



Student Rooms – Room Allocation Ballot Procedures

Reference: AC006

Bursary – Accommodation – Room Ballot

Domestic Bursar – 12th August 2016 (Next Review August 2017)

Introduction

It is essential that the allocation of student rooms follows a fair process. This document is intended to detail the processes followed to ensure that these processes are open and transparent.

Any queries regarding this procedure should be directed to the Accommodation Manager in the first instance.

1. Procedure

Undergraduate Freshers

St Edmund Hall requires that all first-year undergraduates live in College accommodation on the main site, unless there is good reason not to do so.

- 1.1. All First Year undergraduates (“Freshers”) are guaranteed a room in college and are housed in the Besse, Kelly, Emden and Whitehall Buildings.
- 1.2. Fresher rooms are allocated by the Senior Tutor, Domestic Bursar and Accommodation Manager when the final exam results are received and places confirmed. This will be completed randomly, but they will aim to house roughly the same number of males and females on each floor (where practicable) and to mix students up by subject, nationality and school.
- 1.3. En suite rooms and ground floor rooms are allocated to medical need. Students must provide a doctor’s letter to confirm this.
- 1.4. Freshers will be able to see their allocated room on the Friends and Family date in late September each year.
- 1.5. All Freshers will be required to sign a License Agreement.

2nd Year Students

- 1.6. Second Year undergraduates are expected to live out. However where there are rooms not allocated to Third Years these may be offered to Second Years in a ballot held in January each year.
- 1.7. The Ballot process will follow the same format as the finalist Ballot.

3rd Year Finalists, 4th Year Modern Linguists and Law with Law Studies in Europe

- 1.8. Finalists are guaranteed college accommodation and are housed in the Front Quad, Besse and Staircase 8 in Queen’s Lane, and the William R Building and Isis Guest House in East Oxford. Rooms are allocated by ballot in November each year. Students with particular decanal or medical needs may be allocated a room outside of the ballot. On these occasions, the Accommodation Manager will work in conjunction with the Dean, Senior Tutor and College Office to allocate the most suitable room.
- 1.9. The Ballot has the following general schedule (specific dates and times will be sent to each participating student):
 - The Ballot takes place in 6th Week of Michaelmas Term each year;





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- The JCR President or Vice-President will be invited to watch the random name draw for the Ballot in 5th Week;
- Information is sent to all participants of the Ballot;
- Those that do not wish to be included should inform the Accommodation Manager by 0900 on the Monday of 6th Week;
- Those that cannot attend may send a representative; the student should confirm this requirement with the Accommodation Manager by 0900 on the Monday of 6th Week. NOTE: Any student neither present nor having appointed a nominated representative (in writing) shall forfeit his/her place in the ballot and will be allocated a room by the Accommodation Manager at the end of the selection process.
- Students have until the Friday of 7th Week to withdraw from the Ballot. Following this date, students are bound by their License Agreements and will be subject to an administrative fee and cancellation charge.

Students cannot:

- Swap rooms amongst themselves – If a student does not wish to take the room they have chosen, they must inform the Accommodation Manager who will place the room back in the Ballot.

Week 5	Week 6	Week 7	Week 8
Electronic Draw in presence of JCR President or JCR Vice President Draw position and time for attendance send to all relevant students (See sample email content below – Appendix 1)	BALLOT	Friday of 7 th Week – Final day to cancel allocation (Must be in writing)	Those students on the wait list for rooms are contacted

4th Years

- 1.10. Fourth Year students (excluding linguists) may be offered a room at 17 or 19 Norham Gardens. There are 20 rooms available, and these are allocated in the November ballot. In addition, if there are rooms remaining after the Second Year ballot, these may be allocated to Fourth Years. Otherwise Fourth Year students are expected to live out.
- 1.11. Fourth Year students living in Norham Gardens are offered a choice of either 3-term or 44-week continuous licences.





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Disputes

- 1.12. In the event of any dispute in connection with these arrangements an appeal may be made to the Dean. The Dean's decision will be final. Students entering the room allocation procedure agree to accept the Dean's decision without argument, demur or appeal.

2. Specific Room Allocation

The following rooms are allocated to students with specific positions with the JCR and MCR or as part of specific funding:

- 2.1. JCR President – Front Quad, Staircase II, Room 2 (Normal charge when the JCR President is in residence – Usually Michaelmas Term as already paying for private accommodation in Hilary & Trinity)
- 2.2. Retiring JCR President – Front Quad, Staircase VII, Room 4 (Hilary and Trinity term of the following academic year – Normal charge)

Note: The JCR President Room, St II, Room 2, will not be used for any other accommodation requirements; however, the Bursary will allocate St VII, Room 4 as required in Michaelmas term.

- 2.3. JCR Vice-President – St VI, Room 5 (All year, normal charge. May be empty for some of the year if JCR President has private accommodation)
- 2.4. JCR Welfare Office – Emden 2.1 (All year, normal charge)
- 2.5. MCR Committee Member – 17 Norham Gardens B13 (Normal charge)
- 2.6. MCR Committee Member – 17 Norham Gardens A7 (Normal charge)
- 2.7. Organ Scholar – Besse II, Room 16 (Normal charge)

Note: The JCR President is elected in January each year, and therefore occupies Stair II.2 for Hilary and Trinity terms (free of charge) of that academic year, and Michaelmas term of the following academic year (normal charge). S/he then moves to Stair VII.4 for the subsequent Hilary and Trinity terms (normal charge). This means that the President is guaranteed Queen's Lane accommodation for 5 terms in total.

Stair VII.4 is empty in Michaelmas term each year and can be used as a guest room.

