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 5,150 rooms split across a range of University-Managed residences and including 1,036 rooms in block Managed Partnership schemes with Abodus Student Living, Downing Students, Liberty Living and Unite Students. The majority of the accommodation is suitable for single students with 42 units for couples and 44 family flats.

Definition

University-Managed: accommodation owned/or 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 part-year students.
2. To allocate students to their preferred choice of accommodation where possible or in a suitable alternative depending on availability.
3. Allocations will begin in July whereby we will process applications as follows:
   - Postgraduates who are holding an Unconditional Firm offer and have paid the relevant Application Fee payment – we will aim to process your application during the first week in July and continue until all guaranteed applications are complete;
   - Undergraduates who are holding an Unconditional Firm offer by 30 June – we will aim to process your application during the first week in July;
   - Undergraduates who are holding a Conditional Firm offer* by 30 June – we will aim to process your application between 9 and 20 July;
• **Undergraduates** who accept an offer* after 30 June and apply for accommodation by 9 August - we will aim to process your application between 23 July and 10 August;

• **Undergraduates** holding Insurance offers to study at the University who become Unconditional Firm on A-level results day – we will aim to process your application between 16 and 23 August

• **Undergraduates** who apply through Clearing and Adjustment System and meet the terms of the clearing guarantee – we will aim to process your application within 48 hours of it being submitted.

• **Non-guaranteed** students – if we are able to make you an offer of accommodation, we expect to do so by 31 August

4. 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, but a guarantee of such room is not possible. Students living in these areas are to respect this arrangement and to manage between themselves.

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

6. Accommodation is offered in both mixed and single gender arrangements. Where a student has made a specific request we will aim to allocate as such, however it cannot be guaranteed due to availability.

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.

*An offer of accommodation is made subject to meeting the terms of the academic offer. If the terms of the academic offer are not met, the room allocation will be withdrawn.

**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 on a first come first served basis.

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.

3. Subject to stock availability, allow a number of current couples an opportunity to renew their contract for a further year on a first come first served basis.
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.

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. Postgraduate allocations will be made following acceptance onto an academic place of study and only when the conditions relating to that offer have been met, along with payment of the relevant Application Fee.
3. Undergraduate allocations will be made initially following acceptance onto an academic place of study and a firm acceptance from the student by 30 June, even if conditions to the offer apply. We will make allocations to students who accept their offer to study after 30 June and will then allocate to Insurance and Clearing/Adjustment applicants, before offering accommodation to non-guaranteed students, if availability exists.
4. For students who are made an offer of accommodation whilst conditions apply to the offer, if they are unsuccessful in obtaining a confirmed place, the allocation will be cancelled and any advance payments refunded in full.
5. Any rooms that become available due to cancellation/withdrawal will be reallocated to an application awaiting processing. Due to the volume of applications we process we unfortunately cannot offer a waiting list.
6. 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
7. As far as possible, ensure students are advised of their Newcastle address prior to them arriving at the University.
8. Ensure that students under the age of 18 are allocated in accordance with Our Responsibilities stated in our “Under 18 Students in Residence Policy”.
9. To support students who have particular needs or disabilities and require a particular type of room in line with our “Access for All” leaflet. In all instances a Medical Assessment form must be submitted.
10. Keep a waiting list of interested applicants if the need arises.
11. 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.
12. To review the Allocations Policy on an annual basis.