

Vacation Residence Policy May 2015

1. This policy supersedes all previous Vacation Residence policies.
 2. Students are permitted to remain in College over the vacations by permission of College. Permission is usually granted only where the student demonstrates specific academic reasons to justify their continued stay in College, and those reasons are clearly supported by a Tutor. In general, it is felt that students perform better during term time where they have had a complete break from College, and so the expectation would remain that the majority of students would return home for the vacation.
 3. Student contracts all contain a clause requiring that students move out of their rooms at the end of every term. This policy reinforces the intent of that clause that vacation residence is not a general right or entitlement.
 4. The College requires students to move out every vacation for a number of important reasons, which include:
 - College's reliance on conference income to subsidise its core activities of teaching and research. The income generated from student fees/rent alone is not sufficient to finance the teaching and research College undertakes, and so conference income is vital in overcoming this deficit.
 - The need to undertake maintenance, repair or refurbishment in residential buildings. Student rooms are only vacant during vacations, and this offers us the only (and very limited) window in which to undertake major repairs and refurbish facilities.
 5. Students applying to remain in College during vacations must submit their vacation residence application by the Wednesday of 5th week each term. These applications must make a specific academic case for staying in College during the vacation. They must also include a supporting statement from their Tutor, and an acknowledgement from the student that they will not be guaranteed to remain in their term-time room if they are granted permission to remain in College for the vacation. Applications will be considered by Student Support Committee at its 6th week meeting. Papers for Student Support Committee are circulated on Thursday of 5th week, so late submissions will not be guaranteed to be considered, and if they are, will be subject to an additional administration charge of £5.
 6. We will allocate rooms for vacation residence subject to the over-arching conditions of:
 - room availability, and
 - the receipt of forms by the Accommodation Manager no later than the advertised deadline.
- There will be **no** exceptions to these over-arching conditions.
7. Students will be notified in 7th week of their vacation residence room allocation, where Student Support Committee has approved requests.
 8. Where students remaining in College for vacation residence are to be accommodated in a building where repair/refurbishment is scheduled to take place, they will be notified as soon as reasonably possible. Where work arises as the result of an emergency/unforeseen event it may not be possible to notify students of this work **before** the vacation residence application deadline. College will ensure that students

have access to all essential facilities during repair work, but it will not be possible to guarantee that students are not accommodated in buildings where work is scheduled to take place.

Vacation Residence

9. All undergraduate students will be granted an allowance of 21 nights of vacation residence over the first three years in which they are resident undergraduate students at St Hugh's. If a student stays on for a fourth year (for example, an MMath or MEng year), they will qualify for an additional 7 nights in that year. This allowance will be free of charge, but is subject to paragraphs 5 & 6 above.

10. Students granted permission for vacation residence by the Student Support Committee will not be guaranteed accommodation in their term-time room.

11. The 21 nights vacation residence will be free of charge.

12. Once the 21 night limit has been reached, students wishing to stay in College during vacations will be charged the standard nightly rate in the UG contract for the additional nights of vacation for which they receive permission to remain in College.

Scholars and Exhibitioners

13. Scholars and Exhibitioners will be given an additional allowance of 7 nights per year of vacation residence. This allowance will also be free of charge, but is subject to paragraphs 5 & 6, above. These nights will be allocated **before** the 21 night allowance is used. The 7 night allowance for Scholars and Exhibitioners may not, under any circumstances, be carried forward into future years.

Exams during Vacations

14. Students re-sitting examinations during vacations will not be charged for the night preceding and the night of their paper. If they wish to return to College earlier for revision (assuming a room can be found) they will pay the standard nightly rate in the UG contract. Support from a Tutor must be sought for students to return to College for revision.

Other Allowances

15. Under the following conditions, students will be entitled to remain in College, for the period specified, without applying for vacation residence. However, they may nonetheless be required to move to a different room.

a) Students required to be present for an extended term:

Will have their accommodation contract extended to cover the additional weeks they are obliged to attend. There will be no additional charge for the additional weeks of term for which they are obliged to remain in Oxford.

Students who are required to hand in a final year dissertation at the end of Week 9 of Hilary Term of their final year may stay in College to meet their deadline free of charge, subject to the Academic Registrar's confirmation of the deadline.

b) Exams out of term (9th week, 10th week)

Students who are required to take examinations out of term may remain in their room until the morning following their final examination, free of charge, subject to the Academic Registrar's confirmation of the examination(s).

c) International Students:

Students returning to countries outside Britain may leave their accommodation one day later than other students, to allow them time both to meet their academic deadlines and to pack and store their belongings.

d) Longer leases:

Some students find it difficult to return home during every vacation for a variety of reasons. To accommodate these students, College will make a limited number of rooms available on 9 month leases from 0th week of Michaelmas Term to 9th Week of Trinity Term. This will allow the students to remain in the same room throughout their period of tenancy without seeking permission for vacation residence. These contracts will be charged at the standard nightly rate in the UG contract for the entirety of the tenancy, less the equivalent of 7 nights' rent to compensate for the vacation residence allowance. Priority for these rooms will be given to Overseas students for whom it would be financially or pragmatically difficult to return home.

Grants to support Vacation Residence.

It is not the intention that nights spent in College outwith the vacation residence allowance should be financed through grants from the College's Student Support funds, unless there are compelling welfare reasons why a longer stay in College is to the student's benefit and clear unforeseen hardship would prevent the student financing this themselves.

In cases of genuine (academic and financial) need, students may apply to the Student Support Committee for a grant to meet the costs of their Vacation Residence. These will not be awarded automatically, and priority will be given to students who meet one or more of the following criteria:

- a. Those in receipt of an Oxford Opportunity Bursary
- b. Those currently in receipt of a hardship grant
- c. Those who will be in financial difficulties if they stay up for academic reasons (these students must demonstrate both academic and financial need)
- d. Those who have missed tutorials through illness

The Student Support Committee will consider applications on an individual basis and may make a contribution towards the costs incurred.

Vicki Stott
May 2015