



Murray Edwards  
College



# home from home

Murray Edwards Graduate Accommodation 2015-16

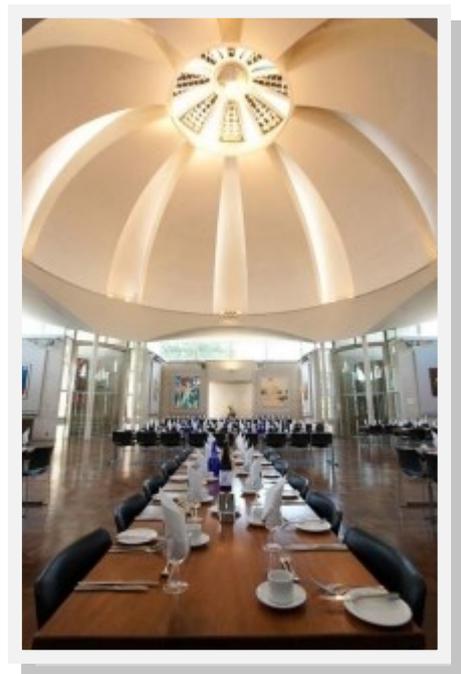


*Dear Students*

The College has produced this Accommodation Guide to provide information on the accommodation available to Graduate students at Murray Edwards.

The Accommodation Office at Murray Edwards is committed to providing our students with the best information and service that it can and we hope that this Guide will help answer many of your questions regarding rooms.

*Accommodation Office*



The Dome

Disclaimer

Please note that the information in this Guide is for guidance only. Information is accurate at time of going to press (March 2015).

© Murray Edwards College 2015

# Canning and Eliza Fok House

All 40 rooms in Canning and Eliza Fok House are single and en-suite. The rooms are divided over five floors with 8 rooms on each floor. All study bedrooms have both a large and a smaller full height window, making them well-lit and pleasant spaces.



Each bedroom has fitted wardrobes with shelves, single bed, bedside table, desk, desk chair and desk lamp.

Each floor has a large fully fitted kitchen with an oven, hob, fridge, freezer, microwave, kettle and a toaster.

On the ground floor, the MCR (Graduate Common Room) offers a wonderfully light and modern space for social gatherings. It also has its own kitchen and television as well as large sofas and chairs. The entire building enjoys exceptional views over the College's grounds.

Other facilities include several storage rooms for luggage, a laundry room, a covered bike shed and a computer room adjacent to the MCR.



# Beaufort House



Beaufort House is situated within the college grounds. It has 7 rooms divided over 3 floors, 5 of the rooms are very spacious with 2 small cosy rooms on the top floor. There are shared bathrooms located on each floor.



The house was redecorated in 2012 with new fitted carpets throughout. Each bedroom has a wardrobe, bookshelves, easy chair, single bed, bedside table, desk, desk chair and desk lamp.



The kitchen is fully fitted with all the essentials including a washing machine, cooker, fridge, microwave, kettle and a toaster.

# Who can help me?

## Graduate Services Office

The Graduate Administrator is a new graduate student's first introduction to the College and a continuing resource throughout a student's time at Cambridge. Mrs Rosann Smith is available on email at [graduates@murrayedwards.cam.ac.uk](mailto:graduates@murrayedwards.cam.ac.uk) or by telephone: +44(0) 1223763165.



Mrs Rosann Smith

## Graduate Life at Murray Edwards

Graduate life at Cambridge revolves around two main locations: the Department, Faculty and/or laboratory where you work, and the College. A College is not just a place to live but also a community that you join. Colleges are your 'home' while at Cambridge and that means places where you can relax, socialise, make friends, receive personal support and, in one word, belong. College is your 'launching pad' into wider Cambridge life: fully part of the University and yet offering a cosier, more intimate environment for everyday life, work and recreation.

## MCR

The term '[MCR](#)' (which stands for 'Middle Combination Room') is used to refer to three different things:

- The entire graduate student body of the College.

- The graduates' common room

- The MCR committee - an elected group of students who represent graduate student views in the college and university

The Murray Edwards College MCR committee organise regular social events for Murray Edwards College graduates and their friends, including film nights, games nights, garden parties and BBQs in the summer and lots more. A programme of events is arranged during the first week of the new academic year to welcome new graduates ('freshers') to Murray Edwards College and help them settle in quickly. All graduates have the opportunity to stand for election to the MCR committee in the Lent Term.

