

Accommodation allocation additional guidelines

Under the accommodation allocation policy 2023-24, the Student Welfare and Finance Committee agrees appropriate guidelines in consultation with the MCR Accommodation Officer and the Domestic Operations team to allocate rooms under the policy. This document provides that guidance, it is additional to the allocation policy agreed by Council.

Allocation principles and arrangements 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.

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

Following the rooms set aside under section 2 of the policy, remaining rooms are offered to students not within the categories subject to availability and as they are confirmed for study by the College.

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.

To be eligible for accommodation, continuing students must submit their APF before the notified deadline.

Applicants who have requested accommodation using the APF are offered accommodation when they are confirmed for study by the College (which is normally before confirmation by the University), subject to availability.

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.

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.

Applicants confirmed after all College rooms have been allocated, will be offered advice on finding their own accommodation.

Any offer of College accommodation is subject to the University ultimately confirming an applicant to commence study.

Where students/applicants have applied for couples' accommodation. 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.

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.

New students with exceptional cause to arrive after their Registration Date must contact the College Admissions Office for advice.

Continuing students are normally expected take up their accommodation on the Saturday before the first day of Michaelmas Full Term (Saturday 30 Sep in 2023). 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 3 October in 2023) are not possible without the explicit approval of the Senior Tutor.

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

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.

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 the division of Michaelmas Term (9 Nov in 2023), and who has not submitted their thesis.

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.

In cases of doubt, the Student Welfare and Finance committee shall make a final determination about the allocation of accommodation.

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>