

# 8 Accommodation

## 8.1 Accommodation

Linacre College is usually able to offer all new students requiring accommodation a room in one of the College's houses or buildings. Priority is given to these new incoming students for the start of each academic year. Most Linacre students will need to find their own accommodation in subsequent years, but can be added to the waiting list for accommodation by contacting the Accommodation Manager.

Allocation of rooms to new incoming students starts in January/February each year. As students receive their College offers, they also receive information about applying for College accommodation. An accommodation preference form is provided to be completed and returned, as soon as possible, to the Accommodation Manager. The Accommodation Manager then allocates rooms on a first come, first served basis. Once all rooms in one site have been allocated, a waiting list is operated. As current students receive exam results or decide they no longer wish to attend Oxford, rooms start to become available again throughout the summer months. As rooms become available, those on the accommodation waiting list are contacted and offered rooms. If all new incoming students have been offered rooms and there are no more new incoming students on the waiting list, the next waiting list, of current Linacre students, is started on. This process continues into September and October. Many current students will have secured accommodation elsewhere by this time. If no Linacre students require the College rooms, there is also a waiting list of students from other Colleges requiring accommodation. If, exceptionally, no Oxford students require accommodation, rooms may be let to other suitable tenants.

There are however some exceptions to the general policy above:

Students with disabilities or long-term medical conditions may be eligible for College rooms for their second and subsequent years. Please contact the Accommodation Manager in the first instance, who will direct you to the Associate Dean.

Current Linacre students who are starting a new course may apply for a second year of accommodation. Please contact the Accommodation Manager as early as possible if this applies to you.

First year students who are unable to take up College accommodation due to fieldwork or other academic commitments should register their interest with the Accommodation Manager, as soon as possible, for a College room the following academic year.

Some scholarship holders are entitled to two years in College accommodation.

The Junior Dean is offered an on-site flat and the three Senior Students are allocated on-site rooms, to enable them to perform their duties effectively. The Gym Manager is usually allocated a room in the Abraham building to ensure availability for gym management purposes.

Each of the College houses and buildings has a designated Head Resident. The Common Room President works with the Accommodation Manager to allocate Head Resident posts to members of the CR Exec, the CR Committee, or other appropriate students. Head Residents are in post for the full academic year, usually from October through until the following July. In return, each of these Head Residents provides a vital communication link between the accommodation and College.

If you have been offered College accommodation, you will be required to sign a formal tenancy agreement, and pay a deposit (£300 for a single room; £450 for a double room or flat) to secure allocation of your room before keys are issued. A sample tenancy agreement can be found on the [accommodation](#) [1] page of the website. On departure from College accommodation and after the room inventory has been verified deposits will be refunded. Deposits can only be refunded to a debit or credit card if that card was used to make the initial payment. Rent will be charged monthly in advance on the battels account. Single rooms are for occupation by the named tenant only and doubling-up is not permitted.

College accommodation is usually available from 1 October to 31 July following, under a Licence to Occupy providing a minimum occupancy of ten months, unless there are extenuating circumstances preventing this, which must be discussed and agreed with the Accommodation Manager. Arrival before 1 October and staying beyond 31 July may be possible but this is dependent on availability and will need to be by arrangement with the Accommodation Manager. No subletting is allowed.

College rooms are simply furnished with bed, desk, desk chair and lamp, cosy chair, book shelves and wardrobe. They also include an ethernet network connection. The provision of heating, lighting and cleaning of communal areas is normally included in the rent charged. Under no circumstances should any additional heating supply be introduced (i.e. electric fires, fan heaters, paraffin heaters or similar appliances). Under no circumstances are candles of any description to be placed in rooms. This College policy ruling applies to any type of candles, including candles used for display or decorative purposes. Any candles found in rooms by College cleaning staff will be reported immediately to the Accommodation Manager. In the event of such circumstances arising, students concerned should expect to discuss the matter further with the Accommodation Manager. In addition to this College ruling, your attention is also drawn to the Fire Precautions section. The permission of the Accommodation Manager must be obtained to use any electrical equipment other than normal everyday items (e.g. radio, hairdryer, computer). See also section on Electrical Equipment below. Students' own furniture may not be introduced in place of that provided by the College.

Occupants of College accommodation are allowed occasional overnight guests for a maximum of three nights, as long as the tenant is also present. Permission for guests who wish to stay longer should be sought from the Accommodation Manager but this will only be granted in exceptional circumstances.

You should be aware that the College has the right to enter and inspect your Room on giving reasonable notice to you of its intention to do so except in the event of an emergency when no notice is required.

To report any maintenance issues please e-mail [maintenance@linacre.ox.ac.uk](mailto:maintenance@linacre.ox.ac.uk) [2].

Linacre College adheres to the Student Accommodation Code which protects your rights to safe, good quality accommodation. Further information can be found [here](#) [3].