The focal point of the graduate social scene is the spacious, comfortable and modern graduate common room in the Canning & Eliza Fok building. The common room is equipped with sofas, a kitchen, computers, a television, a CD player, DVDs, games and books. Graduates use this room relaxing, socialising and entertaining their friends, as well as for activities organised by the MCR committee.



## Tutorial Support

All graduate students at the University of Cambridge have a College Tutor. Officially, Graduate Tutors provide a formal link between students and the University. At Murray Edwards College, our Graduate Tutors are friendly, approachable and supportive, and can offer confidential help and advice on any aspect of University life, including accommodation problems, finances and general well-being. Your Graduate Tutor can also act as a liaison between you and your Faculty or Department in case of difficulty. If students have health concerns, they can visit the College Nurse, who is regularly available to all students during term time. Although we ask all students to register with a doctor as soon as they arrive in Cambridge, our College Nurse is a useful first point of contact for students with medical concerns of any kind.

# Who can help me?

## Accommodation and Housekeeping Department

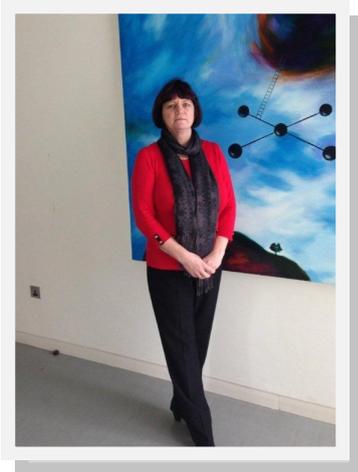
If you have any accommodation questions, please email [accommodation@murrayedwards.cam.ac.uk](mailto:accommodation@murrayedwards.cam.ac.uk) or once you have arrived you may go to the Accommodation Office located in the basement of Pearl House.

The MCR (Graduate Student Club) President or any of the committee members are also available to answer questions about living at Murray Edwards.

Email [mcr-president@murrayedwards.cam.ac.uk](mailto:mcr-president@murrayedwards.cam.ac.uk).

If you have requested accommodation on your College Offer Acceptance Form, and you have met all the conditions of your University offer **by 20 August**, we can confirm that you will be allocated a room at College. The Accommodation Office will contact you after 20 August with information about your allocated room. As this will be a very busy time, please allow a week for them to email you before you contact them.

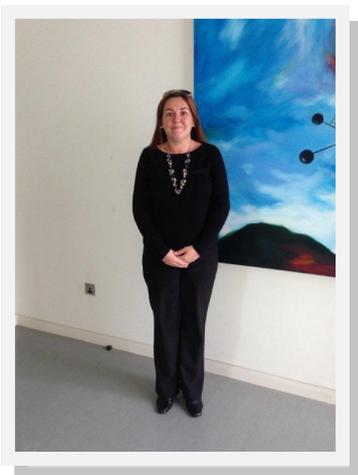
While we usually have enough accommodation for all new offer-holders who wish to live in College, please note that we cannot guarantee you a room if you have not met all the conditions of your offer by 20 August.



Pauline Walker, Accommodation Manager  
pmw39@cam.ac.uk 01223 767775



Anita Salmon, Deputy Accommodation Manager  
alk41@cam.ac.uk 01223 762302



Janthia Garret, Housekeeping Supervisor  
jg644@cam.ac.uk 01223 762249



Jo Lemmon-Sparkes, Housekeeping Supervisor  
jl773@cam.ac.uk 01223 762249

# Who can help me?

## Porters' Lodge

The friendly Porters are ready to greet passers-by and students, and direct conference guests and visitors to their destinations. As well as keeping an eye on security, they perform a multitude of other tasks, from selling stamps and memorabilia, hoisting the College flag and distributing post into pigeon holes.

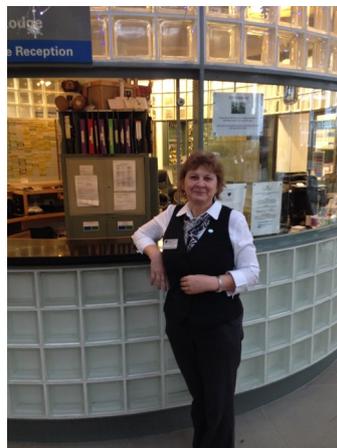
A member of the Porters' Lodge is available 24 hours a day, 7 days a week, where mail can be collected between 06.00am and 23.00pm with a member of staff on duty from 23.00pm to deal with any emergencies.

