

# Balliol Graduate Room Ballot

Version HT2016

These rules govern the room allocation process for the Balliol Graduate Accommodation Complex, consisting of Holywell Manor, Dellal Building, Martin Building, as well as Tower 1 and ground floor of Towers 4 and 6 of the Jowett Walk buildings.

The Praefectus's word is final on all decisions regarding the room ballot and room allocation, though day-to-day decisions are taken by the Domestic Manager.

Important dates (closing date for ballot sign up, date of ballot draw, room tours, room choosing times) and figures (rent prices, number of rooms available) will be communicated by the Domestic Manager in a timely manner via the MCR mailing list.

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# Balliol Graduate Room Ballot

## I. Ballot Rules

### 1. Ballot Entry

Any eligible current Balliol graduate student who wishes to have accommodation in the Balliol Graduate Accommodation Complex in the next academic year must enter the room ballot.

### 2. Ordinary Eligibility

A ballot	A fee-paying graduate or senior status student who has not previously appeared on any graduate room ballot.
B ballot	A fee-paying graduate or senior status student who has previously appeared on A ballot only.
C ballot	Any graduate or senior status student ineligible for A or B ballot, at the discretion of the Praefectus.

The term “fee-paying” refers to a student who is still liable for university tuition fees.

### 3. Special Eligibility

#### Phizackerly Scholars:

The College’s Phizackerley Scholarships come with a guaranteed room in the Balliol Graduate Accommodation Complex:

*The Scholars will be entitled to accommodation (for which they will be charged) until they have completed their University residence requirements.*

This entitles the person to a place on the A ballot, and if the number of people registered for the A ballot exceeds the number of rooms available, the ballot draw will be altered to guarantee Scholars rooms.

#### Special needs:

Students with special needs may be allocated accommodation without entering the room ballot, at the discretion of the Praefectus.

#### **4. Dropping Out**

Any person registered on any ballot may drop out at any time. A person who drops out (by contacting the Domestic Manager) before the ballot is drawn **will not** be considered to have entered that ballot. A person who drops out after the ballot is drawn **will** be considered to have entered that ballot. I.e. a person has entered the ballot if and only if his/her name was on the list produced at the ballot draw; see section 5.

These rules apply universally, regardless of the reason for dropping out, including (but not limited to) dropping out:

- to occupy the MCR President's Room;
- to become a Graduate Officer;
- to take up a scholar's place on the ballot.

In order to prevent people from selecting a room unless they have a firm intention of taking it up, there are fines in place. A student who gives up an allocated room after the last day of Trinity Term will be charged £100 on battels. Any money generated will be placed in the "Praefectus's Holywell Manor Fund ". No student who fails to take up a room due to non-progression will be charged.

#### **5. Ballot Draw**

The ballot draw for rooms in the Balliol Graduate Accommodation Complex will take place in the Praefectus's Study at Holywell Manor. Anyone is welcome to attend the ballot. The ballot draw will be made by the Praefectus using a random number generator. Results of the ballot draw will be posted on the MCR notice board and will be circulated via the MCR mailing list.

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## II. Application Form

Name:..... Subject and course: .....

Year of commencement of graduate work:.....

For which ballot are you entering? .....

PLEASE STATE WHETHER YOU HAVE HAD ANY ACCOMMODATION IN:

Building	Room number	Date	
		From	To
Holywell Manor		From	To
Martin Building		From	To
Dellal Building		From	To
Jowett Walk		From	To

PLEASE RETURN COMPLETED FORM TO THE DOMESTIC MANAGER AT BROAD STREET, OR VIA EMAIL.

A list of names under category A, B and C will be sent around via the MCR mailing list and posted in Holywell Manor after the application deadline. Please check these lists to ensure that your name is on the correct ballot list before the ballot draw takes place.

I declare that I have read the Balliol Graduate Room Ballot Rules and hereby apply for College accommodation for the next academic year.

Signature: ..... Date:.....

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## III. Room Choosing

### 1. Room Tours

In order to facilitate room choosing, College will organise room tours within Holywell Manor (and Jowett Walk, Dellal and Martin buildings on request). These room tours will take place prior to room choosing dates. Sign-up sheets for the room tours will be posted on the MCR notice board.

### 2. Room Database

There is a room database managed by the MCR and accessible via the MCR webpage (<http://www.balliolmcr.com/roomdb>) when accessed from within the Manor complex. Room reviews by previous occupants are published in this database.

### 3. Rents

A document detailing the rents for each of the available rooms will be circulated prior to room choosing. All rooms in Holywell Manor, Martin and Dellal buildings are banded into 7 rent bands according to a room-banding survey conducted by the MCR in Trinity Term 2011.

Rents are paid in three instalments at the beginning of each term. Vacation residence charges are banded at the beginning of Michaelmas term. Vacation residence charges are based on the daily room rate of the rooms.

