1. Summary
As part of our response to the pandemic, the accommodation allocation policy needs to be adapted for the year 2020-21 to enable the College to support the accommodation needs of our students as effectively as possible. In broad terms, the allocation policy is intended to ensure that (a) the College can provide an appropriate environment and accommodate as many students as possible, (b) full-time students taking degrees with durations longer than 1 year are offered accommodation throughout their course (normally on-site in year 1 and off-site in subsequent years), (c) the number of full-time first year students in on-site accommodation is maximised*.

2. Accommodation arrangements
Each year the College will set aside available rooms (1) for anticipated tutorial need (including those suitable for quarantine, and expected adjustments for disability or vulnerability to covid-19), (2) for one member of the MCR committee in each on-site College building, (3) on-site to meet anticipated demand from new students with overall course durations of 2 years or more, (4) off-site to meet anticipated demand from students continuing a course with overall course duration of 2 years or more. (5) Remaining rooms are offered to students not within these definitions subject to availability and as they are confirmed for study by the College. However, these principles may need to be varied so that the College continues to follow Public Health England (PHE) guidelines, where maintaining adherence to the principles would unreasonably reduce the capacity of College accommodation, or where they would be unrealistic to achieve logistically due to resourcing and existing students belongings.

3. Couples’ accommodation
Couples’ accommodation is provided for students in established long-term relationships intending to live in Cambridge with their partner as the primary place of residence for both individuals. Graduate applicants will have indicated they intend to bring a partner in their GRADSAF. Students offered couples accommodation will need to provide their partner’s visa/passport information. There is limited couples’ accommodation and the availability of couples’ accommodation may close early.

* Noting the benefit of having some continuing students in on-site buildings and subject to PHE guidance on moving between households. (See also Other matters’ below.)

† NB In line with previous admissions policies, undergraduates who started study in Michaelmas 2017 or earlier will be offered on-site accommodation for the duration of their course if they request it.
4. Medical and disability needs

Requests for accommodation that include requirements on the grounds of medical and/or disability needs should be notified to the College as early as possible, to: equality.officer@hughes.cam.ac.uk. Medical or other reports are required, and these can take time to obtain and evaluate. It is strongly recommended that applicants contact the equality officer within a week of accepting the offer of a college place in the first instance to initiate the process.

Part-time students

In line with all colleges, Hughes Hall accommodation is not intended for part-time students.

5. Writing-up students

There is limited capacity to accommodate students writing up.

6. Applicants/new students

The Accommodation Preference Form will be made available to new applicants for full-time study when they accept their offer or when the accommodation allocation process opens, whichever is later. Applicants who have requested accommodation using the Accommodation Preference Form are offered accommodation as they are confirmed for study by the College, subject to availability.*

   6.1 All first-year students recorded by the College as having course durations of 2 years or more have priority for on-site accommodation, and accommodation is set-aside for this purpose so far as demand is anticipated.

   6.2 Undergraduates and Graduate Course in Medicine students who do not wish to live in College accommodation must seek tutorial permission to live elsewhere. Applicants in this position should contact the Admissions Office for advice.

   6.3 Applicants confirmed later, and after all College rooms have been allocated, will be supported with finding their own accommodation.

   6.4 New students may not take up College accommodation before their Registration Date unless they are taking required pre-sessional courses, have been given permission to enter quarantine in College accommodation, or have medical/disability reasons for doing so. The commencement date for these must be confirmed by the Admissions Office or Disability Equality Officer as appropriate. New students with exceptional cause to arrive after their Registration Date must contact the Admissions Office for advice.

7. Students continuing study

In the context of this policy, a continuing student is a student continuing the same course of study from one year to the next (it does not refer to students completing one course of study and commencing a new one.

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* College confirmation usually occurs before confirmation by the University. Both are required for a student to join the College and commence study. Any offer of College accommodation is therefore ultimately subject to the University confirming an applicant to commence study.
that requires an application in its own right. See definitions below for more information.)

7.1 To be eligible for accommodation, continuing students must submit their Accommodation Preference Form before the notified deadline.

7.2 Accommodation is offered to all full-time continuing students requesting single accommodation. This will be off-site if a move is feasible under current PHE guidance and there are sufficient College resources.

7.3 Full-time continuing students requesting couples’ accommodation will be offered accommodation subject to availability.

7.4 Undergraduates in any year of study and 2nd year Graduate Course in Medicine students who do not wish to live in College accommodation must seek tutorial permission to live elsewhere.

7.5 Continuing students are normally expected to take up their accommodation on the Saturday before the first day of Michaelmas Full Term (Saturday 3 October in 2020). Rooms will be available, and students will be invoiced from this date. Students should contact the accommodation manager in good time if they wish to arrive earlier: rooms@hughes.cam.ac.uk. Late arrivals after the first day of Michaelmas Full Term (Tuesday 6 October in 2020) are not possible without the explicit approval of the Senior Tutor.

8. Other matters

Applicants and students who are offered accommodation should confirm within the notified time limit that they wish to take the accommodation. If they do not confirm within the time limit, the room will be offered to another student.

In allocating students to off-site accommodation, proximity to an individual student’s Faculty or Department will be taken into account.

All other things being equal, priority for allocating accommodation will be decided by:

8.1 Groups of students who have requested to live together will have higher priority than others if a house with suitable capacity is available.

8.2 The number of continuing students allocated to on-site buildings under this policy will be monitored, and additional rooms may be made available in on-site buildings for continuing students where these numbers are very low and where the presence of continuing students will provide positive incidental and informal support to new students. In such cases, all other things being equal, priority for the additional continuing student rooms will be to continuing students who have not previously been in on-site accommodation or who have had a shorter period of on-site accommodation relative to other students.
9. In cases of doubt, the College’s Welfare and Finance Committee shall make a final determination about the allocation of accommodation.

10. University residence requirement
The residence requirements of the University are specified in *Statutes and Ordinances* Ch. 2 §11 and §12 and should be adhered to by all students. See [https://www.admin.cam.ac.uk/univ/so/2019/chapter02-section11.html](https://www.admin.cam.ac.uk/univ/so/2019/chapter02-section11.html)

11. Definitions
For the purposes of this policy

- A 'continuing student' is a student who commenced their current course of study before 1 July 2020 and whose course end date for their current course is recorded by the College as after 9 November 2020 (division of Michaelmas Term).
- A 'writing up' student is a student taking a course with a thesis requirement which has a College-recorded 'submission date', and a course end date recorded by the College as before 9 November 2020, and who has not submitted their thesis.
- 'On-site' refers to College buildings overlooking the cricket field and/or accessible from Wollaston Road.
- 'Off-site' refers to all other College buildings and houses elsewhere in Cambridge.

Approved by Governing Body, 10 June 2020 [GB70.8]