Students who are considering renting private accommodation are advised to seek advice from the Accommodation Manager before signing a tenancy agreement.

## 8.2 Environmental Policy

The College has adopted an Environmental Policy, a copy of which is available [here](#) [4].

The College is committed to recycling as much of its waste as possible. Arrangements exist on the main site for recycling of paper, including newspaper, cardboard, cans and bottles. Every student room is provided with an additional waste bin exclusively for paper. Most of these arrangements also apply to the College houses. College members are urged to actively participate in environmentally responsible practices. Please look at the Environmental Noticeboard for further information.

## 8.3 Keys

Each resident member will be issued with a key to their room/house on arrival and all members have 24 hour access to the College Blue Door entrance (via their University card). All keys are issued with a BMA Varsity key ring attached for return of lost keys. This key ring *must* remain in place and a charge of £25 + VAT will be levied for each replacement key if lost or if keys are returned without the key ring.

## **8.4 Pets**

No animals are allowed into the College buildings, with the exception of Guide Dogs or other registered Assistance Dogs.

## **8.5 TV Licensing**

Tenants are required by law to obtain an appropriate licence for any television set or online streaming device used in the property. Failure to comply may lead to a fine by the TV licensing authority. You may apply on line [here](#) [5].

## **8.6 Lost Property**

Lost property will be kept behind Reception for 2 weeks, after which time it will be placed in the store immediately to the left of the Blue Door exit for a further month. If it has not been claimed after this period clothes and shoes will be put in the TRAIID Recycling Bank and all other items disposed of.

## **8.7 Sending Luggage**

Students should only ship luggage of a size and weight that the student can manage to carry themselves. Please note the luggage should be sent to arrive at Linacre College after the student and not before, and should be collected promptly, as storage space in Reception is very limited.

## **8.8 Electrical Equipment**

Legislation requires colleges to ensure, by regular testing, the safety of all its electrical appliances. Although this does not include student-owned appliances, it is nevertheless important that such appliances are safe. The College reserves the right to insist that an appliance should be tested, at the owner's expense, and proof of such testing produced on request. Free advice is available from the College Maintenance Manager. Do not fit plugs yourself unless you are absolutely sure about what you are doing. Fit the correct sized fuse. Do not use multi-plug adaptors and avoid trailing leads around rooms. Four-way extension leads of a reputable make are acceptable for low-wattage items such as computers and their peripherals. Please note that plugs in the UK are different from those used in other countries and students bringing electrical equipment from outside Britain will need to use an adaptor.

## 8.9 Safety and Security

There is no wish to cause alarm or anxiety to any of Linacre's students but it is important to be aware that unpleasant incidents can occur and it is in your own interest to be careful. Any person(s) acting suspiciously or strangers should be reported to Reception or to the Domestic Bursar during office hours (08.30 – 16.30 hrs Mon/Fri) or the duty Porter during the period covered by them. When there is no duty Porter available you can call the College mobile (07837 142095) which will be held by either the Resident Junior Dean or one of the Senior Students. They will assist you as necessary.

For more serious incidents you can phone Oxford University Security Services (OUSS) Control Room (24/7) on 01865 (2)89999 who provide an Immediate Response service if necessary.

Keep your room locked and endeavour to make sure that external doors to residential areas are locked. Do not let anyone follow into a residential area ('tailgating') unless you know them personally. If someone you don't know is a Linacre student, they will have their own card. If they are a guest of a Linacre student, they can phone their host to let them in. If you are asked to use your own card or to phone your host, consider it a compliment: it means that the person speaking to you values your safety and security. Keep valuable items out of sight from the window. In common with most major cities, theft in Oxford is a serious problem. For students in College accommodation personal possessions up to a certain value inside study bedrooms are covered by an insurance policy. See details issued upon arrival.

Reception has a stock of small personal emergency alarms. Any student who would like to have one can go along to the Reception Office and get one free of charge. (If you lose your free alarm, you will have to replace it yourself. Replacements can be bought from the [Oxford University Student Union](#) [6].

Of course, no alarm can be a substitute for vigilance and care. In the unlikely event that you ever do experience any physical danger by harassment or an attempted attack, it is *most* important that you inform the College authorities of the incident *as soon as possible*.

The College has a written Health and Safety Policy which applies to members as well as staff. The Health and Safety Officer is the Domestic Bursar to whom all incidents involving health or safety should be reported and advice and suggestions offered.

## 8.10 Smoke Free Law

It is against the law in England to smoke in all 'enclosed' and 'substantially enclosed' public places and workplaces – this includes all College buildings. You are respectfully requested to avoid smoking immediately outside the main College entrance on the raised terrace and use the Designated Smoking Areas signposted around the building. This policy applies to all College members, service users, customers and visitors. A copy of the policy is available [here](#) [7].