



# **Peterhouse Cambridge**

**Undergraduate Student Handbook**

**2019/20**

## Undergraduate Student Handbook (2019/20)

This Undergraduate Student Handbook is intended to provide information for undergraduate 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. It also includes information on College catering, administration and billing procedures.

The handbook contains specific information for those students living in College accommodation. This includes details of the terms and conditions (in conjunction with the room licence) governing 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 website, and on the Cambridge students' website - <http://www.cambridgestudents.cam.ac.uk>

This handbook may be updated at times 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:

<https://www.nationalcode.org/Handlers/Download.ashx?IDMF=8ecc93e6-3779-4490-bdc0-c21fc704f9f1>

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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 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, 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 ('intermitting'), 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 have regular Tutorial Hours: undergraduates are encouraged to visit 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 male and two female tutors. Undergraduates should also note that guidance on some, usually other than academic, matters may be sought from the Dean or Chaplain.

Undergraduates are expected to:

- (i) communicate as appropriate with their tutor, and at a minimum ensure that they see their tutor as required during 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 email regularly (at least every two days) for messages from tutors and those who provide administrative assistance to the tutors, namely the Tutorial Office Manager 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 thereon. They communicate, as appropriate, with the Senior Tutor and tutors, 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.

Undergraduates may expect Directors of Studies to provide the following:

- (i) 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 email 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 the academic year in order to discuss the undergraduate's plan of study, to arrange supervisions, and to be advised on their progress;
  - (iv) an individual consultation with their Director of Studies at the end of each full term, in order to review the term's work in the light of supervision reports, and advise 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; check their pigeon-holes and email 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 Tutor's Committee website.

## Section 2: Accommodation

### Accommodation Provision and Allocation

All undergraduates are expected to live in College accommodation. The College is normally able to accommodate all undergraduates for the duration of their course. 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 first year, undergraduates are usually housed together in St Peter's Terrace and the William Stone Building. New students will, prior to their arrival, be asked to indicate any special requirements and to state a preferred accommodation price. 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.

Changing rooms mid-year is not usually possible and is actively discouraged because of the additional burden to 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

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

**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.**

Students wishing to be in residence outside of the licence periods should refer to the section on Vacation Residence on page 11 of this handbook.

### 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, as well as other facilities and features.

### **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 any damage caused, are added to the 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. Insurance is also now included in rents:

Peterhouse is working with Endsleigh, student insurance, to protect the contents inside your room. You don't need to do anything to activate this cover, but it is important for you to check and ensure that you fully understand the protection provided and whether it is sufficient for your needs.

The policy number is: HH 1714

Visit [check your cover](#) to:

- Check your level of cover
- Review key exclusions and limitations
- Check your policy excess
- Learn how to make a claim
- Extend and personalise your cover to protect laptops, phones and other valuables

It is worth spending a few minutes to establish whether the things that matter to you most are protected both inside and outside your room.

To find out more, visit [check your cover](#)

### **Caution Money**

All undergraduates are charged £100 caution money on their first College bill. This amount will be returned, less any deductions for fines or outstanding charges, after graduation.

Interest will not be paid on these sums while they are held by the College.

## 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 and 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.** However, the College can arrange for linen packs at a cost of £20 via prior order; these include a pillow, duvet, fitted sheet, and block colour pillowcase and duvet cover. Please ensure orders are placed by Monday 9<sup>th</sup> September via the Housekeeper: [housekeeper@pet.cam.ac.uk](mailto:housekeeper@pet.cam.ac.uk).

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, placed on landings or other common areas, transferred to other rooms. Furniture should not be moved around rooms due to the risk of damage to fixtures and fittings as well as risk of personal injury.

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 student rents). Rooms are visited on a termly basis to check for any problems that may need addressing.

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, command strips (and similar fixatives) to attach articles to the walls, furniture, 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. Students wishing to put up photos or pictures, should use 'Magic Whiteboards' as these fix to the walls with static and can be removed without marks. These are available online as well as one per student being available from the Accommodation and Housekeeping Office. 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 have an Internet connection through the College's own network on the main College site. 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>).

