



Name of Policy: Undergraduate Vacation Residence

RESPONSIBLE COMMITTEE: Ed Pol

RESPONSIBLE OFFICER: Senior Tutor

LINKED DOCUMENTS: College: N/A

LINKED DOCUMENTS: Other: N/A

Annual Review date: First meeting in Hilary Term

Background:

Undergraduate students returning to College for the beginning of a new term are normally required by the College to be in residence from Thursday of 0th week.¹ Vacation Residence or additional days of accommodation outside of the period of their student tenancy license can be requested by undergraduate students as described below.

Eligibility:

Vacation Residence can be requested by Students in College accommodation enrolled on an Undergraduate degree course, up until the end of 9th week Trinity term of their final year. Vacation Residence can be used to support students with their academic work: including extended terms and exams, or for other exceptional reasons. In general vacation residence will be granted where a student can demonstrate why the academic work in question requires further residence in College at this time. Students applying for vacation residence must be 18 years or over and be in Decanal good standing. The College reserves the right to decline requests for students who are at serious risk of harm, or where there are legitimate welfare concerns about any individuals.

Process:

Process of requesting Vacation Residence:

- All Vacation Residence requests must be made through the 'Residence Request system' on the College Intranet.
- Requests must be made within the termly application dates. Late requests will not be considered, unless there are extenuating circumstances.
- Undergraduate Welcome Week takes place at the beginning of Michaelmas term, requests for residence in 0th week Michaelmas will therefore only be approved in exceptional cases where there is a significant academic reason to stay. Additionally, Vacation Residence is limited in 9th week Trinity term due to the Entz ban. Requests for these weeks can only be approved by Tutors or the Senior Dean.
- Vacation residence will not be available between 10th week Michaelmas and 0th week Hilary as the College is closed.

¹ The phrase 'in residence' includes residence either in College accommodation or in accommodation students may arrange for themselves elsewhere in Oxford

- Requests for residence in 9th and 10th week Michaelmas, 0th week and 9th week in Hilary and 0th week in Trinity terms can be requested for academic reasons. It is not guaranteed you will be able to stay in your term-time room, and you may be required to relocate for any requested dates.
- Requests for exceptional academic reasons (as above) for time outside of the periods previously noted may be requested and will be subject to approval from Tutors, or in exceptional circumstances, by the Senior Tutor or Domestic Bursar.
- Rooms are charged at the standard nightly rate.
- Students with appropriate Oxford-based summer internships, who would like to request College accommodation should make a Special Grants Application in plenty of time. Accommodation is subject to availability.

Vacation Residence Grant:

The College provides a Vacation Residence Grant to support students who need additional days accommodation to meet their academic workload.

Grant days are allocated to students on Undergraduate courses as follows:

- Year 1: 12 grant days
- Year 2: 20 grant days
- Year 3: 36 grant days
- Year 4: 36 grant days

Grant days can only be used between Sunday 0th week Michaelmas and Saturday of 9th week Trinity term and cannot be rolled over from year to year.

Process of requesting Vacation Residence Grant days:

- Grant days are requested at the same time as making a Vacation Residence request through the 'Residence Request system' on the College Intranet.
- Once Grant days are requested as part of a Vacation Residence request that is approved, grant days cannot be reimbursed if you later do not take up the Vacation Residence.
- A Grant day is equivalent to one night's accommodation, regardless of the room grade.

Undergraduate Students who do not need to apply for Vacation Residence:

The College recognizes that the process of leaving for the shorter vacation periods at Christmas and Easter can be disproportionately difficult for International Undergraduate students and those with certain disabilities. To support those students, they have the option to apply for an Extended Licence (from 0th week Michaelmas to 8th week Trinity), which enables them to remain in residence during the Christmas and Easter vacation periods).

Applications for the Extended Licence is only available to:

- International students (for the purpose of this policy, 'International students' refers to students paying International fees, or where they are paying Home fees but whose parent/guardian lives outside of the UK). Applications should be made via the Accommodation Office.
- Students with disabilities that would make it difficult for them to pack their rooms and depart for the shorter vacation periods. Students making an accommodation 'off ballot' request based on disability-related grounds should request an extended licence as part of their application. The extended licence for applications on disability-related grounds will only apply to students who have a Student Support Plan in place which recommends they remain in their College accommodation during the vacation periods. Requests for extended licenses on grounds of disability are considered by the Disability Lead and Domestic Bursar and may only be approved through this process. Students are notified of the outcome of their application by the Disability Co-ordinator.

POLICY HISTORY

<i>Date of GB approval</i>	<i>Brief summary of changes</i>	<i>Confirmation that linked documents have updated if necessary</i>	<i>College policy register updated</i>
June 2022	Generation of policy	Confirmed	Yes
June 2024	Clarification that vac res grant days can be used between 0 th MT and 9 th TT; brief specification of academic purposes which might justify residence; vac res grant allocation of days changed; no vac res during college Christmas closure Committee review	Confirmed	Yes
January 2026	No changes	No linked documents	