3. Suspension

- 3.1. Undergraduate Students suspending in Year 1
Students suspending in the 1st year and retuning the following year to complete their 1st year / or re-start their course (completing the whole year) will be allocated a room for the completion of year one. The College will endeavour to allocate a room on the Queen's Lane site; however, this may not always be possible.





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3.2. Undergraduate Students suspending in Year 2, 3 & 4

THERE IS NO GUARANTEE THAT A ROOM WILL BE AVAILABLE IN COLLEGE FOR RETURNING YEAR 2, 3 & 4 STUDENTS, HOWEVER, THE COLLEGE WILL LOOK TO ACCOMMODATE AS MANY REQUESTS AS POSSIBLE

Students suspending in their 2nd, 3rd or 4th year will be accommodated in College accommodation if rooms are available. Each returning student must communicate with the Accommodation Manager as soon as possible following confirmation of their return and the Bursary will look to allocate a room if one is available. Should there be multiple students returning and limited rooms available, the Bursary will work with the Tutor for Undergraduates and the Senior Tutor to determine individual cases and allocate rooms accordingly.

If a student is expected to return to complete the whole of their 3rd year and wishes to be part of the Ballot process for their returning year, they must maintain contact with the Accommodation Manager who will assist if possible.

For students returning for exams only:

The Accommodation Manager will allocate a room if one is available. This may be at any of the locations at which the Hall has rooms.

3.3. Graduate Students suspending at any time

Graduate rooms are limited and returning graduates cannot be guaranteed a room.

Students should contact the Accommodation Manager to discuss availability.

Note: Details of Decanal Accommodation are included within ACC004 - Decanal Team Accommodation & Dining Rights - V2 070716

Note: We reserve the right in certain circumstances to remove students from the ballot, or otherwise modify their position, when allocating rooms.

Version Control:

Version	Date Created	Created By	Position	Authorised By	Position
1	12/08/16	J. Taylor	Domestic Bursar	R. Wilkins	Senior Tutor





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Appendix 1 – Sample Letter to 2nd Year Students to confirm Ballot arrangements (Information in bold to be updated each year)

3rd Year Ballot information

The Ballot for rooms in **(YEAR)** has been drawn today in the presence of **(JCR PRESIDENT / VICE-PRESIDENT)** and will take place on the Thursday of 6th week **(DATE)** in The Bursary. Confirmation of the times you must attend the Ballot is attached. If you are late, or do not arrive, then a room will not be saved for you. If you know you cannot attend, you may appoint a friend to choose in your place or provide me with a list of your preferences; in either case you must inform me of this in writing before 9.00am on Monday of 6th week **(DATE)**.

A list of rooms available is also attached and floor plans can be found on WebLearn. Please arrange to view the rooms you are most interested in and bring a list of your choices with you as you will not have long to choose a room at your allocated Ballot time.

Please note that rooms in the front quad are located near the Old Dining Hall, Chapel and churchyard where a number of College functions and events are held throughout the year, including Trinity term.

Please also note that all College rooms are susceptible to some noise, both from the general public (in rooms that are close to the High Street and Queen's Lane) and from the general operation of the College.

The College has two houses available at Circus Street, a three-bedroom house and a four bedroom house. The houses are available for Michaelmas, Hilary and Trinity, plus Christmas and Easter vacations. The charges are the same as other single rooms. If you wish to live in one of the houses please email me with a list of two or three friends that you wish to share the property with, before 9.00am on Monday 16th of 6th week. You will be notified on **(DATE)** if you are successful in obtaining a house and will be taken out of the single room Ballot.

You must sign a Licence Agreement when you choose a room, you will then have until the end of 7th week, **(DATE)** to let me know if you have changed your mind and no longer require the room. This must be done in writing in all cases. After this date you will not be able to give up your room, as the Licence Agreement is binding.

Any student who, **(DATE)**, has outstanding battels for which they do not have the Senior & Finance Bursar's permission, will be excluded from the Ballot.

If you have any questions please do not hesitate to contact me.





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Kind Regards

Belinda Huse

Accommodation Manager

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OX1 4AR

Tel: 01865 279015

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Appendix 2 – Sample Letter to 3rd Year Students to confirm Ballot arrangements (Information in bold to be updated each year)

2nd Year Ballot information

The Ballot for rooms in **(DATE)** has been drawn today using a randomiser in the presence of **(JCR PRESIDENT / VICE-PRESIDENT)** and will take place on the Wednesday and Friday of 5th **(DATE)** in The Bursary. Confirmation of the time you must attend the Ballot are attached. If you are late, or do not arrive, then a room will not be saved for you. If you know you cannot attend, you may appoint a friend to choose in your place or provide me with a list of your preferences; in either case you must inform me of this in writing before 9.00am on Tuesday of 5th week **(DATE)**.

A list of rooms available is also attached and floor plans can be found on WebLearn. Please arrange to view the rooms you are most interested in and bring a list of your choices with you as you will not have long to choose a room at your allocated Ballot time.

Plans will also be available to view in the Bursary on the day.

Please also note that all College rooms are susceptible to some noise, both from the general public (in rooms that are close to the High Street and Queen's Lane) and from the general operation of the College.

You must sign a Licence Agreement when you choose a room, you will then have until the end of 6th week, **(DATE)** to let me know if you have changed your mind and no longer require the room. This must be done in writing in all cases. After this date you will not be able to give up your room, as the Licence Agreement is binding.





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Any student who, on Monday (**DATE**), has outstanding battels, for which they do not have the Senior & Finance Bursar's permission, will be excluded from the Ballot.

If you have any questions please do not hesitate to contact me.

Kind Regards

Belinda Huse

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