### 4. Contracts

Rooms in Holywell Manor, Dellal and Martin buildings are available on a 44 -week room contract. These contracts start on Sunday of -1<sup>st</sup> week of Michaelmas term, i.e. two weeks prior to the first Sunday of full term. Students who wish to take up their rooms earlier or stay longer may be able to do so depending on availability (vacation residence).

Due to conference commitments, rooms in Jowett Walk are available on a 36.5 week room contract which starts on Monday of 0<sup>th</sup> week of Michaelmas, i.e. one week prior to the first Sunday of full term, and ends on Friday of 9<sup>th</sup> week of Trinity term. Whenever possible, College will aim to give students the opportunity to extend their stay in Jowett Walk rooms by a few days.

## **5. Rooms Available for Choosing**

Rooms are available in the Balliol Graduate Accommodation Complex, which includes Holywell Manor, the Dellal Building, Martin Building and some rooms in Jowett Walk (ground floor of Towers 4 and 6 and Tower 1, rooms 1.01 to 1.13).

Balliol does not offer couples accommodation to graduate students.

Please note that the following rooms within the Balliol Graduate Accommodation Complex are reserved for College student officers and MCR student representatives:

Assistant Praefectus	Holywell Manor, North Wing 74
Dellal/Martin Warden	Dellal Building 23
Jowett Warden	3G1 and 3G2
President of MCR	Holywell Manor, Centre Wing 4

The number of rooms initially made available to the A and B ballot varies, but will be approximately 60 rooms, including rooms allocated for students with special needs and rooms for College student officers.

## **6. Room Choosing for Students on the A Ballot**

All students on the A Ballot sheet, subject to the number of rooms currently available, will be allocated a time to choose their rooms depending on their place in the Ballot. If a student is not available at the designated time, he/she can either nominate a proxy who will make the choice at the time or email the Domestic Manager with a list of rooms indicating his/her preferred order. If a student fails to choose on time, he/she will be free to choose at a later date from whichever rooms are left.

After room choosing, any students entered in the A Ballot dissatisfied with their choice of room may inform the Domestic Manager, who may arrange re-allocation of any rooms that become free after choosing has finished.

## **7. Room Choosing for Students on the B Ballot**

Once the A ballot participants have all been allocated rooms, B Ballot participants will have a chance to choose rooms as they become available. B ballot participants will be notified via email by the Domestic Manager of the room availability when it is their turn to choose a room. Alternatively, B ballot participants may also submit a preference list beforehand to the Domestic Manager. Anyone who no longer wishes to be part of the B Ballot must inform the Domestic Manager as soon as possible.

## **8. Room Choosing for Students on the C Ballot**

If there are still rooms available after the B ballot has been completed the C ballot participants will then be offered accommodation in the rooms that are available.

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## IV. FAQs

- Q: I'm a fresher in the current academic year – which ballot can I enter?
- A: Being a fresher you have never been on the A ballot before, but were allocated a room in case you chose to live in this year. Thus you can enter the A ballot.
- Q: I'm entering a new course next year (e.g. DPhil). Does that mean I can enter the A ballot?
- A: Only if you have never entered in the A ballot. You can enter the A ballot only ONCE, no matter if you have changed your course, have been away for a while or are now starting a DPhil. If you have ever entered in the A ballot for graduate accommodation at Balliol you are not eligible. The same applies for the B ballot. Special eligibility applies to Jowett Scholars and Phizackerley Scholars (see special eligibility section I.3).
- Q: I am applying for a further course at Oxford/Balliol but am not sure if I will be admitted. Should I still apply?
- A: If you have applied or intend to apply for a different degree in Balliol next year, you can still enter the ballot. We know your admission and funding is not certain, and you will not be penalised for giving up a room because your application was not accepted or your funding fell through. We draw your attention to the phrase "No student who fails to take up a room due to non-progression will be charged". See section I.4.
- Q: I'm thinking of living in next year. I've lived one year in Dellal building during my first year and entered the ballot that year for the next, but did not take up the room. Which ballot am I eligible to enter?
- A: Since you entered the A ballot once before, you are now eligible to enter in the B ballot. A person who drops out after a ballot is drawn is considered to have entered that ballot. Please see the section on dropping out, I.4.
- Q: I only took up my course at Oxford/Balliol in HT 2011. Since I missed out on one term of my fresher's year of guaranteed accommodation, will I get guaranteed accommodation next year?
- A: Unfortunately not. You will be treated as any fresher having arrived in MT, thus you are eligible to enter the A ballot.
- Q: I entered the A ballot last year but then received a graduate officer position which comes with a room (e.g. warden). Can I enter the A ballot this year?
- A: You cannot enter the A ballot again but you can enter the B ballot.