



# **PETERHOUSE CAMBRIDGE**

**Graduate Student Handbook**

**2018/19**

## Graduate Student Handbook (2018/19)

The Graduate Student Handbook is intended to provide information for graduate students at Peterhouse: how the tutorial system works, what you need to know about living in College accommodation and the arrangements for the start and end of tenancy. It also includes information on College catering, administration and billing procedures.

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 MCR website, and on the Cambridge students' website - <http://www.cambridgestudents.cam.ac.uk>.

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>.

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 code establishes a set of management standards for all residential developments managed and controlled by educational establishments and specifies appropriate controls to ensure that the particular needs of students are delivered effectively. The code covers: the allocation of accommodation; information provided prior to the start of the licence agreement; arrangements during the tenancy (including rights and notification of access, repairs and maintenance obligations, provision of information on cleaning, furniture and other facilities, and health and safety matters); and end of tenancy arrangements. This handbook seeks to provide most of this information in one document so that it is readily accessible to all students in Peterhouse accommodation. You can use the following link to download the code of standards if you wish to see further details:

[http://www.nationalcode.org/Upload/File/NationalCode\\_Edu.pdf](http://www.nationalcode.org/Upload/File/NationalCode_Edu.pdf)

## College Contacts

Master	Ms Bridget Kendall <i>Master</i> Mrs Alison Pritchard-Jones <i>Secretary to the Master</i>	(7)66271 alison.pritchard-jones@pet.cam.ac.uk
Tutorial Office	Revd Dr Stephen Hampton <i>Senior Tutor</i> Mrs Jackie Mahony <i>Tutorial Office Manager</i>	(3)38217 senior.tutor@cam.ac.uk (7)68879 tutorial@pet.cam.ac.uk
Senior Bursar	Mr Ian Wright	bursar@pet.cam.ac.uk
College Secretary	Ms Liz Wake	(3)38202 college.secretary@pet.cam.ac.uk
Accommodation & Housekeeping Manager	Mrs Corinne Davidson	(7)60007 corinne.davidson@pet.cam.ac.uk
Accommodation Officer	Mrs Karen Austin	(7)60364 rooms@pet.cam.ac.uk
Assistant Housekeeper	Mrs Marie Beaumont	(3)38209 housekeeper@pet.cam.ac.uk
Domestic Supervisors (7.30am – 12.30pm) <i>Main College site</i> <i>SPT &amp; WSB</i> <i>Graduate</i> <i>accommodation</i> <i>Fitzwilliam Street</i>	Mrs Sue Yarrow Ms Kasha Kowalska Mrs Jenny Jiang  Ms Monica Rozanska	domesticssupervisor@pet.cam.ac.uk domesticssupervisorspt@pet.cam.ac.uk domesticssupervisorparkside@pet.cam.ac.uk uk domesticssupervisorfitz@pet.cam.ac.uk
Catering	Mr Matthew Speller <i>Manciple</i>	(3)38206 catering@pet.cam.ac.uk
Maintenance department	Mr Philip Fordham <i>Clerk of Works</i> Mr Tony Jordan <i>Maintenance Team</i> <i>Manager</i>	<i>To report maintenance issues:</i> <a href="mailto:fixit@pet.cam.ac.uk">fixit@pet.cam.ac.uk</a>
Porter's Lodge	Mr Gerald Meade <i>Head Porter</i>	(3)38200 <a href="mailto:plodge@pet.cam.ac.uk">plodge@pet.cam.ac.uk</a>
Finance Office	Mr Jeremy Boyd <i>Finance Manager</i> Ms Leslie Verrees <i>Fees &amp; Billing Supervisor</i>	(3)38204 jeremy.boyd@pet.cam.ac.uk (3)39245 studentbills@pet.cam.ac.uk
College Nurse	Ms Kim Freeman	(3)38222 nurse@pet.cam.ac.uk
Dean & Chaplain	Revd Dr Stephen Hampton <i>Dean</i> Revd Dr Geoff Dumbreck <i>Assistant Chaplain</i>	(3)38217 swph2@cam.ac.uk (3)38249 gd254@cam.ac.uk

Computer department	Mr Will Clarke Ms Antonia Irvine	(3)38253 helpdesk@pet.cam.ac.uk
Guest room & function room bookings	Ms Anne Gifford <i>Conference Manager</i>	(3)38205 conference@pet.cam.ac.uk
Ward Librarian	Ms Sarah Anderson	(3)38218 sarah.anderson@pet.cam.ac.uk
Development Office	Dr Saskia Murk Jansen <i>Fellow &amp; Director of Development</i> Mrs Ann Munro <i>Deputy Development Director</i> Ms Holly Ashcroft <i>Alumni Relations &amp; Events Officer</i> Miss Ellissa Chilley <i>Database &amp; Development Officer</i>	(7)651887 develop@pet.cam.ac.uk
Admissions Office	Dr Martin Thompson <i>Admissions Co-ordinator &amp; Schools Liaison Manager</i> Caitlin Saunders Eleanor Bishop <i>Schools Liaison Officers</i>	(3)38223 slo@pet.cam.ac.uk

