



Murray Edwards  
College



Accommodation  
Working towards making College your  
Home from Home



# home from home

Murray Edwards Postgraduate  
Accommodation 2022-23

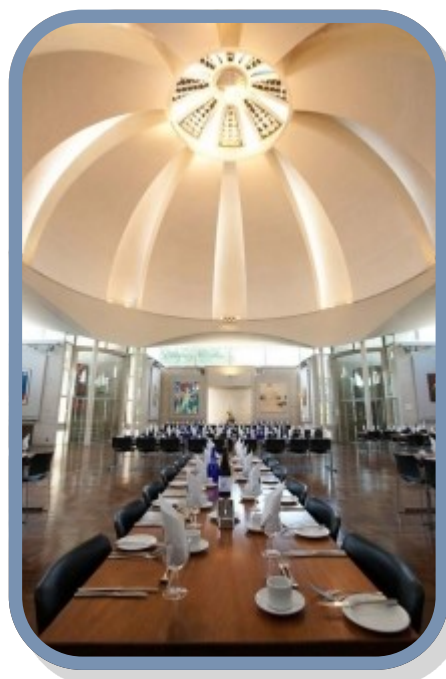
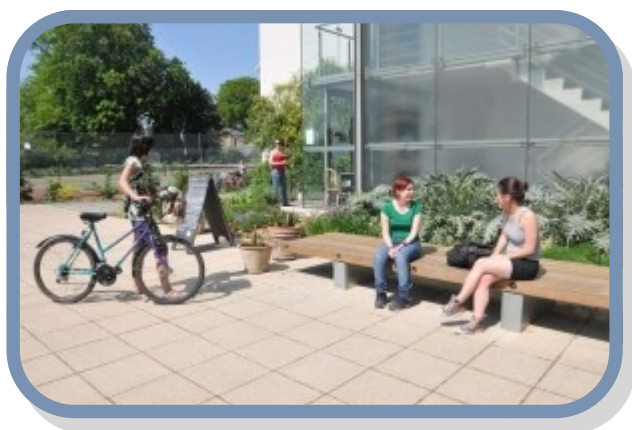


### *Dear Students*

The College has produced this Accommodation Guide to provide information on the accommodation available to Postgraduate 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 (May22).

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# Who can help me?

## Accommodation and Housekeeping Department

If you have any accommodation questions, please email [accommodation.enquiries@murrayedwards.cam.ac.uk](mailto:accommodation.enquiries@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 (Postgraduate 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 and you have met all the conditions of your University offer **by 4 July 2022** you will be contacted by the Accommodation Office after this date with information about your allocated room. Whilst we usually have enough accommodation for new offer-holders who wish to live in college, please note that we cannot guarantee you a room. Rooms are allocated on a first come first serve basis. This is always a very busy time of year, we will endeavour to reply to inquires as quickly as we can and our website also contains information that is helpful for common questions. <https://www.murrayedwards.cam.ac.uk/applying/postgraduates>



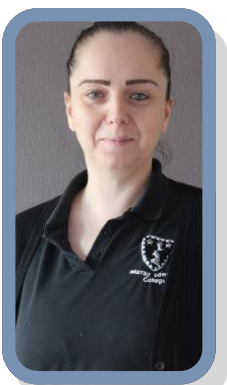
*I am Pauline Walker the Accommodation Manager.*

*I started at Murray Edwards in 2011. I have worked in many different colleges throughout my career, I previously worked as Head Housekeeper at Lucy Cavendish college, so have a lot of experience of college life.*



*Anita Salmon, Deputy Accommodation Manager.*

*I have worked in the Accommodation Department since I joined the college in 2008. Prior to this I worked in the hospitality industry.*



*Cherie Long, Housekeeping Supervisor*

*I started working here in 2013 as a part time cleaner and was promoted this summer to Housekeeping Supervisor. For any linen or cleaning enquires you can contact me at [Cherie.long@murrayedwards.cam.ac.uk](mailto:Cherie.long@murrayedwards.cam.ac.uk)*

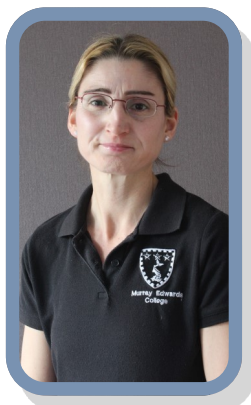


*Stan Janis, House Porter Supervisor*

*I joined the college in February 2013 as a House Porter, I was promoted to House Porter Supervisor in the summer of 2015. I look after 4 House Porters who clean the Public areas and set up the meeting rooms*

*Claire Storey, Housekeeping Supervisor*

*I started working at the College in 2015 as a part time cleaner and was promoted in 2016 to Housekeeping Supervisor. For any linen or cleaning enquires you can contact me at [claire.storey@murrayedwards.cam.ac.uk](mailto:claire.storey@murrayedwards.cam.ac.uk)*



# Meet some of the Housekeeping team

Here at Murray Edwards we have a very hardworking and helpful Housekeeping team who help to clean and maintain all areas around the college.