All computing and network 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

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 during term-time and junior members are encouraged to make use of this service. Frying pans must be used responsibly and surfaces wiped down of any spillages. Some gyms do not have hobs for fire safety reasons (D stairs, WSB). Some hobs are induction hobs and need specific pans (LSMH, H stairs).

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.

Students should note that electrical cooking items are not allowed in student rooms; this includes (not exhaustively) kettles, toasters, and sandwich makers. Cooking items are provided by the College for use in communal gyms/kitchens only.

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 main laundry below Fen Court, in 35 and 39 Trumpington Street, in WSB (ground floor), and in Little St. Mary's Hostel basement (washer only, no drier).

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 the Porter's Lodge, who will contact the service providers ([plodge@pet.cam.ac.uk](mailto:plodge@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 charged to students on a termly basis via their College account.

### Student Fridges

Students who require fridges in their rooms for medical or dietary reasons should discuss this with their tutor or the College Nurse before arrival.

Students wishing to have a fridge in their room for non-medical/dietary reasons, may apply – a limited number will be available for purchase. Only these 50 litre fridges, bought through the College, can be used in College rooms. The Accommodation Office will issue a contract,

which will be signed by the Accounts Department upon receipt of £100 payment (which will cover the cost of the fridge and administrative costs); this can then be presented to Maintenance for collection of the item. Fridges must be kept inside the student room to a maximum of one fridge per room.

Any student with a fridge is responsible for its **removal at the end of each and every term** as there is no storage capacity (this also applies to international students who can access storage for items, but not for personal fridges). Failure to remove a fridge at the end of term, or failure to keep it in a hygienic state, will result in confiscation and may also result in the termination of the contract to have a personal fridge for the rest of the time in College.

Finally, the College accepts no liability for any loss or spoiling of food that may result from any power outage and will play no part in the maintenance of the equipment. As fridges contain hazardous chemicals, they need careful disposal if no longer required; the College is unable to provide fridge disposal services.

### **Communal Living**

Students living together should be mindful of those around them and make sure communal areas are left in generally acceptable state for others to use (such as washing up washed and dried and tidied). As people keep to different routines, a general respect for a quiet period between 10pm and 6am should be met by all residents.

## Section 4: Undergraduate Accommodation Procedures

### 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 10 am** on the last day of the licence period, unless otherwise advised. Keys should be collected from and returned to the Porter's Lodge and should not be retained over the vacation. Late check outs must be organised through the Accommodation Office as rooms often need to be serviced ready for vacation guests from 10am. Late departures without arrangement will be charged.

Undergraduates are required to sign in to the Redit book held at the Porter's Lodge at the start of each term and to sign 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 1<sup>st</sup> 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.

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

Undergraduates on Standard and 1<sup>st</sup> Year licences who wish to be in residence outside of the fixed licence periods are required to obtain permission from the Senior Tutor in advance – see the paragraphs below on Extension of Room Licence and Vacation Residence. Any additional days are charged at a fixed daily rate, currently set at £16.10.

### Extension of Room Licence within the University Term Dates

For students on standard or 1<sup>st</sup> year undergraduate licences, application must be made on the Vacation Residence Form (see next page) to extend their stay at either end of the licence period, even if still within the University Term. Any period of extended residence requires the permission of the Senior Tutor. Grants are available to cover the additional rent where necessary – applications should be made to the Senior Tutor at the start of the term following the relevant vacation.

Such stays within the University term are included within "keeping term" dates and are recorded in the Redit book when you sign in on arrival, or out on departure. It is not guaranteed that you will be able to stay in your own room for stays outside of the licence period, especially if you are in one of the en-suite rooms used by conference guests, or in the freshers' rooms in SPT and WSB, which are often used for admissions events.

### 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 sign 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.

### **May ball Residence**

Students should be aware that the bi-annual May ball involves some rooms needing to be emptied overnight. Students will be given ample notice and be required to stay elsewhere by their own arrangement.

