

Harris Manchester College

Room Allocation Policy, Contract Types and Vacation Residence

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# Contract Types

## Short Contract

- The short contract covers term time only (Sunday at the start of 0<sup>th</sup> week to Saturday of 8<sup>th</sup> week each term)\*
- All undergraduate students are required to be roomed on the Short Contract unless permission is granted by the Accommodation Manager for them to be housed on the Long Contract.

## Long Contract

- The long contract covers all three terms of an academic year, plus the Christmas vacation and the Easter vacation.\*
- All postgraduate students are required to be roomed on the Long Contract.
- Those on long contracts stay in the same room throughout.
- Runs from Sunday at the start of 0<sup>th</sup> week in Michaelmas Term to Saturday of 8<sup>th</sup> week in Trinity Term

\*The College reserves the right to refuse to accommodate or continue to accommodate any student in college at any time.

# Graduate Students

## Numbers and Contract Type

All graduate students are required to be housed on the Long Contract.

It is not normally possible to accommodate graduate students outside of their first year.

## Room ballot

Graduate offer holders must indicate to the Admissions Officer by 30 June whether they would like to be included in the room ballot. The Accommodation Manager will draw the room ballot in early July. The order of names is recorded, and if a student does not take up their room, it will be offered to the next student on the list. Priority is given to any student with a registered physical disability.

Part-time students are not eligible to live in College, though they may book a College guest rooms for short periods, subject to availability.

Students on the Graduate-entry Medicine course are counted as graduates from the second year of the course and are counted in the room ballot as any other first-year graduate student.

## Early Arrival

Students may move in before Sunday at the start of 0<sup>th</sup> week at the discretion of the Accommodation Manager. This is usually only granted where a student's course starts early.

If a student moves in prior to the Sunday of 0<sup>th</sup> week, they will be charged at the daily rate. This applies to everyone, including those who have extended course dates that require them to move in early.

## Vacation Residence

Graduates are housed on the Long Contract, so vacation residence does not apply during the Christmas vacation and the Easter vacation.

In the Long vacation, students may stay at no charge until the morning after their last written examination before the end of 10<sup>th</sup> week. If their course continues beyond the date of their last written examination (i.e. they have classes or vivas to attend, and/or coursework to submit), they can be housed at the discretion of the Accommodation Manager. If their last written examination is beyond the end of 10<sup>th</sup> week, they can be housed at the discretion of the Accommodation Manager. They are charged at the daily rate for any days beyond their last written examination.

The deadline to request vacation residence is Friday of 6<sup>th</sup> week each term. Payment for vacation residence **must** be paid by 17:00 on the Thursday of 7<sup>th</sup> week of the term ahead of the vacation.

Graduate students will remain in the same room for the whole long contract period. Where vacation residence is granted, they may be required to move rooms.

Vacation residence is on a room-only basis with the exception of those granted residence for examinations. In these cases, three meals will be provided each weekday while the kitchens are open.

## Leaving during the year

If a student moves out during the year, they are required to pay their battels for the remainder of the term. If the room is filled, a reimbursement may be made. The decision of whether to reimburse a student is at the discretion of the Accommodation Manager.

# Undergraduate Students

## Definitions

**Finalists:** Undergraduate students in their final year of study, i.e. BA students in their 3<sup>rd</sup> year, and MEng and MSci students in their 4<sup>th</sup> year.

**Senior Status Lawyers:** These students are on course for two years and one term, starting in Trinity term. They are guaranteed accommodation for the two full years of their course. They are not guaranteed accommodation for the Trinity term in which they start, but if a room is available, they should be accommodated.

**Other Senior Status courses:** These students are on course for two years. They are guaranteed accommodation for both years.

**Graduate-entry Medics (GEM):** This is a four-year course. These students are counted as undergraduates for the first year of their course and are guaranteed accommodation for that year. They may enter the room ballot as graduate students in the second year of their course.

## Numbers and contract type

All undergraduate students are required to be housed on the Short Contract unless permission is granted by the Accommodation Manager for them to be housed on the Long Contract.

The number of rooms available for an academic year are determined in advance by the Accommodation and Housekeeping Manager, the Domestic Bursar, and the Academic Administrator.

The Academic Office will make the Accommodation Manager aware as soon as possible of any anticipated Senior Status Lawyers, Visiting Students, or undergraduates returning from suspension who may wish to be considered for accommodation.

We undertake to house all 1<sup>st</sup> year undergraduate students and all finalist undergraduate students who request accommodation. We endeavour to accommodate all Visiting Students in College. Where this is not possible, we will endeavour to provide alternative accommodation, but this is not guaranteed.

Those on the MEng and MSci courses may choose to live in for either their 3<sup>rd</sup> year **OR** their 4<sup>th</sup> year. They are not permitted to reserve a room for both their 3<sup>rd</sup> year and their 4<sup>th</sup> year.

Students on the second year of their course may ballot for any remaining rooms.

