

**University Halls Allocation Policy
Oxford Brookes University
July 2010**

This document sets out the policy and conditions relating to the allocation of hall accommodation at Oxford Brookes University.

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1.0 Context

- 1.1 University hall of residence ⁽¹⁾ accommodation is allocated primarily to students in their first year of full-time study ⁽²⁾ who are new to Oxford Brookes University ⁽³⁾. This group of students will be given priority over available university hall accommodation at the beginning of each academic year until such times as the demand from this group is satisfied.
- 1.2 Oxford Brookes University ⁽⁴⁾ have determined that those applicants ⁽⁵⁾ who select Oxford Brookes University as a “firm choice” through the UCAS ⁽⁶⁾ process for applying for a course of study at a university in the United Kingdom will be guaranteed a room in one of their chosen halls of residence subject to compliance with the conditions set out within this policy document and the Hall Application process as published by Oxford Brookes University.
- 1.3 Applicants to Oxford Brookes University who do not apply through the UCAS process will be subject to separate conditions as set out within this policy document.
- 1.4 All guarantees within this policy document relate to categories of hall accommodation e.g. dedicated postgraduate, not to specific halls of residence that are requested within a Hall Application.

2.0 Special considerations

- 2.1 Applicants and students with a long-term or permanent medical condition or disability which requires special consideration with regard to the provision of accommodation will be exempt from the principles of this policy document under the condition that the Accommodation Office is made aware of any special requirements or considerations prior to hall allocations taking place.
- 2.2 The Accommodation Office staff will liaise with Student Services staff who will identify a disabled applicants/students accommodation needs by direct discussion with the relevant individuals. This process will inform the Accommodation Office as to which accommodation should be allocated to meet each individual disabled students needs. Disabled students are given highest priority in the allocation of accommodation.
- 2.3 It may be necessary for accommodation applicants to provide supporting medical evidence written clearly and legibly in English, from a duly qualified and authorised medical practitioner in order for special consideration to be given to an application.
- 2.4 Any applicant who will be under the age of 18 (by September 30th in year of entry) who meets all conditions attached to an offer of a course of study prior to the allocation of accommodation on published dates will

be exempt from the principles set out in this policy document and will be guaranteed hall accommodation when and where necessary.

3.0 Specific courses that may be granted exception to this policy

- 3.1 The University has an agreed process which can allow for a specific course of study to have guaranteed hall places attached to it that are exceptional to the conditions described within this policy document.
- 3.2 Exceptions granted to specific courses will be for a maximum duration of 3 academic years ⁽⁷⁾. After this period of time further exceptions may be granted but a new request must be submitted through the agreed process.
- 3.3 The agreed process in 3.2 (above) is the submission of a case report which sets out and explains why an exception should be granted, to the university's Executive Board. The Executive Board will decide whether or not an exception will be granted.

4.0 United Kingdom (UK) undergraduate applicants

- 4.1 Prospective students applying to study full-time through UCAS processes are required to make "firm" and "insurance" choices of institution for their course of study.
- 4.2 Those students who choose Oxford Brookes University as their firm choice through the UCAS process are guaranteed to be offered a room in a hall of residence that they have selected within the Halls Application process, provided that they comply with the following:
- i) All conditions attached to an offer of a place on a course of study are fully met to the satisfaction of Oxford Brookes University Admissions Office so that their applicant status is considered to be unconditional at the time of the allocation. This includes the requirement for police/Criminal Records Bureau and/or medical checks to be completed and notified to the university.
 - ii) A Hall Application correctly completed has been received by Oxford Brookes Accommodation Office on or before the published deadlines either electronically or by paper copy.
 - iii) This does not constitute a guarantee that applicants will get their first or most preferred hall option.
- 4.3 Students who choose Oxford Brookes University as both "firm" and "insurance" choices are guaranteed hall accommodation (under the conditions set out in i, ii and iii above) regardless of which offer they subsequently accept.

5.0 European Union (EU) undergraduate applicants

5.1 Applications for accommodation received from prospective undergraduates who are normally resident within the European Union will be treated in the same way as those applications received from prospective undergraduate UK students as described in Section 4 above.

6.0 UK and EU postgraduate applicants

6.1 This group will be allocated wherever possible to dedicated accommodation that is reserved exclusively for postgraduate and mature⁽⁸⁾ students within designated halls of residence.

6.2 This group of applicants will be allocated to designated accommodation provided that:

- i) An application for the designated options for accommodation has been received and processed by Oxford Brookes Accommodation Office on or before published deadlines
- ii) All conditions relating to an academic offer including the payment of any required fees has been completed
- iii) Any references, Criminal Records Bureaux (CRB) checks or medical checks are undertaken, completed and notified to the university as required before the published accommodation application deadline
- iv) This does not constitute a guarantee that applicants will be offered their first or most preferred choice.

6.3 The university reserves the right to allocate non-postgraduate/mature students to any available room in any hall of residence if circumstances warrant such an action, however every endeavour will be made to maintain separation between postgraduate and non-postgraduate students.

7.0 International undergraduate and postgraduate applicants

7.1 International applicants (not EU) who accept an offer to study at Oxford Brookes University commencing in semester 1 and who meet all university entry requirements are guaranteed a place in a hall of residence provided that a Hall Application has been submitted and received by the Accommodation Office within published deadlines. This does not constitute a guarantee that international applicants will be offered their most or preferred hall choice.