### **Graduation Residence**

Students should note that General Admissions falls outside the room licence period and nightly charges will be applied for residence, with the night before graduation being free of charge.

### **Vacation Residence**

The Tutorial Office puts Vacation Residence Forms onto the College website in advance of each vacation. Junior members wishing to apply for residence, either as an extension of their room licence within the University term dates, or for vacation residence, should complete and submit the Vacation Residence Form by the deadline date indicated on the form. Applications received after the deadline may not be approved.

If you are applying for an extended period of accommodation then your application will be referred to the Senior Tutor for approval.

Students granted permission to remain in residence during the University vacations are required to sign out of the Redit book at the end of the University term and to sign into Vacation Residence at the Porter's Lodge. At the end of the vacation, they must then sign out of Vacation Residence and into Term, otherwise they will not be considered to be "keeping term".

It is often not possible to accommodate students in their own room if the rooms are needed for conference guests or other visitors. When an alternative room is provided, students are requested to move rooms on the dates advised so that rooms can be prepared for the new occupants. Junior members are not permitted to 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.

### **Clearing Rooms at the end of each Licence Period**

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 (£16.10). Alternatively, the College may remove items to store (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.

### **Storage**

There are very limited facilities within the College for storing personal possessions (non-perishable items only) during vacations and these are largely reserved for international students. Students should aim to keep their College storage requirements to a minimum to allow the College to offer some level of storage to as many students as possible. Students with a large storage requirement should arrange storage facilities via one of the commercial storage companies operating in Cambridge. College storage can be booked via the Accommodation and Housekeeping Manager at the end of each term. Junior members'

luggage stores are in the basements of Fen Court and Little St Mary's Hostel basement, which has individual cages. Fen Court (apart from rooms 5 and 13), William Stone Building, and Little St. Mary's Hostel have lockable furniture to allow for a limited number of non-perishable items to be left during vacations. Students in these rooms should remember that the rooms may be occupied during vacation and any items are left in storage at their own risk.

Students leaving any items in the luggage stores or in their own room do so at their own risk; the College will not accept responsibility for damage, accident or loss.

No storage is allowed for junior members after completion of their studies.

**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: College Catering

### Meal Times

Meals are available at the following times during the main licence period:

**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 Vacation 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 15). 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.

No College crockery, cutlery or glassware should be stored in gyms – all used items must be returned to the kitchens daily.

### 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 £6.85 and the charge is deducted from the balance held on the individual's U-pay 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 £2.75 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

### **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 Served and College bar using the University Multipurpose Security Card.

Each student will need to have a Upay account. Returning Undergraduates will continue to use the account they have set up previously but all freshers will need to register to set up their Upay 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 see or print off a statement of your purchases. You will also be able to top-up your account in order to continue to make purchases (see below).

### **Setting up a Upay Account**

Go to [www.upay.co.uk](http://www.upay.co.uk) 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 each term your Upay account will be credited with an amount equal to the minimum spend requirement (currently £102) and this amount will be charged to the corresponding College bill issued prior to the start of each term.**

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., eg. 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 request a refund online. This can be done by logging into your Upay account and choosing account closure. There will be an option to request a refund of the outstanding amount to the debit/credit card you have previously used to top-up. Please note that 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 Accounts Office on [studentbills@pet.cam.ac.uk](mailto:studentbills@pet.cam.ac.uk) to request a refund. **Please see note below, in Section 6, regarding the Minimum Spend Requirement. Your Upay account will be closed down 16 months after graduation and any unclaimed balances will be donated to the Amalgamated Clubs at Peterhouse.**

### **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 – Undergraduates**

Undergraduates pay a Kitchen Fixed Charge (KFC), currently set at £193.68 per term, as a contribution towards the College's fixed costs of providing a catering service.