## Contents

Section	Page No.	Contents
1	1	The Tutorial System – Graduates <ul style="list-style-type: none"> <li>• Tutorial Support</li> <li>• Financial Support</li> <li>• Academic Community</li> <li>• Library</li> <li>• Recreational and Sporting Facilities</li> </ul>
2	3	Accommodation <ul style="list-style-type: none"> <li>• Accommodation Provision and Allocation</li> <li>• Licence Periods</li> <li>• Charges for Accommodation</li> <li>• Graduate Rents</li> <li>• Caution Money</li> <li>• Council Tax Liability</li> </ul>
3	5	Accommodation Facilities <ul style="list-style-type: none"> <li>• Furniture and Fittings</li> <li>• College Network</li> <li>• Televisions</li> <li>• Kitchen Facilities</li> <li>• Laundry Facilities</li> </ul>
4	7	Graduate Accommodation Procedures <ul style="list-style-type: none"> <li>• Start and End of Tenancy Procedures</li> <li>• Graduate Licences</li> <li>• Working Away from Cambridge</li> <li>• Notice to Vacate Accommodation</li> </ul>
5	8	College Catering <ul style="list-style-type: none"> <li>• Meal Times</li> <li>• Meals During the Easter Vacation</li> <li>• Servery</li> <li>• Formal Hall</li> <li>• Guests in Formal Hall</li> <li>• Wine in Formal Hall</li> <li>• Super-Halls</li> <li>• Allergies and Special Dietary Requirements</li> <li>• Lost University Multipurpose Security Cards</li> <li>• College Bar</li> <li>• U-pay</li> <li>• To set up a U-pay account</li> <li>• Pre-paid Top-up System</li> <li>• Refund of Balances Held at the End of Course</li> <li>• Booking Function Tickets</li> </ul>
6	11	Catering Charges – Graduates
7	12	College Bills

		<ul style="list-style-type: none"> <li>• Tuition Fees</li> <li>• Student Loans Company (SLC)</li> <li>• Payment of College Bills</li> <li>• Settlement of Bills Prior to Graduation</li> <li>• Students' Bank Details</li> </ul>
8	14	Housekeeping <ul style="list-style-type: none"> <li>• Cleaning of Graduate Accommodation</li> <li>• Refuse Collection</li> <li>• Recycling</li> <li>• Notice of Access to Properties by Housekeeping Personnel</li> </ul>
9	16	Maintenance <ul style="list-style-type: none"> <li>• Response times</li> <li>• Planned maintenance</li> <li>• Fuse boxes in Graduate Hostels</li> <li>• Notice of Access to Properties by Maintenance Personnel</li> </ul>
10	18	Heating <ul style="list-style-type: none"> <li>• Energy Efficiency</li> </ul>
11	19	Health and Safety <ul style="list-style-type: none"> <li>• Accident Procedures</li> <li>• First Aid Provision</li> </ul>
12	20	Fire Safety <ul style="list-style-type: none"> <li>• Prevention of Fire</li> <li>• Fire Drills and Fire Wardens</li> <li>• Detection and Alarm</li> <li>• Escape</li> <li>• Smoking Policy</li> </ul>
13	22	Security <ul style="list-style-type: none"> <li>• Lost keys</li> <li>• Security Briefing</li> <li>• University Multipurpose Security Card</li> <li>• Insurance</li> </ul>
14	23	Other Matters <ul style="list-style-type: none"> <li>• Post</li> <li>• Gym</li> <li>• Bicycles</li> <li>• Car parking</li> <li>• Visitors</li> <li>• College Guest Rooms</li> <li>• Good Neighbour Policy</li> <li>• Access to Rooms</li> <li>• Queries and Complaints</li> </ul>
15	26	Contractual Relationship between Students and Peterhouse
Appendix A	27	Terms and Conditions of Occupation of College Accommodation
Appendix B	30	Graduate Licence – New Graduates
Appendix C	32	Graduate Licence – Continuation
Appendix D	34	Application for Remission of Rent during Periods of Research Away



## Section 1: The Tutorial System (Graduates)

### Tutorial Support

All graduate students in Peterhouse are assigned a tutor. Despite the name, the primary role of a tutor is not to teach you, but to give advice about academic, social, financial or personal problems that may impact on your studies. The two graduate tutors are Dr Christopher Lester (for science students) and Professor John Robb (for arts students). If, at any time, a graduate student would prefer to see a female tutor, they should contact the Senior Tutor.

Your tutor will make arrangements to meet you early in your course. You should get to know him, and keep him in touch with your progress, even if things are going well. It is much easier to act quickly when a problem arises if you are already in regular contact with your tutor. Both tutors will have regular advertised times when you can come to see them in their rooms.

Your tutor is also a source of general advice and support on academic matters. He is always happy to listen to your experiences of studying and research, to offer advice, where appropriate, and to introduce you to academic staff and students in College with similar interests.

Your tutor can liaise with academic supervisors and departments/faculties, particularly if you are experiencing difficulties. If you are puzzled or concerned by what a report says, it may be helpful to discuss it in the first instance with your tutor. In the rare cases, when things go wrong, (if, for example, your relationship with your supervisor becomes difficult or unproductive, or if you need to make a formal complaint or appeal against a University Department) your tutor may have an important role as advocate, and can advise you about the formal procedures.

If you need to suspend your studies because of illness, or other forms of unavoidable disruption, your tutor can help you ensure that your application is presented properly to the relevant University bodies.