If you would like to call or e-mail them please use the details below:

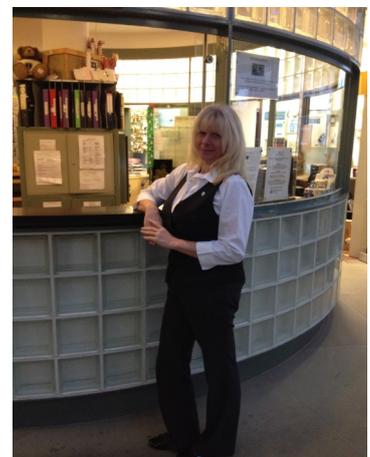
01223 762100 [porters@murrayedwards.cam.ac.uk](mailto:porters@murrayedwards.cam.ac.uk)



Head Porter - Dave Findlow



Deputy Head Porter - Joy Broker



Sue James



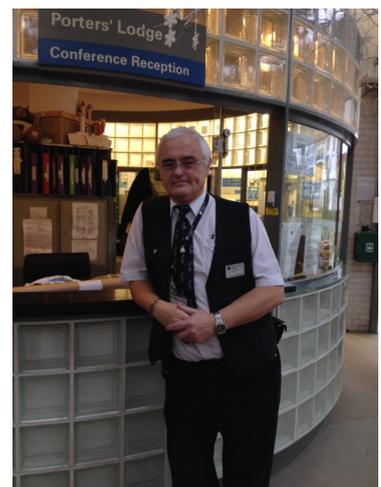
Michael Minervino



Monika Binek



Fountain Court



Tim Gardiner

# Who can help me?

[maintenance@murrayedwards.cam.ac.uk](mailto:maintenance@murrayedwards.cam.ac.uk)

## Maintenance Routines

The college maintenance department aims to provide an excellent service for its users: fellows, students and the operational departments. This requires help from users so we can best manage a quick and efficient service.

**1 Let us know!** If something requires attention, please report it promptly:

If it is an emergency, call in person to the Porters' Lodge. The Porter will immediately contact the relevant maintenance team member

In all other cases, then the best method is email: [maintenance@murrayedwards.cam.ac.uk](mailto:maintenance@murrayedwards.cam.ac.uk).

Once we know your requirement, we can prioritise, plan and respond.

**2 Let us do it!** We will prioritise your request depending on the activity levels, observing the following standards and we will let you know when we will carry out the work:

Priority	Examples	Service standard
Emergency: affecting health, safety or serious damage to buildings	Broken/defective toilets, wash facilities, security-related matters (doors/windows), leaking pipe work, main	Make safe within 3 hours Inspected and repaired as soon as possible and within 24 hours at
Urgent: Matters materially affecting comfort or con-	Sticking door, peeling paper, defective internal doors (wardrobes etc), defective plug, socket, light switch	As soon as possible and in any event within 5 days
Routine: affecting comfort and convenience but not materially		As soon as possible and in any event within 28 days (with a strong expectation that this limit will not

**3 Then we'll let you know** If we have needed to enter your room, we will leave a note to tell you and say what we have done. If the job is more complex or needs more than one visit, we will liaise with you by email or in person.

## 4 Who we are and where we are



Chris Plumb, Head of Estates, Maintenance and Contracts



Mick Reynolds, Painter and Glazier



Graham Squires, Carpenter



Gary Brignell, Plumber and Gas Fitter



Tom Street, Electrician

[maintenance@murrayedwards.cam.ac.uk](mailto:maintenance@murrayedwards.cam.ac.uk) Supporting ANUK/National Code of Standards

# Who can help me?

## Gardens Department

We aim to make the Murray Edwards Garden a home from home back garden for you to use and enjoy. Here you can sunbathe on the grass, party, pick herbs and flowers, chill with friends or work on your allotment .

