

Harris Manchester College Handbook 2020-21

Part 2 – Service Agreements & Vacation Accommodation

IMPORTANT NOTE: In 2020-21, the provisions of this handbook will be supplemented by the document 'College domestic and other arrangements'. The latter document will be updated at regular intervals to reflect changes in UK Government guidance and University and College policy in relation to the management of Covid-19. Students must ensure that they are familiar with the latest version of this document, which will be circulated as and when updates are made.

Service Agreements

1. 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, or to the Housekeeper on 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.

2. Cleaning of common areas

Harris Manchester College aims to keep all common areas clean and litter free. For achieving optimum levels of cleanliness and use of housekeeping staff's time, the College aims to provide the following:

Monday to Saturday – In light of COVID-19 a regular and thorough regime of cleaning will be implemented to ensure maximum cleanliness of all common areas of College to include study areas and areas for teaching. Particular attention will be given to areas most liable to touch and contact by members of the college community.

Our aim is to protect both staff and students, thereby minimising the risk of the spread of COVID-19. To this end all students will be issued with the necessary cleaning products to clean their own personal spaces, both bedrooms and bathrooms. Linen will be provided.

Any damage or concerns regarding the cleanliness of student areas to the should be reported to the Housekeeper: telephone (2)71022 or e-mail housekeeper@hmc.ox.ac.

3. External areas

The College aims to keep its gardens, lawns and paths clean, free from litter and well maintained. In many ways this has to be a collaborative exercise involving all College members – students and staff – as well as those departments with specific responsibilities. College members are regularly reminded of their responsibilities in this regard.

For its part, the College undertakes to:

ensure that the garden and lawn areas are properly maintained on a regular basis by a professional gardening service contracted in for the purpose

sweep and clear the main paths and paved areas at least once a week

grit the main paths, paved areas and car park as soon as possible, and within 24 hours, after any snowfall or formation of ice which creates a safety hazard for movement around the College site

Any problems or issues relating to the cleanliness or safety of the College grounds should be reported by e-mail to peter.hyde@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

Additionally, those who do not have nine month contracts, but who cannot return home due to COVID-19 related travel restrictions will be allowed to remain in College over the vacation. This will be charged at the standard student vacation residence rate

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), no later than Friday of 6th 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. The rules governing vacation residence can be found in Part 2.

Conditions

All students must sign to abide by the terms and conditions governing vacation accommodation (attached). 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

Under the present circumstances it is not possible to have any guests in College during Michaelmas Term 2020. This includes guests staying in accommodation. This is for the safety and protection of the residential students and the College community. This rule will be reviewed for future terms in light of the COVID-19 situation at the time.

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, this must be on the basis that you will be occupying it 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 is 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 Junior Dean and Assistant Junior Dean 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 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.