Your tutor will also be available to write references for various applications you may make, for funding or employment (though you should remember that in many cases an academic supervisor with detailed knowledge of your work will be able to provide a much stronger reference).

The Tutor for Graduate Affairs (Dr Christopher Lester) has overall responsibility for the whole community of graduate students. Tutors meet regularly within College, and graduate tutors meet their counterparts in other Colleges along with senior University officers, representatives of the administration, the Graduate Union and the Colleges' Graduate Secretaries. This means they can all share information to ensure a co-ordinated and effective response to issues affecting graduate students.

### Financial Support

Peterhouse is able to offer study awards to help with the cost of such things as research trips to laboratories and archives, conference-attendance and other research expenses. You can find out more about application for study grants at <https://www.pet.cam.ac.uk/graduate-grants>.

Your tutor will try to assist you in cases of financial difficulty, both exploring the availability of the College's resources, and directing you to the services available to graduate students in the University and beyond.



## **Academic Community**

The focus of most of your academic study will be your faculty or department, and you should not expect formal teaching or organisation of essential supervision on your research project to be provided by the College. However, Peterhouse has a very important role in providing a broader kind of academic contact and community, by putting you in touch with other graduate students working in other fields. Having to explain your ideas, or the importance of your research, to somebody who does not share your expertise, is excellent training for your future, and the best way for you to test whether you really understand something.

Peterhouse has the advantage of being relatively small, which makes it easy for students to get to know other students and Fellows of the College, at various points during the day, in term and during vacations. Sharing a meal, a drink or a common room allows graduates, undergraduates and Fellows with a wide variety of academic interests and cultural origins to come together, stimulating the cross-fertilisation of ideas.

One of the most important and enjoyable ways in which Peterhouse builds academic community is through the annual Graduate Symposium, which is organised jointly by the MCR and the Tutor for Graduate Affairs. The Graduate Symposium gives MPhil and PhD students the opportunity to give presentations on their work to an intelligent, interested, but not necessarily expert, audience of their peers and College Fellows. Peterhouse can also provide opportunities for you to organise and participate in informal seminars and reading groups, to allow you to develop your thinking and reasoning skills in broader ways than those required for the work you are doing for your degree. It provides training and support in academic writing and other general skills. You will also have the opportunity to run societies, and to meet and converse with alumni of the College or other College guests.

Peterhouse may also provide opportunities for graduate students to gain experience in supervision and small-group teaching.

## **Library**

One of the great advantages of studying in Cambridge is the diversity of its libraries and information sources. Peterhouse students have access to the College library, which is an important accessory to the more specialised resources available in University and department/faculty libraries, and a quiet and comfortable place to work.

## **Recreational and Sporting Facilities**

Peterhouse provides a large range of clubs, facilities and events, many of them run by students. Full and up-to-date details of these can be found at <https://www.pet.cam.ac.uk/clubs-and-societies>.

## Section 2: Accommodation

### Accommodation Provision and Allocation

The College is normally able to accommodate most single graduates requesting College accommodation for at least the first three years of their studies. Students in their fourth year of PhD studies may be able to remain in College accommodation, but this cannot be guaranteed. Graduate students will not normally be able to remain in College accommodation for more than 4 years other than in exceptional circumstances and only with the prior written agreement of a graduate tutor. This principle will be applied to students on all courses, including part-time courses of study.

Due to the historic nature of many of the College's buildings, accommodation for Junior Members with partners and/or children is limited.

The allocation of rooms is handled by the Accommodation & Housekeeping Manager and Accommodation Officer and takes place in the August and September preceding the start of the academic year in question.

During the Easter Term the Tutorial Office contacts current graduates to ask for their accommodation requirements for the new academic year. Any continuing student wishing to change rooms should contact the Accommodation Office to discuss their preferred location as early as possible in the Easter Term and before rooms are allocated to new graduates. Unless we hear to the contrary, it will be assumed that students wish to remain in their current room.

During June/July, new graduates are sent an information sheet providing details of College accommodation and a preference form for them to indicate their preferred type and location. Accommodation is allocated to new graduates from the beginning of August once the University deadline for meeting offer conditions has passed. Generally room licences are not issued until the offer is unconditional.

Changing rooms mid-year is actively discouraged, unless there is a particular reason for moving accommodation, because of the additional burden it places on the College's housekeeping and administration.

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

Graduate rooms/flats are allocated on a licence covering the period 1<sup>st</sup> October – 20<sup>th</sup> September, even for those students on one-year courses. Licences can be terminated at any point in the year, provided that **four weeks' notice** is given in writing. Rent for part months of occupation will be pro-rated from the full monthly rent and students will be advised of the amount to pay when their notice is accepted.

**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.

### **Graduate Rents**

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

Rents include electricity, central heating, water rates, and computer connection charges, where network connection is provided. The flats at 35 and 36 Parkside do not have a network connection provided by the College.

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**

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.

### **Council Tax Liability**

Graduates living in shared houses and flats are automatically exempt from paying Council Tax as the properties are registered as student hostels. All graduates living in self-contained flats are responsible for completing a Council Tax Exemption Application form to obtain exemption from paying Council Tax. You will also be required to send a student certificate to prove your status as a student – certificates are obtained on request from the Student Registry. If you have a partner or spouse living with you, who is not a student, there may still be a liability to pay Council Tax. For further information on who is required to pay Council Tax see: <https://www.cambridge.gov.uk/discounts-for-students-and-school-leavers>.