7.2 International students will be allocated to mixed nationality accommodation. They will not have separate provision that segregates them from home/EU students.

7.3 A proportion of hall accommodation will be reserved for late applying and/or enrolling international students. This accommodation will be

reserved until such times as it is filled or until a pre-determined and publicised cut-off date in October of any academic year (whichever is sooner).

8.0 Students commencing full-time studies in January

- 8.1 Students who commence a full-time undergraduate or postgraduate course of study in January will be allowed to request a place in hall for the first semester of the following academic year in order that they will have one complete year in residence, in line with students who commence studies in the September of any academic year.
- 8.2 If this group of students wish to remain in university accommodation for the summer vacation period (June to September) they may be required to move to a different hall of residence for that period depending upon where they are already resident. This is in order to maintain a safe environment for those students and to allow the university to obtain efficient use of hall rooms outside of normal teaching times.
- 8.3 The Accommodation Office will contact this group of students prior to the end of standard length hall contracts (in June) to determine whether or not the students wish to continue in hall for the following semester 1. If students fail to respond to this communication it is unlikely that they will be allocated to hall at a later date.

9.0 Oxford Brookes International Pathway students

- 9.1 Pathways students for September and January starts will be offered accommodation on the same basis as international UG students.
- 9.2 Pathways students at entry points other than the beginning of semester 1 will be offered accommodation depending upon its availability.
- 9.3 Students will wherever possible be permitted to continue their occupancy in hall between semesters if they wish to do so. In some cases and in order to facilitate this provision it may be a requirement that they move to a different room/hall. This will avoid having isolated students scattered around various hall sites which could constitute a risk to the health and safety of those individuals.

10.0 Non-standard teaching dates

- 10.1 Oxford Brookes University offers several undergraduate and postgraduate programmes that have teaching periods which differ from standard programmes. These courses are identified in accommodation literature and web pages.

- 10.2 Special provision is made to accommodate these non-standard dates at specific halls of residence. Applicants who will require this provision will be directed to it through the on-line application process.
- 10.3 Extended teaching dates cannot be accommodated anywhere other than at the specified halls.

11.0 Random allocation process

- 11.1 Hall places will be randomly allocated to applicants based on their preferred choices. Those applicants who are eligible for a guaranteed hall place will be offered a place at one of the halls they have selected in their Hall Application.
- 11.2 There is no guarantee that an applicant will be offered their most preferred choice however every effort will be made to offer as high a preferred choice from those selected in the application as possible.
- 11.3 Applicants who are eligible for a guaranteed hall place will be selected at random from the group of eligible applicants for any specific hall requested within their Hall Application. If an applicant is not selected for their most preferred choice they will then automatically be placed in the group for their next preferred choice where the process will be repeated.
- 11.4 All applicants who hold a guarantee will be allocated prior to any non-guaranteed applicants provided they have met all conditions as set out in this document. This will ensure that guaranteed applicants have the best chance of being offered one of their most preferred options.
- 11.5 Once the group of eligible guaranteed hall applicants has been exhausted any remaining un-allocated rooms within halls will be allocated to those who do not hold any such guarantee.

12.0 Hall Application process

- 12.1 The submission of an application for halls of residence is predominantly an online process that can be accessed and completed from any internet enabled computer. Paper copies of the application form can be requested by contacting the Accommodation Office at Oxford Brookes University at the appropriate time.
- 12.2 Any student wishing to have a medical condition considered as part of a Hall Application should not submit an online application. A dedicated email address is provided for applicants to contact the Accommodation Office for this purpose; alternatively applicants can telephone the Accommodation Office for specific guidance. This information is provided within the accommodation application literature sent to applicants from the university Admissions Office.

- 12.3 Information relating to applications for hall accommodation will be mailed to Oxford Brookes University applicants commencing in April each year from the university Admissions Office.
- 12.4 Applications for accommodation should only be submitted in the year in which a student intends to commence study.

Glossary of Terms:

⁽¹⁾ *University hall of residence*: University halls of residence are (for the purpose of this document) student residences administered by and contracted to students directly by Oxford Brookes University.

⁽²⁾ *Full-time study*: As indicated by mode of study set out within an application.

⁽³⁾ *Students who are new to the university*; are those persons who have never undertaken a full-time course of study at Oxford Brookes University, with the exception of those who may have undertaken pre-sessional or part-year courses or part-year exchange programmes prior to commencement of full-time study.

**The exception to ⁽³⁾ (above) is students who have successfully completed an undergraduate programme at OBU who are commencing a full-time taught postgraduate programme. This group of students will be eligible to apply for postgraduate hall accommodation for one academic year.*

⁽⁴⁾ *Oxford Brookes University*. For the purposes of this document Oxford Brookes University may mean either the physical estate, the community within the university, duly appointed Trustees of the university or staff employed by the university with the appropriate authority depending upon the context of use of the term.

⁽⁵⁾ *Applicant* will be a person who is either applying for a place on a course of study *or* who is applying for accommodation in a hall of residence at Oxford Brookes University.

⁽⁶⁾ *UCAS*: Universities Central Admissions System.

⁽⁷⁾ *An Academic year* runs from September to August

⁽⁸⁾ *A mature student* is over the age of 21 by 1st September in year of entry.