



Graduate School of the Environment Accommodation Policy

In Academic Years 2023-24 – and 2024/25 to encourage students to participate in site based activities following the pandemic we will be offering students a 'free' 4th week of **accommodation** within an academic year i.e. either 2023/24 or 2024/25*, once they have booked and stayed for 3 weeks at CAT. The 4th week will be in the nearest equivalent accommodation subject to availability.

*For Part time MSc students only the eligibility for the free 4th week will be based upon participation in site-based activities in academic years 2023/24 **AND** 2024/25, as they only study 60 credits per year.

There will be a limit of 2 free stays per academic year. Students will still have to pay for any onsite meal packages during their free accommodation stay.

Ordinarily:

- WISE accommodation consists of 2 people occupying shared bedrooms, with breakfast dinner and supper included in the booking.
- Self-Build and Eco-Cabins are self-catering accommodation in bunkhouse style accommodation. Meals at CAT can be booked as a package equivalent to a WISE booking. **Meals are only available** through the prebooked packages.

The following accommodation rules will be put in place for the 2023/24 and 2024/25 academic years to accommodate as many students, staff and visitors as normal.

At the start of the academic year students will be asked to book core and optional modules for the year and specify whether they will be taking the module on site or by distance learning. This information will be used to allocate room bookings and usage for the academic year.

To support the administration of the scheme and room availability, **requests for the 4th week free deal must** be made before the accommodation link is released for paid bookings, which is usually 4 weeks before the onsite week. Later requests will be considered subject to availability.

The first priority for accommodation will be for students who are booking accommodation in either WISE or self-catering accommodation, on a first come – first served basis.

Students will need to complete payment for rooms 10 working days in advance. If a student wishes to change this at short notice, they need to follow the sudden and severe change of circumstances procedure.

A number of rooms in WISE will be allocated to students with **documented** additional learning needs or religious reasons. Other rooms in WISE are offered as shared rooms. If WISE is not fully occupied, then additional single occupancy rooms for students with ALN or religious reasons will be released.

Shared WISE rooms and shared bedrooms in the bunkhouse accommodation will be allocated on a common gender basis. If BOTH students staying in WISE indicate a preference for sharing with named individuals, then an attempt will be made where possible to accommodate this.

The second priority will be for GSE academic staff who are engaged with teaching activities. Staff will be allocated bunk house accommodation with food option, or WISE accommodation, subject to remaining availability. GSE staff must book accommodation at least 10 working days in advance.

The third priority will be for visiting lecturers engaged with teaching activities. Guest lecturers will be offered accommodation only for the named days that they are teaching at CAT.

Where all accommodation at CAT is full the WISE house team will make efforts to identify local accommodation for visiting lecturers and staff.

Should the visiting lecturer wish to stay for additional days or bring a guest, they can be offered extra accommodation subject to availability, i.e. after the student booking deadline, at the normal CAT student discount rate.

It cannot be guaranteed that accommodation for staff or visiting lecturers will be based in single occupancy rooms.

Updated: April 2024

To be reviewed: July 2025

Approved by: Head of School/ Head of Visitor Services/ Academic Council