The team is a Chelsea Flower Show medal winner. The garden can also be found in the Good Gardens Guide and is one of only three Oxbridge Colleges listed in this independent guide of the top 1200 gardens in the British Isles. We are known for our bright colourful flower displays and community involvement growing food.

We are working to improve biodiversity and if this is your area of expertise feel free to approach us with ideas and suggestions.

Contact us too if you or a group of friends would like a small allotment to grow food and flowers or if you would like to cook your produce in the clay oven. You can contact us via the gardeners pigeon hole, e-mail Jo Cobb - [jmc70@cam.ac.uk](mailto:jmc70@cam.ac.uk), and on the Murray Edwards Gardens Facebook page.



Jo Cobb  
Head Gardener



David Derrien  
Deputy Head Gardener



Peter Kirkman  
Gardener



Sergio Ballerin  
Gardener

# Terms and Conditions of Residence

The College aims to offer single accommodation to all new graduate students in their first year. Most graduates are accommodated in Canning and Eliza Fok House and Beaufort House which are both situated within the College grounds.

Most room Licence Agreements begin on the first day of a University Term (1 October; 5 January or 10/17 April). You may arrive earlier than that with permission from the Graduate Services Office (although we prefer that you do not arrive before 10 days prior to the beginning of term). Any nights before the beginning of term, as noted above, will be charged at a pro-rata rate. Rents and Charges are available on the [Murray Edwards website](#).

For accommodation outside of College, you may contact the University's central [Accommodation Service](#). [CUSU](#) (Cambridge University Students' Union) and the [Graduate Union](#) also provide information about accommodation, tenancy agreements, finances, etc.

**Please note** that the University requires graduates to live within ten miles of the city centre; LIM students must live within three miles.

Once you have met all your conditions with the University, you will be contacted after 15 August, when a room will be allocated to you (if you have indicated that you require a room). If you no longer require a room please notify the Accommodation office on [accommodation@murrayedwards.cam.ac.uk](mailto:accommodation@murrayedwards.cam.ac.uk) at least 2 weeks before you are due to arrive. Failure to do so will incur a £100 administration charge which will be added to your College Bbill.

For information about notice periods, please see the Rents and Charges document.

If you wish to stay between the 1<sup>st</sup> July and 15<sup>th</sup> September you must notify the Accommodation Office by the 30<sup>th</sup> April. Rent for this period is charged on a weekly basis. You are required to give 3 months' notice of the date you wish to vacate.

## Licence Agreements

All Murray Edwards College rooms are the subject of Licence Agreements which set out the rights and responsibilities of the student and the College. You will be asked to sign the appropriate Graduate Licence Agreement which will be in your room for when you arrive.

## Fire Warden Rooms

Each building in College has assigned Fire Warden rooms in order to comply with the College Fire Safety Policy and Fire Safety legislation. Occupants of those rooms must be trained Fire Wardens. Straightforward training is provided by the College. If you are allocated a Fire Warden room, but do not wish to be a Fire Warden, you will have the opportunity to inform the Accommodation Office and request a different room, provided one is available.

## Your room

- You should collect from and return your room key to the Porters' Lodge.
- You will be asked to complete and return a room inventory.
- A weekly room cleaning service is provided by the Housekeeping staff.
- Computer Network Connectivity is provided to all study rooms on site.

## End of residence

- You must clear all belongings from your room.
- If you have had permission to have a fridge in your room you are responsible for removing it.
- You should remove any food items from the fridge in the kitchen and make sure your plates, pots and pans are all washed up and removed.
- You should leave your room in a clean and tidy condition and place any rubbish in the bin bag provided. Any College linen should be left neatly folded on your bed.
- Any damage left will be assessed and you may be charged. (Please check your Licence Agreement for a list of charges.)
- Your key must be returned to the Porters' Lodge when you depart.

## Trunk store procedure

- There are two storage rooms located in Canning and Eliza which are located on the first and third floor. To access these you will need a key from the Porters' Lodge.
- The main trunk store and the valuables store are located in the basement of Pearl House. This can be accessed on Monday to Friday between 7:30 am and 3:30 pm. There is no access on weekends.
- All items must be labelled with your name, date and email, and must be signed in and out.
- There is a charge of £5 per student, and there is a limit to how much can be left in store.
- All items must be packed in solid containers (College does have a limited number of plastic trunks that can be used on a first come, first served basis).