In addition, undergraduates are required to **spend a minimum of £102 per term – the Minimum Spend Requirement. Therefore each term (the beginning of Michaelmas, Lent, and Easter term) your College bill will be charged with an amount of £102 and your Upay account will be credited with the same amount. This amount can then be spent as desired.**

**If, at the end of this academic year, you have not spent the equivalent of three terms' minimum spend (currently - £306) any underspend will be deducted from the balance held on the Upay account before a refund can be made.**

### **Exemption from Catering Charges**

In very exceptional circumstances, exemptions from catering charges may be granted to junior members whose special needs cannot be catered for by the College kitchens, e.g. on the grounds of religion or extreme food allergy, at the Senior Tutor's discretion. Junior members should note that the Accounts 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 termly room rental, Kitchen Fixed Charge (KFC) and Upay top-up (Minimum Spend Requirement). Other charges are charged in arrears such as vacation residence charges, library fines etc. If you are wholly or partly self-funded, your tuition fees will normally be included on the Lent term bills – see below.

College bills are issued in accordance with the following timetable:

College bill name	Timing	Month
Michaelmas term (MT) bills	Beginning of Michaelmas term	September/October
Lent term (LT) bills	End of Michaelmas term	December/January
Easter term (ET) bills	End of Lent term	March/April
Finalist bills (graduands*)	Towards the end of Easter term	Early June
End of year (EY) bills (continuing undergraduates)	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 cannot proceed to their degrees until all bills have been settled and therefore Finalist term bills are issued early in June to those undergraduates expected to proceed to General Admission. See further CR xxvi.

Junior members with queries in relation to their College bills should consult the Fees and Billing Supervisor in the Accounts 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.*

Any unclaimed credit balances on College accounts will be removed 16 months after graduation and donated to the Amalgamated Clubs at Peterhouse.

### Tuition Fees

Lent term 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)

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.

All junior members who have applied for financial support from Student Finance, or the equivalent regional office, must provide a copy of their SLC entitlement letter to the Accounts 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

A junior member is required to clear the balance on their College bill at the end of each academic year. If there is still a balance outstanding at the start of the following academic year, the student will not normally be allowed into residence, nor allowed to use the College's catering facilities. In addition to this, a junior member who returns to residence, but persistently withholds such payments may be required to go out of residence.

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.

### **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 Accounts 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 Accounts Office. Please note that we cannot accept the form without your signature.

## **Section 8: Housekeeping**

The Accommodation and Housekeeping 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 contractors. Particular housekeeping issues should be reported via [housekeeper@pet.cam.ac.uk](mailto:housekeeper@pet.cam.ac.uk).

### **Cleaning of Undergraduate Rooms**

All undergraduate rooms will be entered daily, Monday to Friday (except Bank Holidays); waste and recycling bins will be emptied regularly as needed. Students are responsible for sorting waste and recycling into the relevant bin. Undergraduates can expect to have their rooms cleaned at least fortnightly. This will include vacuuming, dusting and polishing, and cleaning any wash-basin or en-suite facilities.

This activity will normally take place in the morning and undergraduates are required to allow Domestic Assistants access to their room at the appropriate times and no less than fortnightly. Undergraduates must also keep their rooms in a reasonably tidy state such that the Domestic Assistants can do their job effectively, without the need to clear floors or other surfaces.

Undergraduate gyp rooms 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 gyms 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.

### **Recycling**

The College is committed to working with Cambridge City Council to recycle as much waste as possible in line with our environmental policy. Domestic Assistants will empty the blue recycling bins in each student room and the kitchens, regularly through the week – this may be daily or on a rota with the non-recycling waste bins according to their workload. Students can also empty their own bins should they need – bins are found outside St. Peter's Terrace, William Stone Building, behind the kitchens, and behind the Hostel. There are also wheelie bins in the gardens of the houses on Fitzwilliam Street.

