



**Harris  
Manchester  
College**  
UNIVERSITY OF OXFORD

## **College Handbook 2022-23**

### **Part 2 – Service Agreements & Vacation Accommodation**

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## **Service Agreements**

### **Repairs**

Harris Manchester College aims to deal with all registered repair needs as soon as possible. For achieving optimum effectiveness and efficiency in both responses and use of maintenance staff time, the College has categorized repairs into the following categories:

Emergency – action within 24 hours, Monday to Friday; weekend as soon as possible and within 48 hours

Urgent repairs- action within 7 days

Non-urgent repairs- aim to complete within 28 days

Repairs should be reported directly to the Maintenance Department on [maintenance@hmc.ox.ac.uk](mailto:maintenance@hmc.ox.ac.uk), or to the Housekeeper on [housekeeper@hmc.ox.ac.uk](mailto:housekeeper@hmc.ox.ac.uk) giving:

name of student  
room number and building  
description of fault  
date and time

Emails will be checked daily by the Maintenance department and requested repairs prioritised by them by category and by date and time of reporting.

### **Cleaning**

Harris Manchester College aims to keep all common areas clean and litter free.

The Housekeeper is responsible for the cleaning of the internal common areas in College.

### **Student Rooms**

Housekeeping will issue you a day and time slot for cleaning. You may discuss this with your scout who may be able to change the slot, if inconvenient.

Your room will be cleaned weekly. Kitchens daily and bins emptied daily.

Should you have any concerns or questions about cleaning please email Tina Knowles on [housekeeper@hmc.ox.ac.uk](mailto:housekeeper@hmc.ox.ac.uk)

### **External areas**

Any problems or issues relating to the cleanliness or safety of the College grounds should be reported by e-mail to [clare.davis@hmc.ox.ac.uk](mailto:clare.davis@hmc.ox.ac.uk).

## Vacation Accommodation

### Eligibility

Those eligible to apply for vacation accommodation are:

Those with extended term dates beyond the dates of their tenancy

Undergraduate finalists who may apply for accommodation in the Easter vacation leading up to their finals

Undergraduates and postgraduates on taught courses with university examinations falling outside standard term dates

### Application

Those who are eligible to be accommodated during a vacation (see above) must complete a request form and return it to the Accommodation Manager, Tina Knowles ([tina.knowles@hmc.ox.ac.uk](mailto:tina.knowles@hmc.ox.ac.uk)), no later than Friday of 6<sup>th</sup> week of each term. Late return will forfeit a student's right to be considered for vacation accommodation. Anyone requiring vacation accommodation must complete and return the relevant form (available from the Accommodation Manager) by the stated deadline and sign the regulations concerning vacation accommodation. Late returns will not be accepted.

### Conditions

All students must sign to abide by the terms and conditions governing vacation accommodation (below). Anyone found breaking these conditions may be asked to vacate their accommodation immediately.

All students (with the exception of undergraduates taking university exams and finalists in the Easter vacation\*) must pay for their vacation accommodation in advance. Non-payers will forfeit their right to vacation accommodation.

Postgraduates on research courses who vacate **and clear** their rooms will not be charged during vacations.

The College reserves the right to require students to move rooms during vacations.

The College does its best to accommodate finalists in the Easter vacation, but because necessary maintenance or refurbishment may limit considerably the number of rooms available, this cannot be guaranteed.

\*Undergraduates who take finals in both the second and third year of their courses (e.g. Psychology) may have a total of five weeks' free accommodation, to be divided as they choose between the Easter vacations in the second and third years (if they are awarded accommodation in both years). For those who take finals in their second, third and fourth years (e.g. Engineering) they may have a total of five weeks' free accommodation to be divided between the Easter vacations of their second, third and fourth years, should they be living in for any or all of those years.

### Guests in College

You may accommodate a guest in your own room at no charge. If you do so, you must be responsible for the guest's sleeping arrangements. If you require bedding this can be provided at a charge of £5.00 for each occasion and should be obtained from the Housekeeper. Bookings should be done through the Bursary Office. Alternatively a College guestroom, if available, may be booked for guests at the current rate. **Whichever arrangement you adopt, guests and length of stay should**

**be registered with the Bursary staff before arrival. For security and fire safety purposes, the College needs to have a record of everyone who is staying in College.**

You may only accommodate one guest in your room at any time and guests are not permitted to stay more than three consecutive nights in any one term. No one guest may stay for more than 10 nights in any one term. You may not accommodate a guest in your room if you are absent from College. Guests should not be left to cook for themselves in the house kitchens, and while in the main building and in the dining room they must be accompanied by a member of College; they may only take meals for which they have been signed-in. **You are responsible for familiarising your guests with the College's instructions on fire safety and security and Covid precautions.**

#### **Regulations for students permitted to stay in residence during vacations**

Where a student is granted permission to remain in residence during the vacation, such residence is subject to the following conditions:

If you are a finalist applying for a room over the Easter vacation, *you may be required to move bedrooms for the vacation*, You must be resident for all or the major part of the vacation. Rooms are allocated to a named individual who is responsible for maintaining the room in a good and clean condition. If that person is absent at any time during a vacation, the room may not be offered for use by another person unless the prior agreement of the Accommodation Manager has been obtained.

Any student granted permission to be resident during a vacation must register the dates of any absence with the Bursary Office before going away (for reasons of security and fire safety we must know exactly who is resident at any time). As in term time, smoking or vaping are not permitted in any of the College grounds or buildings, including residential accommodation.

Facilities available during the vacation may vary from those available during term time, dependent on the COVID-19 situation and the availability of staff during the vacation to appropriately oversee and clean the facilities to ensure the safety of those remaining in residence.

Meals will be provided during the vacation when the kitchen is open and will be charged for separately.

Because of the need to maintain a quiet environment for effective study during vacations, noise must be kept to a minimum.

The authority of the Dean and Junior Deans in relation to security and safety must be respected.

Where permission to remain in residence is on a paying basis, full payment must be made *in advance* to the Finance Office in the form and at the time requested by the Finance Office. Failure to fulfil the conditions of vacation residence may result in the person concerned being required to leave residence for the remainder of the vacation.