Accommodation Allocation Policy

Overview:

The College's accommodation is a prime strategic resource and is allocated with the objectives of supporting the College's academic strategy and in having due regard to the College's Public Sector Equality Duty under the Equality Act (2010). The policy covers the following groups of students:

- Undergraduates
- Graduates
- Visiting students
- Ministerial students

The resource:

On the main site, the College has 94 units of accommodation. 88 designated for undergraduates (including BTh ministerial students) and visiting students, 3 designated for graduates, 2 reserved for Junior Deans and 1 reserved as guest accommodation.

There are 94 single units, of which 35 are single rooms with access to a shared kitchen and bathroom. 59 are arranged in flats of various sizes, each of which has a kitchen and a bathroom.

Off site, at Banbury Road the College has 9 single units over 3 flats with shared kitchens and bathrooms. The College has access to a small number of units (agreed annually) of University-owned accommodation (for graduate students only), under nomination agreements.

All accommodation is registered under the UUK Accommodation Code of Practice and occupation of accommodation is governed by the College's licence agreement.

Undergraduates:

The College tries to guarantee 2 years' accommodation on its main site to undergraduates, one of which is the first year. Rooms earmarked for first-year undergraduates and allocated by the Accommodation Manager or Director of Operations, once the offer of a place becomes unconditional. This allocation will have due regard to evidenced disability, medical and other

major welfare considerations, which will be considered by an annual meeting in August/September between the Accommodation Manager, Disability Lead, Disability Co-Ordinator, a member of the Welfare team and the Tutor for Admissions.

Undergraduates are all expected to live out in accommodation which they have secured independently in the second year.

In early Hilary Term of students' second year, undergraduates may enter a room ballot for their final year accommodation. Undergraduates on four-year courses may choose to take their second year of accommodation either in their third year or in their fourth year. Where accommodation is not available on the main site, the College will make reasonable efforts to help students on four-year courses to identify accommodation.

This pattern of allocation may be varied by the College in unusual circumstances e.g. on grounds of disability or other major welfare considerations, as explained further in the room ballot procedure below.

Graduates:

The College seeks to accommodate as many first-year graduates as it can, recognising that the requirement to vacate accommodation during the vacations is not compatible with the requirements of most research degrees.

The 9 units at Banbury Road and 3 units on the main site are allocated for first-year graduates and offered on a first-come-first served basis and once they have a confirmed place and their Financial Declaration has been approved.

The College enters into an agreement with the University Accommodation Office each year to secure accommodation for first-year graduate students, under nomination agreements. These agreements are underwritten by the College and it is essential that these commitments are fulfilled by those opting to take such a room.

Ministerial students:

Ministerial students attending the termly block week are offered accommodation on the main site for the whole period of the block week. Should overnight accommodation be required during the University term, rooms are allocated on request and if available.

Visiting students:

The College accommodates all visiting students, either on its main site or in nearby accommodation and is contracted to do so by Memorandum of Understanding with a number of international institutions. Students from Columbus State University are accommodated at Spencer House. The allocation is managed by the Accommodation Manager and Director of Operations each term, and should have due regard to evidenced disability and medical needs.

The room ballot:

Names of those who wish to enter the room ballot are provided to the Accommodation Manager and Director of Operations from the JCR each year at the end of Michaelmas Term or at the beginning of Hilary Term.

Before the ballot is run, there will be a period in which students entering their final year of study with disabilities or other major welfare concerns, where there is an explicit and mandated reasonable adjustment specified on their Disability Advisory Service Student Support Plan, can apply for a reserved room. Requests for a reserved room should be made by a specified deadline before the ballot order is drawn to the Accommodation Manager. The Disability Lead, the Disability Co-Ordinator, a member of the Welfare team and the Accommodation Manager will then meet to determine the eligibility of requests for a reserved room on the basis of their Student Support Plans and will then allocate available suitable accommodation according to priority on the basis of the greatest disability need. If the college does not have any accommodation suitable for a student's evidenced disability needs, the College will make reasonable efforts to help them identify accommodation at another college or in the private sector.

Those names remaining on the ballot are drawn by the JCR officers, witnessed by the Accommodation Manager or the Director of Operations. Once the ballot order is known, there is a period of 3 weeks, in Hilary Term, during which the JCR facilitates room visits to various flats and rooms to allow those in the ballot to be fully informed about facilities in each flat.
The room allocation is organised by the JCR and takes place by the end of Hilary Term. The process is subject to the College's Public Sector Equality Duty in all its aspects. The Director of Operations will agree an implementation plan with the JCR which will be underpinned by considerations of fairness and equality.

If the number of rooms available at the time the ballot is run is less than the number of students in the ballot, whilst the College cannot guarantee accommodation for any remaining students in the ballot list, all efforts will be made to assign a room or flat by the Accommodation Manager after A Level Results Day in August, taking into account the students' preferences if possible.

Once the room allocation is agreed, students are committed to their choice. Last minute changes may incur administrative costs which will be levied on battels. The ballot will not be re-run as the result of any last-minute changes.

Students who have suspended their studies are not guaranteed accommodation on their return to their studies.

Appeals and resolutions of difficulties:

After the ballot each year, room swaps are possible but must be agreed in advance by the

Accommodation Manager or the Director of Operations. Should any student have any complaint about the process and the outcome, they should seek informal resolution with the JCR officers. If the complaint is not resolved at that stage, it should be made to the Director of Operations (or if it is in reference to issues of disability, to both the Director of Operations and the Disability Lead), who will endeavour to resolve it within a reasonable time.

Review:

This policy is due for review annually each Michaelmas Term.