## Section 3: Accommodation Facilities

### Furniture and Fittings

The College Housekeeper is responsible for the furniture and fittings provided within the College's accommodation and any queries in regard to furnishings should be directed to her. All College bedrooms, where space allows, are furnished with a single bed and mattress, bedside table, desk, desk chair, reading lamp, waste bin, recycle bin, bookcase, armchair, wardrobe, and chest-of-drawers.

***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.

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. The use of pins, blu-tack, sticky tape (and 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](mailto: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 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 the 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 an internet connection provided by the College.

All computing and network related issues should be reported to [helpdesk@pet.cam.ac.uk](mailto: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](http://www.tv-l.co.uk). No aerials or similar devices may be installed outside rooms.

## **Kitchen Facilities**

The College kitchens offer a comprehensive catering service during term-time for Junior Members and graduates are encouraged to eat in College. However, graduate accommodation is equipped with full kitchen facilities, either self-contained or in communal areas.

When preparing meals and drinks, Junior Members should be considerate to others in the hostel 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 displayed in the individual kitchens. Further copies are available from the Maintenance Department.

## **Laundry Facilities**

Coin-operated washing machines and clothes dryers can be found in the graduate laundry in Cosin Court.

Washing machines and tumble dryers (where space permits) have also been installed in the Fitzwilliam Street, Parkside and Warkworth Street houses.

Any problems with the coin-operated machines should be reported to the Porter's Lodge, who will contact the service providers ([plodge@pet.cam.ac.uk](mailto:plodge@pet.cam.ac.uk)). Problems with the washing machines and tumble dryers in the other houses should be reported to: [fixit@pet.cam.ac.uk](mailto: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 Porter's 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: Graduate Accommodation Procedures**

### **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 Porter's Lodge and returned there at the end of the stay. You will be required to sign the key book to record the date the key was issued or returned.

### **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 and a copy is provided at Appendix D of this Handbook. Rooms should be cleared of all belongings and the College reserves the right to let the room to another person during the period of absence. If your return date changes while you are away, please contact the Accommodation Office to inform them of the change so that we can ensure that your room is ready for your return.

### **Notice to Vacate Accommodation**

Graduates wishing to vacate their accommodation prior to the end of the licence period should complete the Notice to Vacate Accommodation form in order to give four weeks' notice in writing to the Accommodation Officer. A copy of this form is provided at Appendix E.

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. The College does not have storage facilities for storing the personal possessions of graduates. If you wish to store your belongings during any periods away from College, you are advised to contact the various commercial storage companies which operate in Cambridge.

## Section 5: College Catering

### Meal Times

Meals are available at the following times during the periods when undergraduates are in residence:

#### **Breakfast**

Breakfast is served from 8.00 – 9.30 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 12.00 noon – 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 5.45 – 6.45 pm daily  
Formal Hall commences at 7.30 pm daily in Full Term

### Meals during the Easter Vacation

There are periods within each of the vacations when the kitchens are closed completely. However, luncheon may be available on weekdays during the Easter vacations when the kitchens are open to provide other lunches.

### Servery

Junior Members will only be served breakfast, lunch or dinner in hall on presentation of a valid means of payment. Payment for meals and drinks can be made by using either a University Multipurpose Security Card, or the Upay QR code on a mobile phone. 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 or QR code should be presented to the member of College staff at the till in the Servery for scanning. The cost of the meal will automatically be deducted from the balance held on the individual's Upay account (see page 10). Guests may be taken into breakfast, luncheon and self-service dinner without being pre-booked. Meals taken by Junior Members' guests can be deducted from the host's Upay account 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 (see Upay below). Formal Hall costs £6.70 and the charge is deducted from the balance held on the individual's Upay 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 £2.50 guest charge, but are subject to VAT, and dietary requirements must be indicated in advance. Junior Members can purchase a maximum of six guest tickets for a single Formal Hall and are expected to be present in hall for the duration of dinner in order to host their guests. 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 Manciple or Catering Manager: [catering@pet.cam.ac.uk](mailto:catering@pet.cam.ac.uk).

### **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 £2 per bottle is payable in the College Bar. 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 an alternative meal to the one on offer, owing to a special dietary or religious requirement, please indicate your requirement 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 normally open during term-time from 7pm to 11pm each day. During the Michaelmas and Lent Terms, the bar will remain open until 12 midnight on Fridays and Saturdays. Any changes to these opening hours will be notified in advance of each term.

Items purchased in the bar may be charged via the University Multipurpose Security Card or the Upay QR code to an individual's Upay account or paid in cash. Credit/Debit card payments are not accepted.

### **Online Booking – Upay**

Upay is the online system for booking tickets for Formal Hall, Super-halls and Society functions and enabling the purchase of meals, drinks and snacks in the Servedy and College bar using the University Multipurpose Security Card.

Each student will need to have a Upay account. Graduates new to Peterhouse will need to register to set up their Upay account. If you already have a Upay account from your undergraduate time at Peterhouse, you should continue to use this account. Once set up, the account will work throughout the years you are a student in the University, i.e. while you are holding an active University card.

Once the account is set up, you will be able to book tickets, check the balance on your account, and print off a statement. You will also be able to top-up your account in order to continue to make purchases (see below).

