

## WOLFSON COLLEGE

### DOMESTIC AND PREMISES COMMITTEE

#### ALLOCATION OF COLLEGE ACCOMMODATION – ORDER OF PRIORITY

College accommodation is allocated according to **UTILIZATION** – the nature of the unit of accommodation in question, then **STATUS** – the status of the applicants and finally **PREVIOUS ACCOMMODATION IN COLLEGE** – the length of tenure of any previous Wolfson College accommodation.

#### UTILIZATION

##### Single Accommodation

- (a) Governing Body Fellow, or Staff required to live in, or others by decision of the Governing Body.
- (b) All others.

##### Married Accommodation

- (a) Governing Body Fellow, or staff required to live in, or others by decision of the Governing Body.
- (b) Couple (i.e. two people who could not reasonably be expected to live apart), one of whom is a Member of College.
- (c) Two Members of College wishing to share as two singles.
- (d) Others to avoid an unexpected vacancy.

##### Family Accommodation

- (a) Governing Body Fellow, or Staff with family required to live in, or others by decision of the Governing Body.
- (b) Member of College with family, i.e. one or two parents with children (under the age of 18), or other dependants, at the time housing is occupied.
- (c) Others to avoid an unexpected vacancy.

#### STATUS

- (a) Strong special case.
  - (i) the applicant or a member of the family included in the application would be directly at risk physically or mentally without College accommodation and no suitable accommodation can be found elsewhere in Oxford; a medical certificate will normally be required to support such a case.
  - (ii) a serious emergency which could not have been foreseen has occurred, e.g. fire damage or if a roof has fallen in, and the application is for three months or less initially.
- (b) New Graduate Student without previous College accommodation, or College-funded stipendiary Junior Research Fellow, or Visiting Fellow.
- (c) Junior Research Fellow and Research Fellow new to College and to Oxford.
- (d) Junior Research Fellow and Research Fellow, new to College but already living in Oxford.
- (e) Current Research Fellow, current Junior Research Fellow, current Graduate Student, other current Member of the College – who have **not** had previous accommodation.
- (f) Members of College [as in (d) above who **have** had accommodation], and Visiting Scholars – if within quote. N.B. Visiting Scholars are allowed a maximum of one year in College accommodation. Not more than 8 family units, 6 married units, and 10 single units may be occupied by Visiting Fellows or Visiting Scholars at any one time.
- (g) Others – depending on status and length of previous accommodation in College.

*Those whose status changes to a lower-priority classification are deemed to have given one month's notice of leaving. They may reapply for accommodation according to their new status.*

### **PREVIOUS ACCOMMODATION IN COLLEGE**

- (a) None and arriving from overseas.
- (b) Less than 3 months.
- (c) Single and married graduate students (including graduate students with children) resident in College when Supervisor certifies thesis expected to be finished by 30 September, or Taught Master's course scheduled to finish on 30 September, and application is up to 30 September.
- (d) 3 - 8 months inclusive.
- (e) 9 - 14 months inclusive.
- (f) 15 - 20 months inclusive.
- (g) 21 – 26 months inclusive.
- (h) Et cetera: e.g. in periods of six months inclusive.

#### Weak Special Case

In certain circumstances a weak special case may be taken into consideration.

- (a) the applicant or a member of the family included in the application is unusually likely to suffer physically or mentally without College accommodation; a medical certificate will normally be required to support such a case;
- (b) the application is for a single parent family with children under the age of 14.

*For weak special cases subtract 1 year from the amount of accommodation already allocated.*

### **N.B. COUPLES**

- (a) both of whom are current Members. For calculating the appropriate section in the ballot, the amount of previous accommodation that both have had should be added together and divided by two.
- (b) one of whom is a new Member but has previously had College accommodation as a spouse or partner, and one of whom is a current Member of College. The new Member should be calculated as having had "0" accommodation. For calculating the appropriate section in the ballot, the current Member's length of time in accommodation should be divided by two.

### **ANNUAL BALLOT**

Applications are received in the spring, for accommodation for the following academic year. Having taken the above criteria into account, the applicants are grouped in order of priority. Within each group the order of preference is decided by a ballot. Student representatives may witness the final balloting in each category if they wish.

The lists for the single, married and family accommodation are posted in the Lodge. Those who come high in the ballots will be immediately offered accommodation. It is hoped to give a final answer to the remainder of those on the family list in early July and to those on the single and married lists by early in August.

### **VACANCIES ARISING DURING THE YEAR**

Any accommodation becoming available is normally advertised in the Lodge for one week and then offered to the person with the highest priority (i.e. based on the above criteria. If more than one person with equal criteria applies for the same accommodation, a special ballot will be held.

### **ORDER OF PREFERENCE FOR SPECIFIC UNIT or TYPE OF ACCOMMODATION**

The College will offer successful applicants suitable accommodation as far as possible according to their expressed orders of preference.

### **INTERPRETATION**

Questions of interpretation regarding student accommodation shall be decided by the Bursar and another College Officer, normally the Senior Tutor or Tutor for Admissions. In other cases the College Officer shall normally be the President or the Vicegerent.