## HELPFUL LINK

- [MEC Information on Graduate Accommodation](#)

# Student Accounts - Guide to your Termly College Bill

## College Bill

Your College Bill (as distinct from your Tuition Fee Bill) will be sent to your University e-mail address on or around the first day of each of the 3 full terms.

The College Bill will comprise room rent, utility charges (electricity, water etc.), if living in College accommodation, Network Utility Charge (internet connection) in applicable College rooms/ houses, and an overhead charge for the relevant term in which you have been invoiced. Full-time students living in private (i.e. non-College) accommodation are required to pay the overhead charge at a reduced rate of 50% of the full amount. Part-time students pay 60% of the full-time living out rate.

Other standard charges each term comprise a Medical Taxi Scheme contribution for students living in College accommodation and an optional charity donation to a nominated fund (applies to full-time students only), administered by the JCR. Should you wish to opt out of the latter charge you must notify Student Accounts, via e-mail that you wish to do so.

Other charges (i.e. printing, replacement key/University card etc.) are charged in arrears the following term.

## Payment

Payment of your College Bill is due 14 days from invoice date. Payments can only be accepted in UK sterling and should always include your 8 digit College Account number, found on your invoice.

Suitable methods of payment include:

1. Internet bank transfer using your UK online banking facility (preferred method). Payment details are included at the top of your invoice. Payment may be made from an international bank account if required, however, please note that where charges are incurred for use of such facility, these will be passed on to the student to pay.
2. UK cheque made payable to Murray Edwards College.
3. Sterling Bank drafts (obtainable from any International bank).

Any student who experiences financial difficulty should contact her **Graduate Tutor** in the first instance for information and advice. This approach is best made as soon as the problem emerges. For further information refer to the [Student Support Funds section](#) on the College's website.

## College Charges for Overdue invoices

Charges will be levied on all accounts at the following rate:

1. A first charge will be levied two weeks after the Due Date.
2. A second charge will be levied at the end of Term.
3. Thereafter, overdue accounts will attract monthly charges on the outstanding amount at each month end, provided that at least 30 days have elapsed since the second charge.

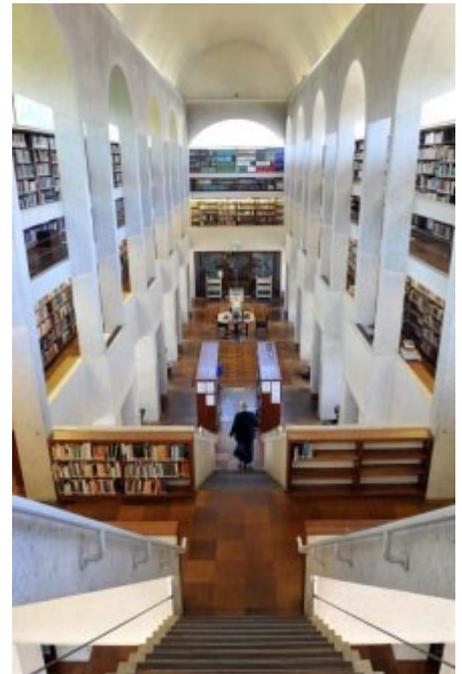
The level of charge is:

- a) £5 if amount overdue = £50 - £250
- b) £10 if amount overdue = £251 - £500
- c) £15 if amount overdue >£500

## Unpaid College Rents

In addition to the imposition of charges, students owing rent to the College at the end of a term **will not be permitted to reoccupy their room for the remainder of the Academic Year**, unless mitigating circumstances apply.

For information about payment of **Graduate Tuition Fees**, please go to the [College website](#).



**Graduate Services Office**

Email: [graduates@murrayedwards.cam.ac.uk](mailto:graduates@murrayedwards.cam.ac.uk)

Telephone: +44(0)1223763165

**General enquiries**

Email: [enquiries@murrayedwards.cam.ac.uk](mailto:enquiries@murrayedwards.cam.ac.uk)

Telephone: +44(0)1223 762100

Fax: +44(0)1223 763110

Post: Murray Edwards College  
New Hall  
Huntingdon Road  
Cambridge  
CB3 0DF United Kingdom

[www.murrayedwards.cam.ac.uk](http://www.murrayedwards.cam.ac.uk)

