Accommodation Services
Allocation Policy for University-Managed and Managed Partnership Accommodation

Purpose Statement
To create an annual allocation plan to ensure that the University honours its guarantee to first year undergraduate and postgraduate students and that the accommodation is allocated in an appropriate and fair manner.

Applicability and Scope
The policy applies to any prospective student making an application for accommodation at Newcastle University whether covered by the accommodation guarantee or not.

The University has around 5,400 rooms split across a range of University-Managed residences and including 2,050 rooms in block Managed Partnership schemes with Abodus Student Living, Downing Students, Liberty Living, NUstudenthomes and Unite Students. The majority of the accommodation is suitable for single students with 40 units for couples and 43 family flats.

Definition
*University-Managed*: accommodation owned/or and managed by Accommodation Services of Newcastle University

*NUstudenthomes*: accommodation owned by a private individual/company and managed by Accommodation Services of Newcastle University

*Managed Partnership*: accommodation owned by a private provider whereby Accommodation Services have entered into a nominations agreement to reserve rooms for Newcastle University students.

*Accommodation guarantee*: the guarantee to offer a bedroom to any single student who meets the criteria of the accommodation guarantee.

Policy Statements

**Single Students:**

1. We will allocate students who have met the accommodation guarantee before any other applicant. Depending on availability, once the guarantee has been met, we will aim to allocate non-guaranteed students, namely students who applied late or undergraduate students who come to Newcastle University through insurance or clearing routes or part year/time students.

2. Undergraduate students living locally within our set boundaries, who **do not** meet the accommodation guarantee will be placed on a waiting list and will be contacted when rooms become available. This will be either close to the start of the academic year or after registration.

3. To allocate students to their preferred choice of accommodation where possible or in a suitable alternative depending on availability.

4. Allocations will begin in July, after the guarantee date for applications has passed. At this time, we will allocate to anyone holding an Unconditional Firm offer, but only a percentage of rooms may be released on some residences at this time. If we are unable to offer you a room in your first preferred residence, your application will remain pending until the remaining rooms are released in mid-August.
5. We will aim, where possible to integrate students of a different race and culture to promote inter-racial, inter-personal and inter-cultural understanding within the community. In addition, a limited number of rooms to be designated as Alcohol Free/Quiet Area for undergraduate students. Please note that these areas will be self-policing.

6. To ensure, where possible a balance of both male and female allocations from a range of courses is achieved in the accommodation.

7. Endeavour where possible, to group students of similar type (ie undergraduate/postgraduate) together in accommodation.

8. If you are an undergraduate aged up to 24 at the time of registration, you will be offered accommodation with other undergraduate students. If you are aged 25 and above at the time of registration, you will be able to apply to live in either undergraduate or postgraduate accommodation.

9. Allow International undergraduate students to continue in residence for the full duration of their course, subject to availability.

Family Accommodation:
1. Give preference to international and European students requiring family accommodation.
2. Give preference to new family applications each year and then subject to stock availability, allow a number of current families an opportunity to renew their contract for a further year.
3. Ensure where possible that family flats are not under or over-occupied.

Couple Accommodation:
1. To allocate where possible to students who require accommodation for themselves and a partner.
2. Ensure that if children are born during the term of contract, the family will be moved to our family flats or released to find more suitable accommodation.

Continuing Students:
1. Priority allocation is given to new first year students, however subject to stock availability if we are able to offer accommodation to students for their second or third year, we will make contact with students and advise of the current availability.
2. Students with medical, disability or special circumstances will be considered as a priority.
3. Subject to stock availability, allow a number of current couples and families an opportunity to renew their contract for a further year on a first come first served basis.

Responsibilities
All Accommodation:
1. To operate a fair lettings policy that does not discriminate on grounds of age, race, gender, religion, disability, sexual orientation or marital/parental status.
2. Allocations will be made following acceptance onto an academic place of study and when the conditions relating to that offer have been met.
3. Allocations made will be based on a computer generated random number awarded to each application on the day of allocating and not based on the date the application was completed. To be covered under the accommodation guarantee, all applications must be submitted by 30 June.
4. As far as possible, ensure students are advised of their Newcastle address prior to them arriving at the University.
5. Ensure that students under the age of 18 are allocated in accordance with Our Responsibilities stated in our “Under 18 Students in Residence Policy”.
6. To support students who have particular needs or disabilities and require a particular type of room in line with our “Access for All” leaflet.
7. Keep a waiting list of interested applicants if the need arises.
8. Offer all residents the opportunity to transfer or swap between different types of accommodation depending on suitability and availability of rooms. Room transfers are only available to vacant rooms that are not already contracted to another student under the Re-let Policy.
9. To review the Allocations Policy on an annual basis.