

Terms and Conditions of Residency at Magdalene College College for Students attending the ISI Summer Programme 2020

All ISI Summer Programme Students, for the duration of their time in residence, are required to abide by the terms and conditions of residency as set out in this document. These terms and conditions are set out for your own safety and well-being and for that of others. They are binding and you must make sure that you understand and agree to them before you sign. Failure to comply with these terms and conditions may result in you being asked to leave the premises and find alternative accommodation. In such an instance no refund will be offered for any nights' accommodation not used.

Residency ISI Summer Programme 4 July – 30 July, inclusive

Address Magdalene College

Commitment to Equality and Diversity

The ISI Programme aims to provide an inclusive environment which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected, to assist them in reaching their full potential.

We expect that all ISI students conduct themselves in an appropriate manner towards other staff, students (prospective, current and former) and visitors. ISI students have a duty to treat colleagues with respect at all times, and not to discriminate against, victimise, or harass other students, members of staff or visitors, whether junior or senior to them. The ISI team regards any breach of this policy by any employee(s) or student(s) or visitor (s) as a serious matter which may result in disciplinary action.

Student's Obligations

We are delighted to welcome students to ISI and ask you to abide by the following obligations to ensure that you and other students (as well as resident students, faculty members and guests) enjoy their time on site. You are therefore asked:

1. To not cause any wilful damage to the accommodation in either the bedrooms or public areas nor remove furnishings from any room.
2. To allow members of the housekeeping team to enter the bedroom at least once a day for the purposes of cleaning the room.
3. To not put anything harmful, or which is likely to cause blockage, in any pipes or drains especially via sinks, toilets, showers or baths in accommodation or common parts. Toilet tissue should be flushed down the toilet and not placed in the bins. All sanitary materials or other such waste should be placed in the bins provided in the bathrooms.
4. To not cause any nuisance, offence, disruption, harassment or disturbance to others (including other residents and local neighbours), through deliberate action, inaction, or negligence.
5. To not smoke anywhere on the college sites. If you wish to smoke you must do so off-site on the public highway outside the College buildings but not in such a way as to disturb or cause distress to local neighbours.
6. To note that it is a criminal offence to use, manufacture, offer, sell, or give, any drug, the possession or use of which is illegal. If you are found to be involved in any of these activities you will be asked to leave the premises immediately and find alternative accommodation with no offer of refund for nights not stayed on site. The Summer Programme operates a zero tolerance policy on illegal drug-related activities and if you are and to be involved in these activities you may also be removed from the Programme.
7. To not sleep in any of the public rooms and spaces and ensure that no personal belongings are left in public spaces (they will be removed).

8. To report to the College any damage or want of repair at the College or failure of the services as soon as reasonably practicable and in any event within 24 hours of becoming aware of it. Where damage or loss occurs for which you are responsible, students may be asked to pay to the College a fair and reasonable proportion of the cost of repairing the damage or reinstating the loss
9. To not add to or do anything which may cause damage to the electrical installation, security or safety equipment in the College or which may be a fire risk or in any other way put the health and safety or security of others or the College's or other people's property at risk.
10. To close and lock all windows and doors when accommodation is unoccupied
11. To look after all keys or access cards issued and to report any loss of such keys or access cards immediately or as soon as is reasonably practicable. Not to copy or loan keys or access cards to anyone else.
12. To comply with The University of Cambridge's environmental policy and in particular (a) to take reasonable steps to avoid wasting fuel (e.g. by turning off lights and electrical equipment when not in use) or water and (b) participate in any waste recycling schemes operated by the College.
13. To note that, other than in an emergency, it is a criminal offence wilfully to set off, to damage or to misuse any fire alarm bell, smoke or heat-detector, fire extinguisher or any other emergency appliance. Fire exits in rooms must be kept clear of obstructing furniture etc.
14. To note that a TV Licence is also required if you are using a laptop or mobile device to watch programmes at the same time as they are shown on television.
15. To note that the following are strictly prohibited:
 - Candles and naked flames in any part of the building
 - Pets or any other animal
 - Fireworks and firearms (including replica firearms)
 - Smoking anywhere on the site
 - Ball games, or any games involving throwing of any object
 - Hanging, throwing, or dropping anything out of windows, including but not limited to banners, bags containing food, drink, etc.
 - Walking on the roof tops

Agreement

By signing below, you agree to the terms and conditions of residency set out above.

Name _____

Signature _____

Date _____