### **To set up a Upay account**

Go to [www.upay.com](http://www.upay.com) to sign up. You will need to register for a Upay account.



- The Company Affiliate ID is: PETERHOUSE
- Your User ID is: your CRSid (the first part of your @cam e-mail address eg. aaa12)
- You do not need to enter a card number
- Once you have set up your account, you will be able to access it either via the website, or via the Upay mobile phone app

Further information, including where to download the app for your mobile phone, is provided on the website.

### **Pre-paid Top-up System**

The college is operating a pre-paid top up system for all students. At the start of every term, each graduate's Upay account will be credited equal to the minimum spend requirement (currently £89). This amount will be charged to the corresponding College bill issued prior the start of each term.

The money in your Upay account can be spent in the servery, bar or by booking functions.

You can add money to top-up your account on the Upay website, using a debit or credit card. Select either:

- Auto top-up: specify an amount to add automatically when your balance is low
- Manual top-up: get an alert (sms, email) when your balance is low to remind you to top-up

Guest top-up allows a third party (such as a parent) to add money direct to your account. They just need to know your CRSid, e.g. xyz123. They do not have access to your expenditure.

### **Refund of balances held at the end of the course**

If you have any money left on your Upay account when you have completed your course at Peterhouse you are able to close your account and request a refund of the outstanding amount to the debit/credit card you have previously used to top-up. This refund is limited to £20. In the unlikely event that you have more than £20 on your account when you leave, you will need to contact the Finance Office at [studentbills@pet.cam.ac.uk](mailto:studentbills@pet.cam.ac.uk) to request a refund. Please see note below, in Section 6, regarding the Graduate Food Element.

### **Booking Function tickets**

Formal Hall tickets can only be purchased via your Upay account.

- Log in to your account
- Select 'Events'
- Select particular function e.g. Formal Hall 10<sup>th</sup> October (details of the menu will be available)
- Choose number of tickets (max 7 = 1 for you plus up to 6 guests)
- Add guest names
- Event Options – add in special requirements, e.g. dietary/allergy requirements or preferred seating arrangements
- Place booking
- You will receive an email confirmation of the booking made
- If you wish to edit or cancel your booking this can be done up to the booking deadline
- It is essential that you present your University card to the member of staff on duty when attending the function booked so that you are checked in

## **Section 6: Catering Charges – Graduates**

All students pay a Kitchen Fixed Charge (KFC), currently set at £137.04 per term per term for graduates, as a contribution towards the College's fixed costs of providing a catering service.

In addition, graduates are required to consume meals (breakfast, lunch or dinner) to the value of at least £89 per term. Therefore, each term your College bill will be charged with an amount of £89 and your Upay account will be credited with the same amount. This amount can then be spent as desired.

If, at the end of the academic year, a graduate has not spent the equivalent of three terms' minimum spend (£267) any underspend will be deducted from the balance held on the Upay account before any refund can be made. No further charge will need to be made on the College bill as the total sum will already have been charged over the three terms.

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 Finance Office will require written confirmation from the Tutorial Office before any charges can be waived. Where students obtain an exemption from paying the Kitchen Fixed Charge, any catering costs incurred will be subject to an additional guest charge (currently 30%).

## Section 7: College Bills

College Bills are issued termly for all Junior Members. Bills will include charges in advance for Upay top-up (minimum spend requirement) and charges in arrears for KFC, library fines etc. If you are wholly or partly self-funded, your tuition fees will normally be included on the Michaelmas bills – see below.

College Bills are issued in accordance with the following timetable:

College bill name	Timing	Month
Long Vacation term bills	Beginning of Michaelmas term	September/October
Michaelmas term bills	End of Michaelmas term	December/January
Lent term bills	End of Lent term	March/April
Easter term bills	End of Easter term	June/July

Bills are emailed to students' Cambridge email accounts as soon as possible 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 Fees and Billing Supervisor in the Finance Office without delay at [studentbills@pet.cam.ac.uk](mailto:studentbills@pet.cam.ac.uk). In order to avoid interest charges, those items which are not in dispute should be paid by the due date.

### Tuition Fees

Michaelmas College bills will also include any tuition fees payable by junior members who are wholly or partly self-funded. Queries should be directed to the Fees and Billing Supervisor as above.

### Student Loans Company (SLC)

Any Home and EU students eligible for 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 Finance Office in person and show a valid ID in September/October each year.

This 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. Please note that the College may 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 their College bills by direct bank transfer (quoting their CRSid and name as a reference) to the College's Barclays Bank Account:

Account name:	Bursar of Peterhouse
Sort Code:	20-17-68
Account number:	50717673
IBAN:	GB15 BARC 2017 6850 7176 73
Swift Code:	BARCGB22

Persistent non/late payment of College bills may result in the Junior Member being required to go out of residence.

Junior Members who are experiencing financial difficulties should contact their tutor without delay.

### **Settlement of Bills Prior to Graduation**

Junior Members cannot proceed to their degrees until all outstanding bills, including rent, have been paid. See further CR xxvi. If a Junior Member leaves Peterhouse and still owes the College money, the outstanding debts may be passed to a commercial debt collection agency.

When applying for a degree congregation you may wish to contact the Finance Office so that your final College bill can be prepared for you to settle prior to graduation, or to check that all outstanding bills have been cleared.