## Section 9: 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 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). 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: immediately  
                         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 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 or staircase 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 10: 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 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 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 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 however, reminded 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. Stone courts are uneven and can be slippery when wet, some staircases are steep, 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. The only acceptable refrigeration equipment are college-supplied fridges that have been booked out as per the procedure described on P8
- The use of frying-pans and woks in gyps or kitchens is permitted, but should be done in a way conscious of fire safety avoiding overheating oil or leaving anything unattended at any point
- 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 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 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 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 should 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 on security will be held for freshers 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 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 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 14: 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 Porter's Lodge. 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 11-12 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; this should be done in advance through 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.

If you would like to hire a mattress for a guest from the College, please contact the Housekeeping Department (via [housekeeper@pet.cam.ac.uk](mailto:housekeeper@pet.cam.ac.uk)) in advance so delivery and collection can be arranged. There is a charge for this service of £9 for a maximum of 3 nights.

## **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 9.30 am on the morning of departure and to hand the keys back to the Porter's 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 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 £20.70 + VAT per night (£24.84), 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.

## **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 and 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 to the College the accommodation charge and any additional charges by the date specified within the College bill
- 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 **Undergraduate 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

### **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.



## PETERHOUSE CAMBRIDGE

### STUDENT ROOM LICENCE AGREEMENT UNDERGRADUATE STANDARD LICENCE

THIS LICENCE is made on: «Issue\_date» BETWEEN:

1. The College: The Master and Fellows of Peterhouse, University of Cambridge
2. The Licensee: «Forename» «Surname\_Caps»
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	<b>Wednesday 2 October 2019</b>	-	<b>Wednesday 11 December 2019</b>
Lent Term	<b>Wednesday 8 January 2020</b>	-	<b>Wednesday 18 March 2020</b>
Easter Term	<b>Sunday 12 April 2020</b>	-	<b>Sunday 21 June 2020</b>

5. The accommodation charge for 2019/20 shall be «Rent» 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 **£16.10 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

Karen Austin  
Accommodation Officer  
Corinne Davidson  
Accommodation & Housekeeping Manager

Date:





## PETERHOUSE CAMBRIDGE

### STUDENT ROOM LICENCE AGREEMENT UNDERGRADUATE FULL ACADEMIC YEAR EXTENDED LICENCE

THIS LICENCE is made on «Issue\_date» BETWEEN:

1. The College: The Master and Fellows of Peterhouse, University of Cambridge
2. The Licensee: «Forename» «Surname\_Caps»
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 2 October 2019** - **Sunday 21 June 2020**

5. The accommodation charge for 2019/20 shall be «Rent» 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 **£16.10 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

Karen Austin  
Accommodation Officer  
Corinne Davidson  
Accommodation & Housekeeping Manager

Date:



## PETERHOUSE CAMBRIDGE

### STUDENT ROOM LICENCE AGREEMENT 1<sup>st</sup> YEAR UNDERGRADUATE

THIS LICENCE is made on: «Issue\_date» BETWEEN:

1. The College: The Master and Fellows of Peterhouse, University of Cambridge
2. The Licensee: «Forename» «Surname\_Caps»
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 1<sup>st</sup> Year Undergraduate Licence permits the Licensee to occupy the above room between the following dates, known as 'Licence Periods':

Michaelmas Term	<b>Saturday, 5 October 2019</b>	-	<b>Saturday, 7 December 2019</b>
Lent Term	<b>Wednesday, 8 January 2020</b>	-	<b>Wednesday, 18 March 2020</b>
Easter Term	<b>Sunday, 12 April 2020</b>	-	<b>Sunday, 21 June 2020</b>

5. The accommodation charge for 2019/20 shall be «MT\_rent» for Michaelmas Term  
and «Rent» 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 **£16.10 per night** is payable for every night the Licensee remains in residence outside the given Licence Period
6. A caution payment of **£100** will be added to your first College bill. This is held by the College and is refunded to your College account at the end of your course provided 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 specified on the College bill.

SIGNED by Licensee

SIGNED for and on behalf of Peterhouse  
Karen Austin  
Accommodation Officer  
Corinne Davidson

Date:

Accommodation & Housekeeping Manager