

MCR Accommodation working party

Proposed accommodation allocation system

First agreed on 20th July 04

Amended 10th August by the MCR committee

Amended 7th October with modifications proposed by Dr Leeper

Amended 28th October following a meeting of the MCR accommodation working party with Dr Leeper

Amended 30th October following comments from Pete Mash.

Amended 15th November following discussions at the Master and Tutors committee

1 Allocation of rooms at the start of the academic year

Each year, graduates are given rooms for occupation from the start of October, for up to 12 months. The following system is proposed to allocate them.

The graduate rooms in college will be divided into two groups:

Group A: Rooms for allocation to first year graduates, by the graduate tutor.

Group B: Rooms for allocation by ballot to other years

1.1 Rooms allocated to first years, by the graduate tutor:

This applies to the following people, if they wish to take college accommodation:

- All students at Emmanuel in the first year of a graduate course.
- Clinical Medic and Vet students. (For practical reasons, the medics and vets have to date been allocated rooms for all three years, together in Hills road or Suffolk house. This system is seen to work well, and thus there is no reason seen to change it.)

Rooms for these people, who shall be guaranteed accommodation, will be allocated from Group A by the graduate tutor. In doing so, the graduate tutor will where possible take account of any specific needs. These needs will be expressed on a form (attached) sent to the individuals prior to coming into residence, and may include:

- The need of the individual to live near to college, or any other area (eg Addenbrookes).
- Room cost, and facilities.

The rooms making up group A will be agreed between the graduate tutor and MCR committee, although the graduate tutor will have the final word.

1.2 Ballot system for all other fee paying graduates:

All remaining graduates, with the exception of over-running PhD students (see section 1.3), will have the opportunity to be listed on a main ballot, and choose a room according to their position on that list. This system will be similar to that currently used for the allocation of undergraduate accommodation.

The main ballot will be composed of three sub-ballots for different people depending on year and nationality, as shown below in figure 1. The positions of individuals within each sub ballot will be allocated at random in a draw, to take place at the start of January.

On request, groups of up to four people may ballot together, if they are all in the same sub-ballot. This will allow them to obtain consecutive positions to increase their chances of being able to live in the same location.

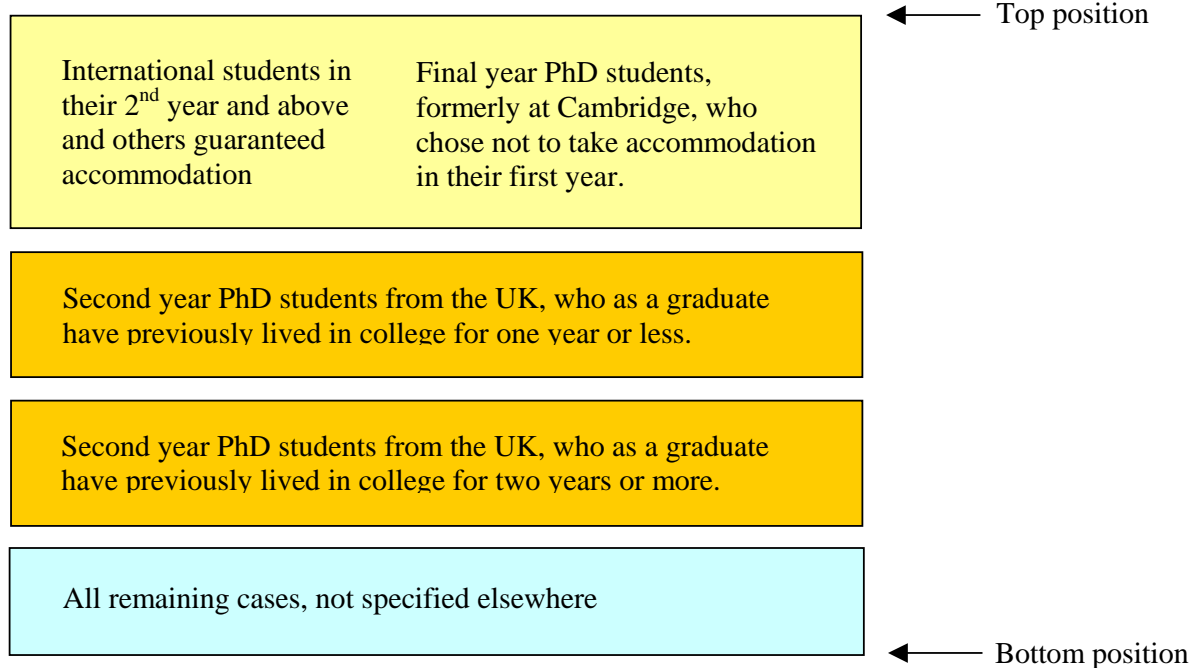


Figure 1. Composition of the graduate room ballot

Room selection will take place at the start of February, four weeks after the draw. During the room selection period, a list of available rooms will be posted in the tutorial office. Each person will be allocated an (approx) half day time slot, in ballot order, in which to sign their name by the room of their choice. Obviously, they can only select from the rooms not already taken by other people. If the timing proves inconvenient for an individual they may send a nominated representative, or make reasonable alternative arrangements with the graduate tutor's secretary.

With current accommodation levels, it is not likely that all graduates below the top sub-ballot will obtain rooms. The graduates in the top sub-ballot will, however, be guaranteed a room. The early timing of the room selection will thus give those affected adequate time to seek alternative private accommodation. Alternatively, if they are prepared to wait, it is likely that rooms may become available later in the year (from group A, or people in group B whose plans change). Up until the following October these rooms will be made available to those people without rooms, in ballot order.

1.3 Over-running PhD students

PhD students who are over-running, and as a result not paying fees, will where possible be allocated rooms at the discretion of the graduate tutor. (The unpredictable timing of over-running makes entry into the ballot impractical).

Rooms which subsequently become available after the start of the academic year (see section 2) may also be allocated to over-running PhD students on the same basis. A notable example is that a number of rooms in Hills Road become available in January every year when the 6th year medics leave.

In allocating the available rooms to over-running PhD students, the graduate tutor will assign priority to certain cases, in the following order:

1. Graduates who have made a significant contribution to college life during the course of their PhD, for whom this may be a contributory factor in their over-running.
2. Graduates who have paid fees for the previous three years, but only lived in college accommodation for one or less of those years.
3. Graduates who have paid fees for the previous three years, but only lived in college accommodation for two of those years.

Given that, under this system, UK PhD students will mostly live in private accommodation in their final year, it is hoped that they may be able to extend their private contracts to account for over-running, thus avoiding the need to move.

1.4 Special cases

In the rare case of individuals with a special need requiring a specific room, the graduate tutor will make any necessary re-arrangements to room allocations, at his discretion.

2 System for filling vacant rooms after the start of the year

Typically, a number of rooms become vacant before the end of a 12 month year. This may be due to courses finishing early, rooms from group A remaining un-filled at the start of the year, or other special circumstances.

In these cases, the available rooms will be made available for other graduates to move into until the following October on a first come first served basis – provided that they intend to stay for at least a month.

The graduate tutor will advertise available rooms to the MCR e-mail list, as they become available. If not taken within two weeks, they may then be made available for private let to non-college members. (In the longer term, it is hoped to look into providing an on-line up-to-date listing of empty and available rooms, in conjunction with the MCR website.)