



St Hugh's College

Vacation Residence Policy

1. This policy supersedes all previous Vacation Residence policies.
2. Students are permitted to remain in College over the vacations by permission of the College. Permission is usually granted only where the student demonstrates specific academic reasons to justify their continued stay in College.

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 remains that the majority of students will return home for the vacations.

3. Students' Licence to Occupy contain a clause requiring students to 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 the 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 Form to the Accommodation Manager by 12.00 midnight on the Wednesday of 5th week each term. An administration charge of £5.00 will be made for all late applications.

These applications must make a specific academic case for staying in College during the vacation 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. During consideration of the application, the Accommodation Manager may ask the student to provide a supporting statement from their Tutor.

6. College 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 by 7th week of the outcome of their application, their vacation residence room allocation and the result of their application to the Student Support Committee if applicable.
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 taking place.

9. Student Support Committee

It is not the intention that nights spent in College outside 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.

It is important that these applications are made on time. Papers for the 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 £5.00.

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

10. Vacation Residence - Free Allowance

All undergraduate students will be granted an allowance of 21 nights Free Allowance for 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 Free Allowance in that year.

The Free Allowance nights are free of charge but are subject to the conditions set out in this Policy.

Once the 21 night limit has been reached, students wishing to stay in College during vacations will be charged the standard nightly rate as set out in the Undergraduate Licence to Occupy.

11. Scholars and Exhibitioners Allowance

College Scholars' and Exhibitioners' awards are usually made in the Michaelmas of second year. At this time, 7 nights Scholars Allowance are awarded for use in Vac Res periods in the academic year. These nights must be used before any Free Allowance. The 7 nights allowance for Scholars and Exhibitioners may not, under any circumstances, be carried forward into future years but are awarded each year providing the Scholar/Exhibitioner status continues.

12. Exams during Vacations

All students staying to sit exams must apply for Vac Res.

a) 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).

NB – A Vacation Residence Application Form is required and must be submitted before the deadline date.

b) Re-Sitting Examinations

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 Undergraduate Licence to Occupy. Support from a Tutor must be sought for students to return to College for revision.

NB – A Vacation Residence Application Form is required and must be submitted before the deadline date.

13. Dissertation Hand in – Finalists Only

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.

NB – A Vacation Residence Application Form is required and must be submitted before the deadline date.

Finalists – Once completed their studies and sat their final exams, Finalists are no longer entitled to book vacation residence stays at the College or use any remaining vacation residence allowances during the Trinity term vacation. Discounted alumni rates will be applied for any such stays.

14. Extended Term

For students required to be present for an extended term, there will be no additional charge for the additional weeks of term for which they are obliged to remain in Oxford.

NB – A Vacation Residence Application Form is always required and must be submitted before the deadline date.

15. International Students

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

NB – A Vacation Residence Application Form is required and must be submitted before the deadline date if this allowance is to be taken

16. Nine Month 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 Undergraduate Licence to Occupy for the entirety of the tenancy, less the equivalent of 7 nights' rent to compensate for the vacation residence allowance and will forfeit the use of all other allowances. Priority for

these rooms will be given to overseas students for whom it would be financially or pragmatically difficult to return home.