

Hughes Hall Accommodation Allocation Policy 2022-23

1. Summary

In broad terms, taking account of the appropriate and efficient use of college rooms, the allocation policy is intended to ensure that:

- a. all full-time matriculated Hughes Hall students taking degrees with durations of 2 years or more are offered accommodation throughout their course (normally on-site in year 1 and off-site in subsequent years),
- b. the number of full-time first year students in on-site accommodation is maximised.¹

2. Accommodation arrangements

I. Each year the College will set aside available rooms:

- a. for anticipated welfare need (including those suitable for expected adjustments for disability),
- b. for one member of the MCR committee in each on-site College building,
- c. on-site to meet anticipated demand from new students with overall course durations of 2 years or more,
- d. off-site to meet anticipated demand from continuing students with overall course duration of 2 years or more.

II. Remaining rooms are offered to students not within these definitions subject to availability and as they are confirmed for study by the College.

III. These principles may need to be varied so that the College can appropriately follow Public Health England (PHE) guidelines without unreasonably reducing the capacity of College accommodation.

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.

Postgraduate applicants will have indicated they intend to bring a partner on their university application form. Students offered couples accommodation will need to provide their partner's visa/passport information and current contact details.

There is limited couples' accommodation; in some years the availability of couples' accommodation may close early.

¹ Noting the benefit of having some continuing students in on-site buildings. (See 'Other matters' below.)

4. Medical and disability needs

Requests for accommodation that include provision for medical and/or disability needs should be notified to the College as early as possible, [see www.hughes.cam.ac.uk/student-centre/welfare/disability/disability-information-form/]. Medical or other reports are required, and these can take time to obtain and evaluate.

5. Part-time and writing-up

College accommodation is not intended for part-time students or students writing up.

6. Applicants/new students

The Accommodation Preference Form (APF) will be made available to new full-time applicants when they accept their offer or when the accommodation allocation process opens, whichever is later.

- a. Applicants who have requested accommodation using the APF are offered accommodation when they are confirmed for study by the College, subject to availability.²
- b. All first-year students with official 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.
- c. Undergraduates (BA 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 College Admissions Office for advice.
- d. Applicants confirmed later, and after all College rooms have been allocated, will be offered advice on finding their own accommodation.
- e. New students may wish to move into College accommodation before their Registration Date, this is subject to availability, and must be confirmed by the Accommodation Manager in advance.
- f. New students with exceptional cause to arrive after their Registration Date must contact the College 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 that requires an application in its own right. See definitions below for more information.)

² 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.

- a. To be eligible for accommodation, continuing students must submit their APF before the notified deadline.
- b. Off-site accommodation is offered to all full-time continuing students requesting single accommodation, and to full-time continuing students requesting couples' accommodation subject to availability.
- c. All BA students and 2nd year Graduate Course in Medicine students who do not wish to live in College accommodation must seek tutorial permission to live elsewhere.
- d. Continuing students are normally expected take up their accommodation on the Saturday before the first day of Michaelmas Full Term (Saturday 1 October in 2022). 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 4 October in 2022) are not possible without the explicit approval of the Senior Tutor.

8. Other matters

- a. Applicants and continuing 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.
- b. In allocating students to off-site accommodation, proximity to an individual student's Faculty or Department will be taken into account where possible.
- c. All other things being equal, groups of students who have requested to live together will have higher priority in off-site accommodation than others if a house with suitable capacity is available.
- d. The number of continuing students allocated to on-site buildings under this policy will be monitored, and additional rooms may be made available where the presence of continuing students will provide positive 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.
- e. In cases of doubt, the Student Welfare and Finance committee shall make a final determination about the allocation of accommodation.

9. University residence requirement

All full-time students must adhere to the residence requirements of the University, as specified in *Statutes and Ordinances* (usually Ordinances Ch. 2 § 'Residence and Precincts of the University', see <https://www.admin.cam.ac.uk/univ/so/>) . See also:

<https://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/personal-information/residing-outside-universitys>

10. Definitions

For the purposes of this policy:

- a. A 'continuing student' is a student who commenced their current course of study before 1 July 2022 and whose course end date for their current course is recorded by the College as after 9 November 2022 (division of Michaelmas Term).
- b. 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 2022, and who has not submitted their thesis.
- c. 'On-site' refers to College buildings overlooking the cricket field and/or accessible from Wollaston Road.
- d. 'Off-site' refers to all other College buildings and houses elsewhere in Cambridge.

Approved by College Council: 22 Feb 2022

[updated to correct disability information contact 28 Apr 2022]