal facilities.
- 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 it shall 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.
- This Licence is restricted to the Premises.
- 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.

Licensee's Obligations

The Licensee covenants and agrees:

- Not to remove or damage any furniture, fittings, furnishings or equipment belonging to the College.
- 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.
- To observe fire and safety regulations and not to tamper with fire fighting equipment.
- Not to install electrical apparatus containing heating elements (fires, cookers) other than those provided by the College Maintenance department, 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.
- Not to change locks or to copy keys of the Premises.
- 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 at the end of each Licence Period.
- 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.
- Not to keep a pet or other animal in the room, except a guide dog, when permission has been granted.
- 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.
- To obtain a licence for any television set used on the Premises.
- 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.
- To move to alternative College premises if required.
- **Undergraduates only** - To pay to the College the Accommodation Charge and any additional charges by the date specified within the College Bill.
- **Graduates only** - To pay by monthly Standing Order on the first day of each month the monthly Accommodation Charge, unless explicitly agreed otherwise by the Senior Tutor.
- To collect, each Licence period, the key to the Premises upon arrival from the Porters’ Lodge and sign and/or swipe to record this.
- To return, at the end of each Licence period, the key to the Premises on departure to the Porters’ Lodge and sign and/or swipe to record this.
- To be responsible for any damage to the Furniture and Effects during the Licensee's occupation.
- 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.
- To keep the Premises at all times in a clean and tidy condition and to keep the Premises secure.
- 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.
- 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.
- To observe these obligations, and any other regulations pertaining to accommodation as specified in the **Student Handbook** and the **College Regulations**.
- To be responsible for all reasonable costs incurred by the College as a result of a breach of these obligations.
- 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.

**Termination**

- The Licence is for fixed periods as laid down on the signature form and cannot be terminated early except under the conditions specified in the following points. The Licence expires at the end of the periods without further notice being given.
- The Licence may be terminated 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.
• 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.

• 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.

• **Graduates only** – Rent is payable for the whole Academic Year, or until completion of your graduate studies, if earlier. Any variation to this period of occupancy must be agreed in advance with the Senior Tutor and the Senior Bursar, and a minimum of one month’s notice given. A Notice of Intention to Vacate Graduate Accommodation form is available on the College website, or from the Accommodation Office. In order to qualify for any remission of rent during your tenancy, you must have applied for and received approval to be away from Cambridge via the CamSIS self-service page, and be away for at least two months. An Application for the Remission of Rent form (available on the College website or from the Accommodation Office) should be completed and all personal belongings should be removed from your accommodation prior to your departure.
Appendix B : Undergraduate Standard Licence

PETERHOUSE CAMBRIDGE

UNDERGRADUATE STANDARD LICENCE

THIS LICENCE is made on: date of issue BETWEEN:
1. The College : The Master and Fellows of Peterhouse, University of Cambridge

2. The Licensee : «First_Name» «Last_Name»

3. The College permits the Licensee to occupy the following premises :
   «ROOM»
   or such other room as the College may from time to time allocate for the Licensee’s occupation.

4. The Undergraduate Standard Licence permits the Licensee to occupy the above room between the following dates, known as ‘Licence Periods’ :

   Michaelmas Term       Wednesday, 30 September 2015 - Wednesday, 9 December 2015
   Lent Term             Wednesday, 6 January 2016 - Wednesday, 16 March 2016
   Easter Term           Sunday, 10 April 2016 - Sunday, 19 June 2016

5. The accommodation charge for 2015/16 shall be £«rent_text» per term
   Rent will be charged for the above periods on your College bill at the start of each term.
   (i) The accommodation charge includes a charge for network connection and a contribution towards the costs of background heating and hot water. An electricity charge for your room will be added termly to your College bill.
   (ii) Where permission has been given to be in residence outside the Licence Period, vacation rent of £15 per night is payable for every night the Licensee remains in residence outside the given Licence Period.

6. By signing below, or by taking possession of the keys to the room listed above, the Licensee agrees to abide by the Terms and Conditions as set out in the Student Handbook and the College Rules, and agrees to pay the accommodation charges by the due date specified on the College bill.

SIGNED by Licensee                                  SIGNED for and on behalf of Peterhouse

Date :
Appendix C : Undergraduate Full Academic Year Extended Licence

PETERHOUSE CAMBRIDGE

UNDERGRADUATE FULL ACADEMIC YEAR EXTENDED LICENCE

THIS LICENCE is made on:  date of issue BETWEEN:
1. The College :            The Master and Fellows of Peterhouse, University of Cambridge
2. The Licensee :  «First_Name» «Last_Name»
3. The College permits the Licensee to occupy the following premises :  «ROOM»
   or such other room as the College may from time to time allocate for the Licensee’s occupation.
4. The Full Academic Year Undergraduate Extended Licence permits the Licensee to occupy the above room between the following dates, known as ‘Licence Period’ :
   Academic Year Wednesday, 30 September 2015 - Sunday, 19 June 2016
5. The accommodation charge for 2015/16 shall be £«rent_text» per term, being one-third of the rent for the full Academic Year. This rent will be charged on your College bill at the start of each term.
   (i) The accommodation charge includes a charge for network connection and a contribution towards the costs of background heating and hot water. An electricity charge for your room will be added termly to your College bill.
   (ii) Where permission has been given to be in residence outside the Licence Period, vacation rent of £15 per night is payable for every night the Licensee remains in residence outside the given Licence Period.
6. By signing below, or by taking possession of the keys to the room listed above, the Licensee agrees to abide by the Terms and Conditions as set out in the Student Handbook and the College Rules, and agrees to pay the accommodation charges by the due date specified on the College bill.