### **Students' Bank Details**

Payments can be made direct to students' bank accounts via the individual's College account. This facilitates the payment of grants, reimbursement of expenses incurred on behalf of College societies and the refund of any credit balances or deposits at the end of the course. We therefore need to record the bank details for each student against their College account. If you have not already provided your bank details to the Finance Office, please return the bank details form that you will receive at the start of the academic year by email. The bank details form can be returned by email or in person at the Finance Office. Please note that we cannot accept the form without your signature.

## Section 8: Housekeeping

The Accommodation & Housekeeper Manager, reporting to the Senior Bursar, is responsible for the oversight of all College accommodation. The cleaning of all College accommodation, including rooms and communal areas, is carried out by Domestic Assistants, Janitors, and occasionally by approved external contactors. Particular housekeeping issues should be reported via [housekeeper@pet.cam.ac.uk](mailto:housekeeper@pet.cam.ac.uk).

### Cleaning of Graduate Accommodation

Graduates are responsible for keeping their own accommodation clean, to the satisfaction of the Housekeeping Team. The College has made arrangements for the common parts of shared properties to be cleaned twice 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.

The twice-weekly cleaning is to ensure that the bathrooms, kitchens and corridors in shared houses are cleaned regularly. Washing-up, cleaning cookers/ovens and the cleaning and defrosting of fridges and freezers fall outside the remit of the weekly cleaning regime. Those students in en-suite rooms are responsible for cleaning their own bathroom.

Each year the College will arrange for an annual deep clean of each graduate hostel, including individual bedrooms. During this clean only, the cookers, fridges and freezers will be cleaned. Notice will be given in advance so that arrangements can be made to enable the deep clean to take place, including the provision of a temporary freezer so that the usual freezer can be defrosted.

Housekeeping will arrange for inspections of graduate accommodation to be carried out on a termly basis, giving at least 24 hours' notice. 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.

For graduates living in houses away from the main College site, wheelie bins are provided by Cambridge City Council.

### Recycling

The College is committed to working with Cambridge City Council to recycle as much waste as possible in line with our environmental policy. Mixed recycling bins are provided at each property including in each bedroom so students may separate their own waste and empty into the appropriate bin. These are clearly labelled and Junior Members are asked to ensure that they follow the disposal guidelines indicated.

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

### **Notice of Access to Properties by Housekeeping Personnel**

The designated days for the twice-weekly cleaning for each shared house/flat will be displayed in the kitchen. If these days have to be changed for any reason, at least 24 hours' notice will be provided wherever possible. Arrangements for the annual deep clean will be communicated to all occupants well in advance and your co-operation is requested to enable a full clean to take place.

A minimum of 24 hours' notice will be provided to all occupants of a property for any routine inspection visits or to the individual tenant for end of tenancy checks.

## Section 9: Maintenance

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

In the event of an emergency, such as a burst water-pipe or gas leak, Junior Members should contact the Porter's Lodge without delay. All other requests for repairs or assistance should be made via: [fixit@pet.cam.ac.uk](mailto:fixit@pet.cam.ac.uk).

### Response Times

Target response times for repairs are as follows:

- Emergency - during working hours: immediate  
- out-of-hours: within 2 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 and servicing of equipment will be undertaken in such a way as to minimise inconvenience to residents. Under normal circumstances, the maintenance department will aim to give a minimum of 24 hours' notice to all occupants of a house for work in communal areas 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.

### Fuse Boxes in Graduate Hostels

The fuse boxes in the graduate hostels in Parkside and Warkworth Street are left unlocked to enable residents to re-set a tripped fuse without the requirement to collect a key from the Porter's Lodge.

However, in order for the maintenance team to monitor the number of incidences of the switches tripping and to investigate the cause of such problems, an email should be sent to the fixit address to report each time a fuse trips and has to be re-set. If these incidences are caused by the use of faulty electrical equipment, this could constitute a fire hazard so it is important that a track can be kept of these occurrences.

### Notice of Access to Properties by Maintenance Personnel

- Emergency work: when there is a requirement for immediate access to avert or minimise damage to College property or physical injury, no notice will be given in advance. If it has been necessary to gain access to an individual student's room, retrospective notice will be given explaining the reason for entering the room and detailing any further work required to be carried out
- When a fixit request is sent by an individual, access to their room for the purposes of maintenance is assumed unless the individual provides specific instructions to the contrary. Whenever possible, the fixit request will be acknowledged by the

Maintenance administrator and an indication given of the proposed date and time for carrying out the necessary repair

- Where access is required to an individual room or to communal areas for planned maintenance work, routine inspections, the servicing of boilers or other equipment, or for any other reason, a minimum of 24 hours' notice will be given to each occupant, usually by e-mail.



## **Section 10: Heating**

Central heating is centrally controlled and is normally supplied to all College rooms from early in the Michaelmas term until the end of April. 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 Porter's Lodge or Maintenance Department. Junior Members should note that such heaters are 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 the tenancy period.

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 11: 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 Porter's 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 Porter's Lodge and the HR Manager's Office in K1.

