

**THE WHITE BOOK
REGULATIONS (GENERAL)**

REGULATION G4

Accommodation and Rooms Ballot Policy

Undergraduate accommodation policy

1. All first-year students, other than mature students, shall live in College accommodation, which shall be allocated randomly by the Tutorial Office to each student, after they have accepted the offer of admission and prior to coming into residence.
2. Second, third and fourth year students, other than mature students, shall normally reside in College accommodation, allocated by the annual Rooms Ballot in accordance with paragraphs 4-9.
3. Exceptionally, second, third and fourth year students may reside in accommodation not provided by the College ('external accommodation'), provided that the student complies with the 'living-out' policy under paragraphs 10-17.

Undergraduate Rooms Ballot

4. College accommodation for second, third and fourth year undergraduate students shall be allocated by ballot, in accordance with the annual Rooms Ballot policy and procedures, as approved from time to time by the Council. The annual ballot shall be conducted by the Tutorial Office in conjunction with the two SCSU representatives, including the SCSU Accommodation Officer.
5. Any student who will be living in external accommodation, or who withdraws from the Rooms Ballot for any other reason, shall not be included in the annual ballot. Students who will be in their Clinical Studies for Medicine or Veterinary Medicine shall transfer to the Graduate Office, and shall be allocated accommodation according to the applicable procedures.
6. The ballot for second and third year undergraduate students shall normally be held at the end of the Lent Term of their previous year. The ballot for fourth year students shall normally be held after the end of the Easter Term and the publication of all examination results. Names shall be drawn at random by an appropriate computer

programme, operated by the Electronic Information Officer. The draw shall be conducted live for second and third year students, and remotely, by text or email, for fourth year students.

7. Special rules for the allocation of accommodation shall apply to students who are returning to studies after a period of intermission, according to criteria and processes approved from time to time by the Senior Tutor. Allocation may take place within or outside the Rooms Ballot procedures.
8. Any student holding a Student Support Document prepared by the Accessibility Disability Resource Centre may, where appropriate, apply to the Senior Tutor for suitable accommodation, under Ordinance C,XIII,1-4 and Regulation P5. Special needs accommodation shall be allocated according to criteria and processes approved from time to time by the Senior Tutor. Allocation may take place within or outside the Rooms Ballot procedures.
9. The allocation of rooms in any other exceptional cases, such as the President of the JCR or the Organ Scholars, shall be dealt with under the annual Rooms Ballot policy, as approved by the Council from time to time.

'Living out'

10. Permission for an undergraduate to 'live out' shall not be unreasonably withheld, but shall not be granted unless the College is satisfied that any proposed arrangements comply with the University's conditions for residence.
11. An application for permission to reside in external accommodation shall be made to the Senior Tutor as soon as practicable; and in any event no later than two weeks before the date set in any particular year for holding the annual Rooms Ballot under paragraph [6] or, in the case of a first-year mature student, the time when he or she accepts the offer of admission.
12. An application under paragraph [11] shall include evidence that:
 - (a) the accommodation is available to the student for the full period of residence of the forthcoming academic year, i.e. from the Saturday preceding the start of Michaelmas Full Term to the first Sunday after the end of Easter Full Term; this provision shall be satisfied either by an appropriate occupancy agreement or by a signed letter from the owner or principal tenant of the property;

- (b) the location and standard of accommodation is suitable for a student of the University to live and study in, and to comply with all their obligations as such student; in particular:
 - (i) where a student is not in sole occupation of his or her bedroom, an independent study room must be available to them;
 - (ii) where a student is living in communal accommodation, there must be adequate provision for kitchen, bathroom and lavatory facilities for all residents;
 - (iii) there must be full compliance with fire and hygiene requirements, as specified by the City Council.
 - (c) in the opinion of his or her Director of Studies the student's academic progress will not be hindered by living in external accommodation.
13. Verification of the matters referred to in paragraph 12(b) may require access to the proposed accommodation by the Domestic Bursar or a delegated member of the Housekeeping Department.
14. Where a student enters the annual Rooms Ballot, and is allocated a room for the forthcoming academic year, and then applies for and is granted permission to live in external accommodation, he or she may become liable to a fine equivalent to a full term's rent on the allocated room.
15. A student who is granted permission to live in external accommodation shall be required to:
- (a) meet all such charges for the use of non-residential College facilities, including any Kitchen Fixed Charge, as are charged to all undergraduates generally;
 - (b) abide by the residence requirements of Statute B,VIII,4(c), Ordinance B,XXI,3-6 and Regulation G3; in particular, the requirements for signing the Residence Book and obtaining any requisite exeat.
16. A student who is granted permission to live in external accommodation shall undertake to accommodate himself or herself in external accommodation that complies with paragraph [12] for the remainder of the undergraduate course, and other than in exceptional circumstances, as determined by the Senior Tutor, may not enter any future Rooms Ballot for College accommodation.
17. A student who is granted permission to live in external accommodation shall not stay in College as the guest of another student other than in accordance with Regulation G7 (Overnight Guests).

18. In exceptional circumstances, including, in particular, circumstances arising under Ordinance C,XIII and Regulations P6 or P7, the College may require a student to live in external accommodation.

Postgraduate accommodation policy

19. A postgraduate student shall be entitled to apply for College accommodation:
- (a) for the first year of their studies only; and
 - (b) provided that they have not previously occupied any accommodation provided by the University or any College while an undergraduate or postgraduate student.
20. College accommodation in a single room for one year only shall normally be offered to each first-year postgraduate student who accepts their offer by the end of the July prior to their admission. An annual ballot for students continuing into their second and subsequent years shall be held in the Lent Term, in respect of any postgraduate College rooms not already allocated to first-year students. The ballot shall be conducted by the Postgraduate Office in conjunction with the MCR representatives.
21. A postgraduate student with a partner may apply for a College Flat. Such flats shall be allocated according to criteria determined from time to time by the Postgraduate Tutors. Until further notice, no College accommodation shall be available for any student with children.
22. Any student holding a Student Support Document prepared by the Accessibility and Disability Resource Centre may, where appropriate, apply to the Postgraduate Tutors for suitable accommodation, under Ordinance C,XIII,1-4 and Regulation P5. Requests for specific accommodation shall not be entertained in any other case.