

SOMERVILLE COLLEGE

ALLOCATION OF GRADUATE COLLEGE ACCOMMODATION – ORDER OF PRIORITY

The majority of Somerville graduate accommodation is prioritized for new graduate students with a small number usually set aside for MCR Exec and current graduate students.

College student accommodation is first allocated according to **STATUS** (the status of the applicants) **and then** **PREVIOUS ACCOMMODATION IN COLLEGE** (the length of tenure of any previous Somerville College accommodation)

STATUS

- (a) Special case.
 - (i) the applicant would be directly at risk physically or mentally without College accommodation and no suitable accommodation can be found elsewhere in Oxford; a medical certificate and/or student support plan is 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 with a full scholarship
- (c) New graduate student without a full scholarship
- (d) Current graduate student

PREVIOUS ACCOMMODATION IN COLLEGE

- 1. None and arriving from overseas.
- 2. None
- 3. Less than 12 months.
- 4. Less than 24 months

Graduate accommodation applications will not be considered from anyone who has already resided in Somerville College graduate accommodation for two years (or more).

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 Treasurer and another College Officer, normally the Senior Tutor.

ACCOMMODATION APPLICATION PROCESS

When room numbers allow, continuing graduate students will be asked to apply in January via an online survey for rooms available in October that year. Allocation of rooms for continuing students will be made as above by the end of February and applicants notified by mid-March.

New students will be asked to apply via an online survey as and when their offers are made. Allocation of rooms for new students will be made in July or as near after as is possible (for October start). Many graduate offers are still being made in June so we are unable to allocate earlier than this.

Special cases will be considered by a group chaired by the Domestic Bursar (Andrew Parker), and comprising of the College Nurse (Rachel Slater), the College's Disability Co-ordinator (Jo Ockwell) and the Housekeeping Manager

(Teresa Walsh). The group's purpose is not to question *whether* a student has a disability. Rather, its task is focused on establishing whether a specific room, possibly with particular amenities, represents a *reasonable adjustment* for that person's disability.

CONFIDENTIALITY

All information provided in connection with a request for specific College accommodation will be used on a need-to-know basis only and in line with the provisions of UK Data Protection Legislation.

APPEALS

If you are unhappy with the outcome of your application, you may appeal within two weeks of your receipt of the email notifying you of the outcome of your application. Appeals will be considered by the Senior Tutor, who is also the College's Disability Lead, within two weeks of the appeal deadline. You may wish to consider providing new evidence as part of your appeal. If you foresee difficulties in arranging doctor's appointments before the appeal deadline, please contact the Disability Co-ordinator.