Each student is provided with a weekly room clean as well as all public and communal areas done on a daily basis.

Our Housekeeping team pride themselves on being approachable and friendly.

You can find the Housekeeping department next door to the Accommodation Office within the basement of Pearl house.

Please see pictures below of a small selection of our Housekeeping and House Porter team.



Anne Smith

Housekeeper

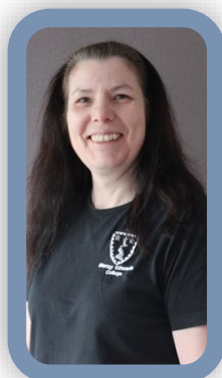
Anne has worked at the college for 19 years. She enjoys spending time with her Grandchildren. In her spare time Anne loves travelling and shopping.



Allyson Fairbrass

Housekeeper

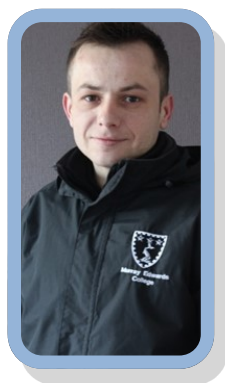
Allyson has been working for the college since 2018, you will find her on the 1st floor of Canning and Eliza.



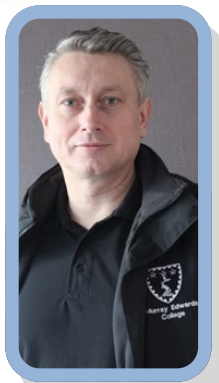
Val Maio

Housekeeper

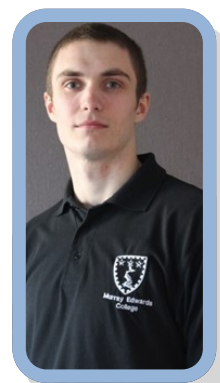
Val has worked at the college since 2003. In her spare time Val likes to do a bit of sewing, finds it very therapeutic working in her garden and going shopping. When Val needs to relax she does a bit art work.



Rafal Traczykiewicz,  
House Porter



Marek Rosa,  
House Porter

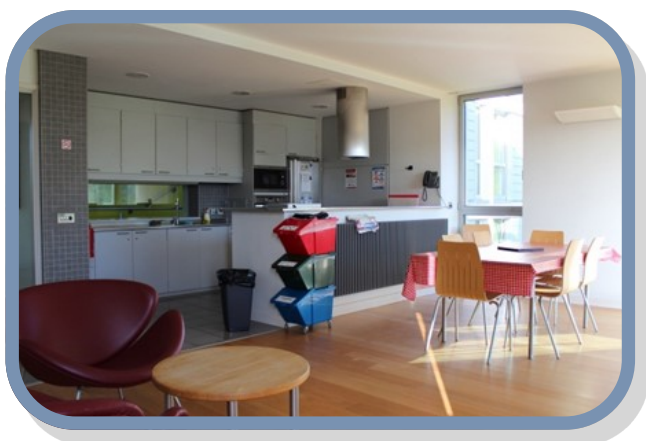


Pawel Piskorz,  
House porter

The team of House Porters look after the meeting rooms as well as keep all the public areas clean and tidy. They are led by Stan Janis who is the House Porter Supervisor.

# Canning and Eliza

All 40 rooms in Canning and Eliza 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.

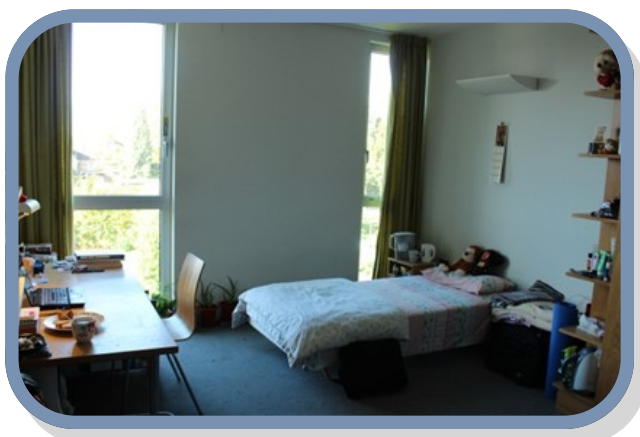


Each floor has a large fully fitted kitchen with an oven, hob, fridge, freezer, microwave, kettle and a toaster. There is also a dining table and chairs.

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

On the ground floor, the MCR (Postgraduate 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.



There is a laundry room situated on the 2nd floor which has a washing machine and tumble dryer and are operated by a laundry card or the Circuit Laundry App.

You purchase a card from a vending machine situated in the laundry room in Pearl House, which is in the basement opposite the Accommodation Office then you top up the card via the website [www.circuit.co.uk](http://www.circuit.co.uk). You will be given a pin number to activate the card and away you go.

When using the washing machine you will need to put the detergent and softener into the drum only.