In the event of a serious accident or medical emergency, Junior Members should dial 999 to summon an ambulance and then *immediately* inform the Porter's 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 12: 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 gyms 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](mailto: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 new graduates on fire safety will take place on the first Monday of the Michaelmas term. Junior Members from the upper levels of each 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 Porter's 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 Porter's 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 13: Security

### Lost Keys

Junior members may collect the key to their accommodation from the Porter's Lodge and must return it to the Porter's Lodge upon their departure (see sections 2 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 new graduates on security will take place on the first Monday of the Michaelmas term. 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 will carry identification. If junior members are unsure as to the identity of anyone arriving to undertake works, they should check their details with the Porter's 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, garden 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 14: Other Matters

### Post

Each junior member, whether resident in College accommodation or living out, will be allocated an individually-labelled pigeon-hole. Graduate pigeon-holes are located in the in the MCR. See further CR xxv.

### Gym

The David Ross gym is available for the use of all junior members, Fellows, staff and conference guests who have completed an induction session and signed the relevant gym usage form. The gym is closed for cleaning between 11 and 12 on Wednesdays.

The key to the gym should be signed out from the Porter's Lodge and will only be issued to individuals who are listed as having completed the relevant induction session. The gym has a CCTV system installed for security and safety purposes, and there is a direct phone link to the Porter's Lodge for use in case of emergency.

The College's health and safety policy should be followed at all times when exercising. Gym-users should, whenever possible, try and ensure there are a minimum of two people in the gym whenever it is in use.

Between the hours of 7.30am and 8.30pm during full term and between the hours of 7.30am and 5pm out of full term, single users are, at their own risk, permitted in the gym. During these hours the Porter's Lodge will be manned and, when available to do so, Porters will seek to provide some limited monitoring of the gym over the CCTV system. They will also usually be able to answer the emergency phone link from the gym during these hours.

Outside of these hours the Porter's Lodge is not continuously manned. It is therefore not usually possible for the Porters to monitor the CCTV system, and so single users are not permitted in the gym.

Induction sessions should be booked online at:

[http://www.supersaas.com/schedule/S&Csessions/Peterhouse\\_Gym](http://www.supersaas.com/schedule/S&Csessions/Peterhouse_Gym)

### 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 Porter's 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 Manager at [conference@pet.cam.ac.uk](mailto:conference@pet.cam.ac.uk).

Rooms are available for occupation from 12 noon and keys should be collected from the Porter's Lodge. Guests are asked to vacate their rooms by 9.30am on the morning of departure and to hand the keys back to the Porter's Lodge before 9.45am. 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 Luggage Room – contact the Porters for access.

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 £20.20 + VAT per night (£24.24), 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. Prior notice will be given wherever possible, but 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. In such cases, the occupant of any room entered will be contacted as soon as possible after the event to inform them that entry has been gained and to provide details of any work undertaken. For further information on access by housekeeping and maintenance staff, see sections 8 (Housekeeping) and 9 (Maintenance).

## **Queries and Complaints**

Any queries or complaints relating to College accommodation should be addressed in the first instance to the Accommodation Officer, Assistant Housekeeper or Clerk of Works, as appropriate. Any issues which have not been satisfactorily addressed may then be referred to the Accommodation & Housekeeping Manager or 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 15: Contractual Relationship between Students and Peterhouse**

All Junior Members in College accommodation will be issued with a room licence covering their occupancy as licensee of College accommodation. This should be reviewed carefully, signed and returned to the Accommodation Office as soon as possible.

Details of the terms and conditions, which apply to junior member accommodation and which will govern any occupancy are to be found in this student handbook. In accepting the offer of accommodation and signing the room licence, 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 room licence 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, provided that appropriate notice has been given in non-emergency situations, 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 firefighting 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 from individual rooms and from communal areas, and to 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
- To pay, by Standing Order, on the first day of each month, the monthly accommodation charge, unless specifically agreed otherwise by the Senior Tutor
- To collect, each licence period, the key to the premises upon arrival from the Porter's Lodge and sign to record this
- To return, at the end of each licence period, the key to the premises on departure to the Porter's Lodge and sign 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 premises 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 **Graduate 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

### **Licensor's Obligations**

The licensor covenants and agrees:

- To maintain the property, its furnishings, furniture, fittings and equipment to a high standard, suitable for student occupation

- To carry out essential repairs in a timely manner, giving prior warning of any access required to the individual room or communal areas, except when immediate access is considered necessary to avert (or minimise) damage to College property or physical injury
- To provide retrospective notice of entry to an individual's room when access has been required in an emergency situation, giving details of the work undertaken
- To provide a minimum of 24 hours' notice of planned maintenance work requiring access to an individual room or communal areas within a property
- To ensure that membership of the ANUK code is communicated to all staff who have any involvement with the College's accommodation
- To ensure that all buildings and individual rooms have an appropriate level of security to prevent unauthorised access

### **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. A graduate student may terminate the Room Licence prior to the end of the Academic Year, provided that a minimum of four weeks' notice in writing has been given to the Accommodation Officer. A Notice of Intention to Vacate Graduate Accommodation form is available on the College website, or from the Accommodation Office
- A graduate student who has applied for and received approval to be away from Cambridge via the CamSIS self-service page for at least two months, may apply for remission of rent during their absence. The Application for the Remission of Rent form is available on the College website or from the Accommodation Office. All personal belongings should be removed from accommodation prior to departure