## Room ballot

Those wishing to be housed for their second year will be invited to participate in the room ballot in Hilary Term of their first year. Those wishing to take part must submit their names by Friday of 5<sup>th</sup> week. The room ballot will be drawn by the Accommodation Manager in the presence of a member of the JCR. Students will be informed of their position in the ballot. Priority is given to any student with a registered physical disability.

The room ballot gives the *indication* of being roomed; no rooms are guaranteed until numbers are confirmed during the summer, as the first-year and final-year undergraduates must be housed first.

## Early Arrival

Students may move in before Sunday at the start of 0<sup>th</sup> week at the discretion of the Accommodation Manager. This is usually only granted where a student's course starts early.

If a student moves in early, they are charged at the daily rate. This applies to everyone, including those who have extended course dates that require them to move in early.

## Vacation Residence

Undergraduates may apply for vacation residence where they have examinations outside of term time. Vacation residence is approved at the discretion of the Accommodation Manager. Those with written examinations after the end of term may stay free of charge until the morning after their last written exam.

Finalists already living in college may apply for residence over the Easter vacation free of charge. This is also at the discretion of the Accommodation Manager.

Undergraduates granted vacation residence are likely to be required to move rooms.

The deadline to request vacation residence is Friday of 6<sup>th</sup> week each term. Payment for vacation residence **must** be paid by 17:00 on the Thursday of 7<sup>th</sup> week of the term ahead of the vacation.

Vacation residence is on a room-only basis but meals may be available under some circumstances.

### Leaving during the year

If a student moves out during the year, they are expect to pay for their room for the remainder of the term. If the room is filled, a reimbursement may be made. The decision of whether to reimburse a student is at the discretion of the Accommodation Manager.

# Annual Timeline

## Note about term weeks

Oxford weeks start on Sunday and progress through to Saturday. Sunday of 0<sup>th</sup> week is therefore the Sunday at the start of 0<sup>th</sup> week.

## Long Vacation

Students with permission to arrive early move in as appropriate.

## Michaelmas Term

- 0<sup>th</sup> week
  - Sunday: Both long and short contracts start. Freshers are required to arrive on Sunday. Returning students are permitted to take up residence from this date.
  - Wednesday: Returning students must take up residence by this date.
- 1<sup>st</sup> week
  - Friday: Battels due
- 6<sup>th</sup> week
  - Friday: Deadline for students to request vacation residence
- 7<sup>th</sup> week
  - Thursday: 17:00 deadline for payment for vacation residence
- 8<sup>th</sup> week
  - Saturday: undergraduate students must move out unless they have been granted vacation residence.

## Christmas Vacation

- Undergraduate students granted vacation residence may be required to move rooms.

## Hilary Term

- 0<sup>th</sup> week
  - Sunday: undergraduate students can move back in
  - Wednesday: undergraduate students must move back by this date.
- 1<sup>st</sup> week
  - Friday: Battels due
- 3<sup>rd</sup> week
  - Accommodation Manager requests 1<sup>st</sup> year students to submit their names for the room ballot for their second year (deadline Friday of 5<sup>th</sup> week)
  - Accommodation Manager asks 2<sup>nd</sup> year BA students to submit their names if they want to live in for their final year
  - Accommodation Manager asks 2<sup>nd</sup> year MEng and MSci students to submit their names if they would like to live in for their 3<sup>rd</sup> year, noting that they can only live in for either their 3<sup>rd</sup> or 4<sup>th</sup> year
  - Accommodation Manager asks 3<sup>rd</sup> year MEng and MSci students who did **not** live in in their 3<sup>rd</sup> year to submit their names if they would like to live in for their 4<sup>th</sup> year.
- 5<sup>th</sup> week
  - Friday: deadline for 1<sup>st</sup> years to submit their names for the room ballot
- 6<sup>th</sup> week
  - Friday: Deadline for students to request vacation residence
  - Accommodation Manager draws room ballot with a member of the JCR present.
- 7<sup>th</sup> week
  - Thursday: 17:00 deadline for payment for vacation residence
- 8<sup>th</sup> week
  - Saturday: undergraduate students must move out unless they have been granted vacation residence.

## Easter Vacation

- Undergraduate students granted vacation residence may be required to move rooms.

## Trinity Term

- 0<sup>th</sup> week
  - Sunday: undergraduate students can move back in
  - Wednesday: undergraduate students must move back by this date.
- 1<sup>st</sup> week

- Friday: Battels due
- 6<sup>th</sup> week
  - Friday: Deadline for students to request vacation residence
- 8<sup>th</sup> week
  - Saturday: all postgraduate and undergraduate students must move out unless they have been granted vacation residence.

## Long Vacation

- 30 June
  - Deadline for incoming 1<sup>st</sup> year undergraduates to confirm whether they want a room in college
  - Deadline for incoming 1<sup>st</sup> year postgraduates to submit their names on the room ballot.
- Early July
  - Postgraduate room ballot drawn by Accommodation Manager
- As soon as possible after postgraduate room ballot
  - Rooms allocated.
  - Accommodation Manager contacts those with rooms to send them all forms that need to be completed.
  - Deposits paid