There is an ironing board and iron in the laundry room for you to use





# Terms and Conditions of Residence

The College aims to offer single accommodation to all new Postgraduate students in their first year. Postgraduates are accommodated in Canning and Eliza Fok House which is 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 Postgraduate 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 [Postgraduate Union](#) also provide information about accommodation, tenancy agreements, finances, etc.

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

Once you have met all your conditions with the University, you will be contacted after 4th July, 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.enquiries@murrayedwards.cam.ac.uk](mailto:accommodation.enquiries@murrayedwards.cam.ac.uk) at least 2 weeks before you are due to arrive. Failure to do so may incur a £100 administration charge which will be added to your College bill.

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 25th June. 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 subject to Licence Agreements which set out the rights and responsibilities of the student and the College. You will be asked to check and accept your Postgraduate Licence Agreement on the RMS (room management system) after you have arrived.

## 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 as soon as possible and request a different room, provided one is available.

## Your room

- On arrival you should collect your room key from the Porters' Lodge.
- A bed pack is provided in your room, there is a charge of £2.50 per day from arrival. Please return to the accommodation office if you do not need it.
- You can also hire College linen, which is a cost of £39 per quarter. Please email the Accommodation Office.
- You will be asked to check and accept a room inventory on the RMS (room management system).

- En suite bathrooms are cleaned once a fortnight 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 floors. 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 8:00am and 3.30pm and weekends from 7.30am to 1.00pm
- All items must be labelled with your name, date and email, and must be signed in and out.
- There is a charge of £10 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).

# Who can help me?

## Postgraduate Services Office

The Tutorial team is the new Postgraduate student's first introduction to the College and a continuing resource throughout a student's time at Cambridge [tutorial@murrayedwards.cam.ac.uk](mailto:tutorial@murrayedwards.cam.ac.uk)

## Postgraduate Life at Murray Edwards

Postgraduate 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 Postgraduate student body of the College.

The Postgraduates' common room

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

The Murray Edwards College MCR committee organise regular social events for Murray Edwards College Postgraduates 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 Postgraduates ('freshers') to Murray Edwards College and help them settle in quickly. All Postgraduates have the opportunity to stand for election to the MCR committee in the Lent Term.

The focal point of the Postgraduate social scene is the spacious, comfortable and modern Postgraduate 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. Postgraduates use this room for relaxing, socialising and entertaining their friends, as well as for activities organised by the MCR committee.

## Tutorial Support

All Postgraduate students at the University of Cambridge have a College Tutor. Officially, Postgraduate Tutors provide a formal link between students and the University. At Murray Edwards College, our Postgraduate 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 Postgraduate 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.



# 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 is a termly invoice that includes the accommodation charge (which comprises of room rent, electricity, water, network connection, amenities charge etc), and a standard charge each term for a Medical Taxi Scheme contribution.

Full-time students living in private (i.e. non-College) accommodation are required to pay an Amenities charge each term; this is reduced for part-time students.

Other charges (i.e. printing, replacement key/University card etc.) will also be included in this invoice, but 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).

Please note that we **do not** accept payment by credit or debit cards, and cannot accept payment in Cash.

Any student who experiences financial difficulty should contact their **Tutor** in the first instance for information and advice. This approach is best made as soon as the problem emerges. For further information please 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.

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



# Who can help me?

## Porters' Lodge

The friendly Porters are ready to greet students, conference guests and visitors and direct them to their destinations. They perform a multitude of tasks including the distribution of post, First Aid, keys, University Cards, College access and security as well as problem solving, but most importantly to greet and help with a smile.

The lodge can be a busy and vibrant place, when not busy will always have a chat. We are available 24/7 365 days a year. Normal service, for example collecting packages, are from 6am to 11pm and from 11pm to 6am we are here to help 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 - Joy Broker



Deputy Head Porter - Sue James



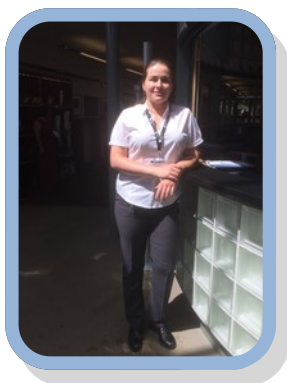
Wayne Maund



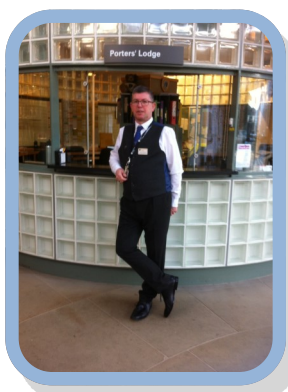
Monika Binek



Matthew Foley



Justyna Dobrzanowska



Simon Glover



Mary Graham

# Who can help me?

## 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:

In all other cases use the colleges Room Management System (RMS) . For further information please follow the [link](#)

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

If it is an emergency, report it to the Porters` Lodge. The Porter will immediately contact the relevant maintenance team member .

**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:

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

**3 Then we'll let you know** If the job is more complex or needs more than one visit, we will liaise with you through the RMS tracker system or in person.



#### **Tutorial Office**

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

Telephone: +44(0)1223 762268

#### **General enquiries**

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

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