HUGHES HALL
UNIVERSITY OF CAMBRIDGE

Accommodation Allocation Policy

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Executive Summary:

Hughes Hall provides both on and off-site accommodation to full-time undergraduate and postgraduate students. However, we are unable to provide rooms for all students. This policy sets out the College's approach to allocation and provides information on eligibility. The aim of the policy to ensure that students in the greatest need of accommodation are prioritised as much as is possible.

1. Policy Purpose

1.1 To set out the College's approach to the allocation of both on-site and off-site accommodation for students. The aim of the policy is to ensure that students in the greatest need of accommodation are prioritised as much as is possible.

2. Scope

2.1 All College owned accommodation and its contents, which includes 269 rooms on the main college site ('on-site') and 123 rooms in external properties around Mill Road ('off-site'). All full-time students are eligible for accommodation but provision cannot be guaranteed for them all.

Policy owner: Senior Tutor	Version number: 2.0
Effective date: 24/02/26	Date of review: 01/02/27
Approving body: Council	Location: website

3. Definitions

On-site	College buildings on the main college site
Off-site	All other nearby College-owned or managed houses
Writing up student	A PhD student who has finished their third year of study
Continuing student	A student continuing the same course of study from one year to the next.
New student	A new student is a student commencing a new course that requires an application in its own right

4. Responsibilities

4.1 Senior Tutor – policy owner and oversight of procedure

4.2 Head of Domestic Operations – oversight of accommodation provision

4.3 Accommodation and Housekeeping Manager - responsibility for implementation of policy

4.3 Head of Student Welfare and Wellbeing – responsibility for disability and welfare related housing provision and adjustments

4.4 Student Welfare Accommodation and Finance Committee - considers requests for room adjustments and prioritisation on welfare grounds. Determines number of rooms to be held for anticipated disability and welfare need in each year.

5. Policy Statement

5.1 Hughes Hall has a limited amount of accommodation and, regrettably, the College is unable to accommodate its entire student population

5.1.1 It is likely that Hughes Hall will not be able to fully meet demand from new or continuing postgraduate students, and students may need to seek alternative accommodation arrangements, either from private landlords, the University Accommodation Service, or other colleges

5.1.2 Continuing students are normally offered accommodation off-site

5.2 Rooms are allocated in the following priority order:

a. Continuing undergraduate students
b. MCR committee members
c. New undergraduate students
d. New full-time postgraduate students
e. Continuing full-time postgraduate students

5.3 The accommodation year aligns with the University Academic year

5.4 Allocation timeline

5.4.1 Continuing undergraduate students and MCR committee members will be invited to apply for accommodation in March. They must apply for accommodation by 1st May. Applications after the deadline may not be accepted, and students may be moved to the bottom of the priority list, when accommodation cannot be guaranteed

5.4.2 Sufficient rooms will be held to house all new undergraduate students which will be allocated as their offers are confirmed

5.4.3 New postgraduate students will be invited to apply for accommodation in May, or after they have been offered a college place, whichever is later. They must apply for accommodation by 30th June. SWAF will monitor the allocation of these rooms to ensure rooms are held for students with access or disability requirements. In all cases college accommodation cannot be guaranteed

5.4.4 Continuing full-time postgraduate students will be invited to express interest in accommodation at the same time as continuing undergraduate students, however they are advised that availability will not be confirmed until after other higher priority groups have been allocated, which is unlikely to be before August. These students are thus strongly encouraged to explore alternative options

5.4.5 When all available rooms have been allocated, the college will operate a waiting list. Students on the waiting list will be updated as to their position on a weekly basis, and the list will remain in operation until the start of Michaelmas term.

5.4.6 To allow students time to prepare, the new policy will only apply to new students in 2026-27; we will allow all current continuing PhD students in their first or second year to apply alongside continuing undergraduates and MCR committee members for one more year of college accommodation. From 2027-28, the allocation policy below will apply to all new and continuing students**.**

5.5 Accommodation arrangements

5.5.1 Each year the College will set aside available rooms:

a. for anticipated disability or welfare need
b. for undergraduate students returning from intermission in Lent or Easter terms

The exact number of rooms to set aside will be determined by the Student Welfare Accommodation and Finance Committee (SWAF) on a yearly basis

5.5.2 Students who have specific accommodation requirements in relation to a disability or welfare need are encouraged to inform the Head of Student Welfare and Wellbeing at the earliest opportunity in the accommodation application process. Medical evidence may be requested

5.6 Couples' accommodation

5.6.1 The College has a very limited amount of accommodation available for couples. 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. This accommodation is not suitable for couples with children

5.7 Part-time students and writing up students

5.7.1 The College does not provide accommodation to part-time students, except on a short-term basis, subject to availability, when students are in residence for course commitments. College accommodation for full-time students is not intended for short term stays - all room licences are nine months in length. Hughes Hall does not provide accommodation for writing up students outside of exceptional circumstances

5.8 Undergraduates and CGCM

5.8.1 Undergraduate and Cambridge Graduate Course in Medicine students are normally expected to live in college accommodation. Those students who do not wish to live in College accommodation must have tutorial permission in advance, requested via SWAF.

5.9 Student Welfare and Finance Committee

5.9.1 The Student Welfare and Finance Committee will agree appropriate guidelines in consultation with the MCR and the Domestic Operations team to allocate rooms under this policy. The Student Welfare and Finance Committee decision on allocation is final

6. Implementation

6.1 The policy will be uploaded to the college website and immediately put into practice for new students applying for 26/27 accommodation

6.2 Current PhD students will be emailed to inform them that these changes will apply to them from 27/28

6.3 SWAF will monitor the implementation process and consider any further alterations to the policy ahead of the 27/28 allocation period