## Appendix B: Graduation Room Licence – New Graduates



### PETERHOUSE CAMBRIDGE

#### GRADUATE ROOM LICENCE – NEW GRADUATE

THIS LICENCE is made on:

BETWEEN:

1. The College: The Master and Fellows of Peterhouse, University of Cambridge
2. The Licensee:
3. The College permits the Licensee to occupy the following premises:  
  
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:  
  
2018/19 Academic Year - **Friday 20 September 2019**
5. The accommodation charge for 2018/19 is **per month**, payable in advance on the 1<sup>st</sup> 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

Karen Austin  
Accommodation Officer  
Corinne Davidson  
Accommodation & Housekeeping Manager

Date:

**PETERHOUSE  
CAMBRIDGE  
CB2 1RD  
STANDING ORDER MANDATE**

To:.....Bank PLC

(Please insert the full name and address of your bank in the space above)

Please pay to: **Peterhouse Rent Account**  
Barclays Bank  
Cambridge, St Andrews Street Branch  
9-11 Saint Andrew's Street  
Cambridge  
CB2 3AA

Sort Code: 20-17-68 IBAN: GB36 BARC 2017 6800 8445 51  
Account Number: 00844551 SWIFTBIC: BARCGB22

**Amount of payment:**

Date of payments: monthly, on the 1<sup>st</sup> day of each month

Date of first payment:.....

Date of final payment:.....

Reference:

SIGNATURE:.....

Name of account holder (please print):.....

Account Number:.....

Sort code:.....

Once completed this form should be sent to your bank, with a copy sent to:  
The Accommodation Office, Peterhouse, Cambridge, CB2 1RD

**Appendix C: Graduate Room Licence – Continuing Graduates**



**PETERHOUSE  
CAMBRIDGE**

**GRADUATE ROOM LICENCE – CONTINUATION**

THIS LICENCE is made on: BETWEEN:

1. The College: The Master and Fellows of Peterhouse, University of Cambridge
2. The Licensee:
3. The College permits the Licensee to occupy the following premises:  
  
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:  
  
2018/19 Academic Year - **Friday 20 September 2019**
5. The accommodation charge for 2018/19 is **per month**, payable in advance on the 1<sup>st</sup> 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. The College is currently holding .
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:

Karen Austin  
Accommodation Officer  
Corinne Davidson  
Accommodation & Housekeeping Manager

**PETERHOUSE  
CAMBRIDGE  
CB2 1RD  
STANDING ORDER MANDATE**

To:.....Bank PLC

.....  
.....  
(Please insert the full name and address of your bank in the space above)

Please pay to:       **Peterhouse Rent Account**  
                          Barclays Bank  
                          Cambridge, St Andrews Street Branch  
                          9-11 Saint Andrew's Street  
                          Cambridge  
                          CB2 3AA

Sort Code:           20-17-68                           IBAN: GB36 BARC 2017 6800 8445 51  
Account Number:   00844551                           SWIFTBIC: BARCGB22

**Amount of payment:**

Date of payments: monthly, on the 1<sup>st</sup> day of each month

Date of first

payment:.....

Date of final

payment:.....

Reference:

SIGNATURE:.....

.....  
Name of account holder (please print):.....

Account

Number:.....

Sort

code:.....

.....

Once completed this form should be sent to your bank, with a copy sent to:

The Accommodation Office, Peterhouse, Cambridge, CB2 1RD



## Appendix D: Application for remission of rent for Graduate Accommodation

### Criteria to meet before remission of rent can be considered

- 1 You will be away from Cambridge for at least 2 months.
- 2 You have applied for and received approval to be away from Cambridge via your CamSIS self service page.

*Please complete form as fully as possible then pass to the Tutorial Office for authorisation by the Senior Tutor*

*The Tutorial Office will send authorised forms to the Accommodation Office for action.*

*Please do not cancel any standing order payments until approval has been notified to you by the Accommodation Officer.*

All personal belongings must be removed from the accommodation prior to departure. The College reserves the right to re-let your room during any period of absence for which rent is not paid.

Name	
E-mail address	
Accommodation occupied	
Expected departure date	
Expected return date	

I wish to apply for remission of rent for the above period during my absence from Cambridge.

Signature	
Date	

Authorised by Senior Tutor	
Date	

Internal Use only:

- Confirmation e-mail sent to student  
 Rent remission noted

## Appendix E: Notice of Intention to Vacate Graduate Accommodation

*Please complete this form as fully as possible and return to the Accommodation Office.*

In accordance with the College's Terms and Conditions of Residence, I hereby give notice (minimum 1 month) to vacate my accommodation prior to the end of the Tenancy Agreement.

Name	
Email address	
Accommodation occupied	
Departure date	

Deposit held	
Instructions for refund	Bank sort code:
	Bank account number:
	Account name:
	Bank name & branch:

Signature	
Date	

Notes on leaving College:

1. All personal belongings must be removed from the accommodation prior to departure
2. All rubbish should be disposed of in the appropriate bins
3. Keys should be handed in to the Porters' Lodge once your room has been cleared
4. Standing Orders should be cancelled once the final month's rent has been paid
5. If you are leaving College for the final time:
  - Update your CamSIS record with a forwarding address and email address
  - Arrange a final check-out with the Head Porter so that your pigeon hole in the MCR can be closed and all keys collected

Internal Use only:

- Confirmation e-mail sent to student
- Forum updated