SIGNED by Licensee                    SIGNED for and on behalf of Peterhouse

Date :
Appendix D: Undergraduate Freshers’ Licence

PETERHOUSE CAMBRIDGE

1st YEAR UNDERGRADUATE

THIS LICENCE is made on: *date of issue* BETWEEN:

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

2. The Licensee: «First_Name» «Last_Name»

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

«ROOM»

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

4. The 1st Year Undergraduate Licence permits the Licensee to occupy the above room between the following dates, known as ‘Licence Periods’:

- **Michaelmas Term**: Saturday, 3 October 2015 - Saturday, 5 December 2015
- **Lent Term**: Wednesday, 6 January 2016 - Wednesday, 16 March 2016
- **Easter Term**: Sunday, 10 April 2016 - Sunday, 19 June 2016

5. The accommodation charge for 2015/16 shall be £«rent_text» for Michaelmas Term and £«rent_text2» for Lent and Easter Terms.

Rent will be charged for the above periods on your College bill at the start of each term.

(i) The accommodation charge includes a charge for network connection and a contribution towards the costs of background heating and hot water. An electricity charge for your room will be added termly to your College bill.

(ii) Where permission has been given to be in residence outside the Licence Period, vacation rent of **£15 per night** is payable for every night the Licensee remains in residence outside the given Licence Period.

6. By signing below, or by taking possession of the keys to the room listed above, the Licensee agrees to abide by the Terms and Conditions as set out in the Student Handbook and the College Rules, and agrees to pay the accommodation charges by the due date specified on the College bill.

SIGNED by Licensee

SIGNED for and on behalf of Peterhouse

Date:
Appendix E: Graduates Licence – new graduates

GRADUATE ROOM LICENCE – NEW GRADUATE

THIS LICENCE is made on: [date of issue] BETWEEN:
1. The College: The Master and Fellows of Peterhouse, University of Cambridge
2. The Licensee: «First_Name» «Last_Name»
3. The College permits the Licensee to occupy the following premises:
   «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 between the following dates, known as ‘Licence Period’, or until completion of your graduate studies, if sooner:
   2015/16 Academic Year «start_date» - Sunday, 20 September 2016
5. The accommodation charge for 2015/16 is £«rent_text» per month, payable in advance on the 1st of each month by Standing Order. A Standing Order mandate is attached, please complete your bank details, sign and send the form to your bank.
   (i) Rents are reviewed annually and include charges for network connection, water, gas and electricity, subject to any surcharge which may be required from time to time.
   (ii) Overdue rent will be subject to interest charges and persistent non- or late-payment of rent may result in accommodation being withdrawn.
   (iii) Rent is payable for the whole of the period above, or until completion of your graduate studies if earlier.
   (iv) If you wish to vacate your room prior to the end of the Licence Period, a minimum of one month’s notice must be given, in writing.
   (v) If you are granted approval to be away from Cambridge for at least 2 months, and wish to apply for a remission of rent, an Application for the Remission of Rent form should be completed (obtainable from the Accommodation Office or on the College website). All personal belongings must be removed from your room prior to your departure.
6. The College requires payment of a caution payment of £200 in order to secure your accommodation. This is held by the College and is refundable at the end of your stay.
provided you have paid all the rent due and no charges have been incurred. Keys will not be released until this caution money has been received.

7. By signing below, or by taking possession of the keys to the room listed above, the Licensee agrees to abide by the Terms and Conditions as set out in the Student Handbook and the College Rules, and agrees to pay the accommodation charges by the due date.

SIGNED by Licensee

SIGNED for and on behalf of Peterhouse

Date :

Appendix F : Graduate Licence – continuing graduates

PETERHOUSE CAMBRIDGE

GRADUATE ROOM LICENCE – CONTINUATION

THIS LICENCE is made on: date of issue BETWEEN:
1. The College : The Master and Fellows of Peterhouse, University of Cambridge
2. The Licensee : «First_Name» «Last_Name»
3. The College permits the Licensee to occupy the following premises :
   «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 between the following dates, known as ‘Licence Period’, or until completion of your graduate studies, if sooner:
   2015/16 Academic Year «start_date» - Sunday, 20 September 2016
5. The accommodation charge for 2015/16 is £«rent_text» per month, payable in advance on the 1st of each month by Standing Order. A Standing Order mandate is attached, please complete your bank details, sign and send the form to your bank.
   (i) Rents are reviewed annually and include charges for network connection, water, gas and electricity, subject to any surcharge which may be required from time to time.
   (ii) Overdue rent will be subject to interest charges and persistent non- or late-payment of rent may result in accommodation being withdrawn.
   (iii) Rent is payable for the whole of the period above, or until completion of your graduate studies if earlier.
   (iv) If you wish to vacate your room prior to the end of the Licence Period, a minimum of one month’s notice must be given, in writing.
(v) If you are granted approval to be away from Cambridge for at least 2 months, and wish to apply for a remission of rent, an Application for the Remission of Rent form should be completed (obtainable from the Accommodation Office or on the College website). All personal belongings must be removed from your room prior to your departure.

6. The caution payment made at the start of your initial period of residence is being held by the College in respect of this accommodation and is refundable at the end of your stay provided you have paid all the rent due and no charges have been incurred.

7. By signing below, or by taking possession of the keys to the room listed above, the Licensee agrees to abide by the Terms and Conditions as set out in the Student Handbook and the College Rules, and agrees to pay the accommodation charges by the due date.

SIGNED by Licensee

SIGNED for and on behalf of Peterhouse

Date: