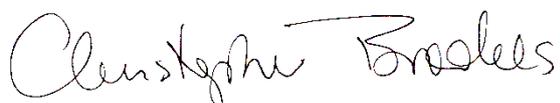


CORPUS CHRISTI COLLEGE

POSTGRADUATE DOMESTIC ARRANGEMENTS AT LECKHAMPTON 2016/17

Corpus should not only be a pleasant place in which to live but should also provide a stimulating environment for study and research, and it is the custom for postgraduate life to run with the minimum of restrictions. The principal rule governing the conduct of postgraduate members of the College is the common sense need to respect the living and working conditions of others. This applies mainly to sensible restriction of noise, and to the care of kitchens and other communal facilities. In particular after 10pm you should ensure that you do not disturb those who are trying to sleep. The maintenance of pleasant conditions depends on you. Visitors are also expected to comply with these requirements, and the College will hold you responsible for their behaviour.

Please do not hesitate to make suggestions or observations aimed at improving the amenities. Aldona Maliszewska, Leckhampton Site Manager, should be your first point of contact. In addition to the Graduate Tutors, the Warden of Leckhampton and any member of the MCR committee will be happy to discuss any ideas or simply to answer questions.



Dr Christopher Brookes
Tutor for Advanced Students
August 2016

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ACCOMMODATION

ARRIVAL AND KEYS

Leckhampton is located off Grange Road, opposite Selwyn College:
<https://map.cam.ac.uk/leckhampton>.



The private road leading to Leckhampton is marked by a low concrete sign. Near the end of this road, on the left, with a small lawn in front, is a large red-brick house, which is Leckhampton House.

Arrivals on a weekday 9.00am – 5.00pm: please collect your keys from Aldona Maliszewska, the Leckhampton Site Manager. Her office is in Leckhampton House: 01223 335498 / 07879 116960.

Arrivals on a weekday 5.00pm – 10.00pm or at the weekend: please collect your keys from the Porters' Lodge at the central college site on Trumpington Street (01223 338000): <https://map.cam.ac.uk/Corpus+Christi+College>.

Those not living in postgraduate accommodation: please collect your 'living-out' set of keys from the Head Porter in the main Porters' Lodge.

If you are in any doubt about arrival, please contact Tessa Milne, Graduate Administrator, to discuss times and key collection: graduate-administrator@corpus.cam.ac.uk / 01223 338038.

You will receive a tagged set of keys comprising:

- your room key
- a Leckhampton Access key: for the gates into the Leckhampton site, the library in the GTB and the Bachelors' Parlour in College
- An A20 key: for access to the pavilion and squash court, and to the main gate of the College after its daily closure at 11.00pm
- (if you are living in the Kho Building or Leckhampton House, where access is via swipe card) a temporary fob for access until you collect your university card from the Graduate Office

All students with keys will be charged £30 as a deposit appearing on their first college bill. This will be returned when all keys have been given back. Lost keys will be charged for.

LOST KEYS OR LOCKING YOURSELF OUT

If you lose your key or lock yourself out of a room in Leckhampton during office hours on weekdays, attempt to contact Aldona Maliszewska in Leckhampton House between 8.00am and 4.00pm. Any students locked out of their rooms will be able to sign out an emergency set of overnight (or in the case of a weekend, until Monday morning) keys from the Porters' Lodge, subject to a £20 charge.

IN CASE OF EMERGENCY

Dial 999 for the emergency services: Fire Brigade, Police or Ambulance. Please let the porters know **after** you have telephoned the emergency services so that they can direct them if they arrive at the Lodge instead of the place of emergency.

There are emergency telephones with which to contact the Porters' Lodge in the following locations:

- On the table in Leckhampton House lobby
- On the terrace by the back door of Leckhampton House
- Outside the cricket pavilion

If you discover an emergency situation that does not require the Emergency Services (999), first attempt to contact Aldona Maliszewska in Leckhampton House between 8.00am and 4.00pm. If Aldona cannot be contacted or if outside these hours, any emergency notifications should be directed to the Porters' Lodge (38000) using one of the phones in the locations listed above.

College Maintenance has a regular call-out system operating from the Porters' Lodge and will always attend out of hours for serious issues.

SECURITY

Leckhampton is vulnerable to burglaries. Residents are required to keep all gates and external doors and unattended windows locked at all times. Internal rooms/flats are provided with locks and it is **vital** to keep your room door locked, even if you are just elsewhere in the house. Under no circumstances must keys ever be surrendered to family, friends, or others.

The security of the College depends on the responsible use of all College keys.

It is forbidden, except with permission, to surrender room keys, door access cards, Leckhampton Access keys or A20 keys to anyone but Aldona Maliszewska or the Porters. It is also forbidden to have duplicates made.

INSURANCE

The College cannot accept any responsibility for the safe custody of personal property. **Postgraduates must therefore make their own arrangements for the insurance of their personal possessions while at the College**, particularly valuable and attractive items such as computers, electrical equipment and musical instruments.

It is possible that a parent's household contents policy can be extended to cover students at university; otherwise it is not difficult to arrange for separate cover, at a relatively modest premium, from a number of organisations specialising in student insurance.

The importance of arranging adequate insurance cover – before arriving, or immediately on arrival, at Cambridge – cannot be over-emphasised.

RENT, UTILITIES and KITCHEN FIXED CHARGE

Each postgraduate resident in College accommodation is required to sign an annual agreement, and is expected to take the accommodation for the full period of that agreement. These agreements are prepared and administered by Aldona Maliszewska and the Bursary. Rent is calculated in four quarters, and includes water and internet connection. In addition to rent, students living in College accommodation are charged the following:

- Deposit of £150 for a single room or £400 for a flat
- Deposit of £30 for keys
- Kitchen Fixed Charge of £167 per term (£83.50 for the summer)
- Utilities charge of £12.16 per week per room/flat while the heating is turned on (usually from October to April).
- Use of electricity (15p per unit, usually amounting to no more than £10 per term for a single room)

Students required to keep undergraduate terms (e.g. MAST students) and occupying single rooms may opt instead for an agreement whereby a termly charge of 10 times the weekly rent is made, with students permitted residence only during the period of Term. Short extensions, which must be approved by the Tutor for Advanced Students (graduate-tutor@corpus.cam.ac.uk), will be charged pro rata.

REMISSION OF RENT

Remission of rent may be given for periods of illness involving absence of at least four weeks. Students should apply to the Tutor for Advanced Students, providing a doctor's note confirming the need to be absent from their room. Students contemplating a prolonged period of absence for academic reasons (e.g. fieldwork) should contact the Tutor for Advanced Students at the earliest opportunity and apply successfully to the University for Leave to Work Away. Those with Leave to Work Away may be expected to pack up their belongings and clear the room to allow it to be used to accommodate another student or a visiting academic, in which case remission of rent may be granted.

PERIOD OF NOTICE

Two months' written notice to the Tutor for Advanced Students is required from students wishing to terminate the accommodation agreement. Students failing to give adequate notice will be charged rent for two months from the date the College learns of their intended departure.

PERIODS OF ABSENCE

It is important, as well as in your interests, that we are informed in advance when you are away for any significant period. You are requested to inform Aldona Maliszewska and Tessa Milne if you intend to be absent for three or more nights and **you are required to inform Aldona and Tessa in writing if you will be away for seven or more nights.** This requirement applies no matter where your College accommodation is located and also applies to those students resident in flats.

The College is under obligation to keep a record of contact details of overseas students at all times and unauthorised absences may lead to difficulties with UK Visas and Immigration. Please keep your contact details up to date on your personal CamSIS pages and inform Tessa Milne of any temporary change of address if you are absent from your usual Cambridge address.

Under no circumstances must keys be surrendered to family, friends or others, in order for them to occupy, 'look after' or 'check' your room or flat while you are away. The Dean of College will impose a substantial fine on any student who so surrenders a key.

GUESTS

Guests may be accommodated in guest rooms in Leckhampton by prior arrangement with Aldona Maliszewska. The charge per night for guests of graduate students will be £45.00 in 2016/17.

Guests may also be accommodated, free of charge, in students' own rooms **for a maximum of three consecutive nights providing that regular guests do not stay for more than three nights in any seven.** The facilities cannot cope with long-term guests. It is forbidden to accommodate guests in rooms or flats if you yourself are absent at the time.

There are four folding beds which are available to book by contacting Aldona. Bedding is not provided.

During the summer it is sometimes possible to make available a guest room for rather longer than usual, and those interested in the possibility should talk to Tessa Milne and Aldona Maliszewska.

BEDDING, KITCHEN ITEMS AND OTHER CONSUMABLES

College does not supply your accommodation with bedding, linen, towels or kitchen items. However, you can order these online in advance and have them delivered to your room. Corpus has an affiliation with Gailarde (<http://www.unikitout.com/collections/corpus-christi-college-cambridge>), a company supplying a wide range of student consumables, such as linen packs, bedding packs, crockery and cutlery as well as extension leads, plug adaptors and laundry bins. Delivery is £8, or free for orders over £70. During checkout, make sure you select 'Corpus Christi' as your University and 'Corpus Postgraduates' as your campus. In the final checkout step you will be requested to fill in a discount code, which is CORPUS14; this gives you a 10% discount off quoted prices.

You may want to hold off purchasing kitchen items until your arrival, as some things may have been left by previous occupants, your housemates may already have a supply of shared items, or you may wish to club together to save on delivery.

CLEANERS

Single rooms: bins are emptied and cleaned (vacuuming, dusting, cleaning sinks, etc.) weekly. Dish-washing is not part of the cleaners' duties and you should wash up dishes after meals and leave kitchens in good order. There is limited space so prompt tidying away is essential. In a community it is essential that residents are considerate of others when using bathrooms and kitchens. Convenient recycling facilities are provided around the site. Please do your best to use them in accordance with the advice and suggestions found on the College MCR website's 'green pages'.

Flats: occupants are responsible for cleaning the flat.

COOKING IN ROOMS

Basic cooking facilities are provided in the kitchens. The use of rice cookers is not allowed, but other electrical cooking equipment may be used in the kitchens. Cooking in rooms is not allowed. For safety reasons **this includes the use of microwave ovens in rooms.**

FACILITIES

MEALS AT LECKHAMPTON

A two-course dinner is served at 7.00pm on Tuesdays. The deadline for signing up using UPay is 9.00am on the morning of the dinner.

Cafeteria meals are available Monday to Friday from 7.00pm to 8.30pm (from 7.15pm on Tuesdays). Breakfast and lunch are not served, and there are no meals at weekends. On the few evenings when Leckhampton Guest Nights are held, dinner starts at 7.30pm. Gowns are not worn at Leckhampton meals and dress is informal. There are occasional themed evenings with dinner which are organised by the MCR and the Catering Office.

MEALS IN COLLEGE

Breakfast is served in the College Pelican bar (see next section).

Cafeteria lunch	Monday to Friday	12.00 – 13.30
Brunch	Saturdays	12.00 – 13.30
Sunday lunch	Sundays	12.30 – 13.30

Evening cafeteria	Monday to Friday	18.00 – 19.00 (to 18.50 Fridays & Sundays)
Sunday dinner	Sunday	18.00 – 18.50
Formal Hall	Fridays & Sundays	19.30 (all seated by 19.25)

For Formal Hall the deadline for signing up using UPay is 12.00 noon on Tuesday (for Friday formals) and 12.00 noon on Friday (for Sunday formals). Gowns are required for Formal Hall and everyone should be seated by 7.25pm promptly.

Outside of term time, the cafeteria service in Hall is available for lunch on Mondays to Fridays 12.00-1.30pm and Sundays 12.30-1.30pm, and for dinner on Sundays to Fridays 6.00-6.30pm.

The Catering Manager is responsible for catering arrangements at Leckhampton and in College. The College Kitchen and Bar (K&B) Committee welcomes any suggestions concerning the catering arrangements -- please contact the MCR K&B representative.

COLLEGE PELICAN BAR

Breakfast is served 8.15-9.00am on Mondays to Fridays and 9.00–10.00am on Sundays.

Opening times are:

Mondays to Thursdays	8.15-14.00 and 18.30-22.30
Fridays	8.15-14.00 and 18.30-23.00
Saturdays	12.00-23.00
Sundays	9.00-14.00 and 18.30-23.00

Outside of term time, the bar is open Mondays to Fridays 10.00am-2.00pm.

LECKHAMPTON BAR

The Leckhampton Bar offers a very friendly atmosphere as it is located directly in Leckhampton House and operated by student volunteers only. New volunteers to act as bar staff are more than welcome; please contact the MCR Bar Managers, Jiri Cevora and Charlie Daniels (mcr_bar@corpus.cam.ac.uk), if you are interested.

The Leckhampton Bar will be open for purchases most days depending on demand. You can check whether the bar is going to be open and who the bartender is on:

<https://calendar.google.com/calendar/embed?src=h17db78r3mg1r5sig4u6403pr4%40group.calendar.google.com&ctz=Europe/London>.

Guests may of course be entertained by postgraduate students. Hosts will be responsible for the behaviour of their guests.

The Bar accepts payment by College (University) card and cash.

Postgraduates are also very welcome at the College Pelican Bar on the central site.

BACHELORS' PARLOUR

This is situated opposite the post room on C staircase on the central College site. It is opened by the Leckhampton Access key, and the door should not be left open. It is a quiet sitting room set aside for the use of graduate students and their accompanied guests, particularly useful for non-residents. Please take care of the furnishings and carpet – wine stains in particular are difficult to remove. **It is not an extension of the bar nor a party venue** and the Duty Porter is under instruction to curtail rowdiness. He/she may ask you to leave, and you should respect this decision. You are responsible for the behaviour of your guests, and they should leave when you do.

COMPUTER ROOM

The Computer Room is located on the ground floor of the George Thomson Building. It has two desktop computers and one multifunction A4/A3 colour printer. All computers run Windows 7 and Ubuntu Linux via the University Managed Cluster Service (<http://www.ucs.cam.ac.uk/desktop-services/mcs>). This service offers most of the software the departments require for study. A full list is available at <http://www.ucs.cam.ac.uk/desktop-services/mcs/software/pclist>. Postgraduates are also welcome to use the computer facilities in the Taylor Library. Both locations offer printing, scanning and photocopying facilities. All printing and photocopying is logged and charged monthly by the Finance Office at 5p per side. A university card is required in order to gain entry to the Taylor Library and the Leckhampton Access key opens the Leckhampton Computer Room. Please contact the Information Services and Technology office (helpdesk@corpus.cam.ac.uk) or the MCR Computer Officer, Karl Goedel (kcg27@cam.ac.uk), for further details of the facilities and how to access them.

COMPUTER CONNECTIONS

All rooms have at least one wired network connection for your use and the College wireless network should be available in all locations for research and web browsing. Instructions on how to access the wireless network (including eduroam) will be included in the welcome pack you receive on arrival. The cable network should still be used for primary access to the internet and for any data intensive tasks within College where possible.

Students wishing to connect to the network from their rooms should do so by registering online. To do this, plug your computer into the wall socket using an ethernet cable (you may need to ensure that your network settings are set to automatically receive an IP address) and then open up a browser which should take you to the College's registration page. If you require an ethernet cable or further assistance with setting up your computer for use on the College network, please visit the IS & T office which is located in E1, New Court. The MCR Computer Officer, Karl Goedel (kcg27@cam.ac.uk), is available to help outside of office hours.

LECKHAMPTON LIBRARY

The library at Leckhampton has been described as a 'country house library'. That is, its primary role is recreational. The aim is that all the books in all the sections should be accessible to all the residents. It does, however, contain some reference books to answer those niggling questions that arise at two o'clock in the morning! All the sections are arranged alphabetically by author with the exception of Biography (arranged by subject), Art (arranged by a mixture of author and artist), and Reference (arranged randomly as it contains such an eclectic mix of books, maps etc, that we haven't worked out a way of organising it!). The library contains between four and five thousand books. One of the best things ever said about it by a former resident is that it

contains those books you always meant to read but never quite got around to. It's small enough to find them too. Suggestions for and donations of new books are always welcome (mcr_libraryofficer@corpus.cam.ac.uk). The library contains the following sections: Art, Biography, Literary Criticism, Crime fiction, Drama, Film, History, Humorous Books, Music, Novels, Philosophy, Poetry, Reference, (PS) Social (or Human) Sciences, Natural Science, Science Fiction, Theology, Travel.

WASHING MACHINES

There is a laundry room at Leckhampton by the car park (in the flat-roofed building opposite Leckhampton House). In Barton Road there are laundry facilities in the downstairs kitchen. Washing and drying machines (operated by £1 + 20p coins), ironing boards and irons are available, as well as a sink for any hand washing. A change machine is located inside the Leckhampton laundry room near the door.

POST OFFICE MAIL

Mail for occupants of the GTB and the Kho Building and any general 'Leckhampton' address is delivered daily by the Post Office to Leckhampton House and is put into pigeonholes in the post room opposite the Leckhampton Site Manager's office. Occupants of the houses in Cranmer Road, Selwyn Gardens and Barton Road can also give their house address and the Post Office will deliver mail direct. However, we would advise that it is more convenient (and secure) to use the College address and the pigeonholes in the post room on C staircase on the central site.

Location	Postal address
Leckhampton House, GTB, Kho Building	Leckhampton 37 Grange Road Cambridge CB3 9BJ
Main college	Corpus Christi College Trumpington Street Cambridge CB2 1RH

Location	Post codes
Cranmer Road houses	CB3 9BL
Selwyn Gardens	CB3 9AX
Barton Road	CB3 9LH

SECURE STORAGE

There is a safe at Leckhampton and residents who wish to store small items, such as cameras, passports, laptop computers etc. when they are away for some time, should consult Aldona Maliszewska.

BICYCLE PARKING AT LECKHAMPTON

Secure storage for bicycles is available adjacent to the car park next to the GTB and in the Sports Field car park. A cycle shed is also available at 7 Selwyn Gardens, 88-90 Barton Road and the Cranmer Road houses. Sheds are accessed with a Leckhampton Access key or an A20 Key. **The Head Porter will also need to register your cycle and provide a College numbered sticker.** In very special cases the Tutor for Advanced Students may give permission for high performance bicycles to be kept in a student's room. Otherwise cycles **must not be stored inside residential buildings or under the GTB, or they will be removed.** The cycle sheds are for the use of Leckhampton residents and legitimate visitors. Cycles must be in a roadworthy condition and in regular use. Wrecks, and cycles unused for extensive periods, are disposed of at various times of the year.

CAR PARKING AT LECKHAMPTON

If you wish to bring your car to Cambridge and park it at Leckhampton, you will need to see Aldona Maliszewska to register it with her. A registration form will be provided in the welcome pack you receive on arrival and is also available on the College website. Residents of the GTB and Kho Building may park their cars in the main Leckhampton car park and the Sports Field car park, for which you will need your university card to gain access. Residents of Selwyn Gardens and Cranmer Road have space in front of their houses for parking but may also use the main car parks if they wish. Regrettably the College does not possess sufficient space to offer regular car parking facilities to students not resident in College accommodation. For reasons of security the Leckhampton Office maintains a record of vehicles likely to be parked anywhere on College property.

SWIMMING POOL

Undergraduates, graduates and their guests use the open-air unheated swimming pool in Leckhampton Gardens entirely at their own risk. The pool is fenced and kept locked (with an A20 key) at all times. The College does not provide a Life Guard. See the separate Rules of Use on the website.

PARTIES

For all parties, permission must be sought from the Warden of Leckhampton.

PETS

Pets (however small, unobtrusive, clean, etc.) are **not** allowed at Leckhampton.

SERVICES

Aldona Maliszewska is responsible for all aspects of the operation of the Leckhampton complex, including Barton Road. Any maintenance issues should be reported via email to the Maintenance Department (maintenance@corpus.cam.ac.uk). The College site is large and it is likely that you will be the first to notice a faulty light or blocked sink. Information and notices concerning the maintenance and use of Leckhampton are displayed on the 'House' noticeboard above the hall table in Leckhampton House and in the lobby of each building.

FIRE PRECAUTIONS

Postgraduate students should familiarise themselves with the following:

- what to do in the event of fire;
- what to do if you hear the fire alarm;
- basic fire safety;
- the means of escape from your room. In the event of fire, all College members are responsible for escorting guests in their company to fire assembly points.

There is a fire action notice displayed in each room.

New students must attend a short talk on fire safety at the beginning of the Michaelmas term, which is arranged as part of the standard induction programme on Matriculation Day. Any queries about fire safety can be raised through the student safety officers or directly with the Head Porter. There is a weekly fire alarm test in all buildings beginning at 9.00am on Thursdays.

Fire exit routes, staircases, landings and passageways **must** be kept free of any obstruction and loose materials (e.g. suitcases and boxes). Any abuse of fire equipment is taken very seriously, and individual cases will be referred to the Dean of College for disciplinary action. An automatic fine of £75 is levied.

HEALTH AND SAFETY AT WORK

All members of the College have a responsibility to ensure the safety of themselves and others. Postgraduates are asked to identify hazards and to report all matters affecting health, safety and the environment to the Head Porter (01223 338000).

Students who have an accident on College property must complete an Accident Form. Blank forms are kept in Aldona's office, and in the Porters' Lodge. During office hours there is usually a qualified First Aider at Leckhampton and on the central College site, (contact details beside the first aid boxes).

Please take care when moving around the College buildings and grounds and using staircases. There is a Health and Safety talk as part of the standard induction programme

on Matriculation Day. All new students are required to attend and sign an attendance sheet. If you are not present at this event, please let the Graduate Office know.

ELECTRICAL ITEMS AND FURNITURE

Residents are responsible for the safety of their own electrical equipment which must conform to the appropriate British Standard and be fitted with correctly wired and fused plugs. All electrical equipment will be tested early in the academic year, and you will need to give the maintenance staff access to your equipment. If you bring further equipment later in the year you should consult the Maintenance Department, via Aldona, so that it may be tested.

If you would like a college fridge in your room, please contact Aldona.

All rooms are fully furnished, but occasionally residents wish to bring a personal item of furniture. This will need to conform to appropriate safety standards. You should consult Aldona Maliszewska before bringing such items.