

Student Accommodation – Allocations

Introduction

1. The University has identified certain groups of students for whom a place in one of the University's halls would be beneficial. The level of application for hall places currently outstrips supply and the University acknowledges a need to assist students searching for accommodation in the private sector.

Young new students

2. The security and community of a hall place is beneficial to those coming straight from school to University. The new young student is offered an opportunity to live in a community of other young new students who are also experiencing living away from home for the first time. It is however made clear in the halls of residence literature that the student accommodation is self- managed with only a limited number of wardens on duty at any one time.

International and European Union students

3. The offer of a place to students coming to an unfamiliar country to study for the first time must be a positive advantage in recruiting students to Middlesex University. The presence of international students with different cultural backgrounds in University halls adds to the total student experience. This must be balanced with the need to ensure that halls of residence do not become dominated by international students creating 'ghettos' within the halls.

Students with special needs/disabilities

4. The University's policy of widening and deepening access places a responsibility upon the Accommodation Service to house students with special needs and disabilities where possible. Thus special consideration will be given to providing hall places for students with medical or other conditions, where such provision will be positively beneficial to the student's educational experience.

Students with particular difficulties

5. There may be a small number of students with particular difficulties who need to live within halls. These may include students with no experience of living away from home or those for whom living at home would be detrimental to their studies.

Policy

6. The University normally allocates places in halls to full-time students who have the greatest need for the security and comfort offered by this type of accommodation in order for them to benefit fully from the educational experience offered at Middlesex University. Places will be allocated on merit. Wherever possible, places will be allocated to those attending the University for the first time and who do not live locally.

Principles

7. The following principles will be used to guide the allocation of hall places:
8. The University will aim to accommodate as many new full-time students as possible requesting accommodation who are school leavers and whose parental homes are at least fifty miles from London. Where possible, the hall space will be close to the students administrative base, although in reality this is impossible for a large number of students.
9. Normally, 90% of room places will be allocated to students coming to the University for the first time. Up to 10% of the number of places in any hall will be allocated by ballot to returning (ie non first year) students. The 10% allocation for returning students will include UK, EU and international students. Being offered a returning student place one year would not be a guarantee that a place will be allocated in future years.
10. All full year, fee paying international students (ie this assurance does NOT apply to EU students) coming to Middlesex University for the first time at the start of the September academic year would normally expect to be allocated a place in halls providing that an accommodation registration form has been completed and returned to the Accommodation Service office with the non-refundable deposit by the published date each year. Failure to comply with these conditions will result in no place being guaranteed. Every effort will be made to offer a hall room to international students who start their courses in January.
11. No more than 70% of the total number of spaces in any hall will be allocated to international students under normal circumstances.
12. The University will run an orientation programme for international students who come to the University in September and January.
13. Students will be offered either a 40-week or 50-week contract. Students who opt for a 40-week contract may extend their stay for up to 50 weeks subject to availability. If we are unable to extend the contract on the room currently occupied every effort will be made to offer an alternative hall or room for the additional 1-10 weeks requested.
14. The policy regarding allocation of places for single semester students (20 week contracts) needs to be kept under review. Where balance can be achieved between first and second semester numbers in any hall, up to 10% of the hall spaces will be set aside for single semester students.
15. The University will provide residential accommodation for all full-time students with special needs and difficulties. Normally, these students will be offered this accommodation for the duration of their full time studies at Middlesex University.
16. The University will try to offer hall places to students who may find it difficult to live at home for a variety of reasons or need to live away from home. Students referred to the Accommodation Service, through Academic Advisers or Counsellors in emergencies will be treated sympathetically and, where possible, will be offered a hall place or given assistance in finding suitable accommodation in the private sector.
17. Middlesex University offers help and advice to students seeking accommodation in the private sector. A Private Rented Accommodation Fair is run every year for a two week period in August/September to help new and returning students secure suitable accommodation in the private sector. To aid this process the service is working in partnership with Enfield and Barnet Local Authorities to run an Accreditation scheme. This ensures that all properties advertised by the University in these areas has been inspected and approved by an Environmental Health Officer.

18. The capital building programme which funds the provision of halls of residence is premised on the basis of maintaining the halls occupancy at full capacity. Accordingly, whilst priority for any vacant rooms will be given to accommodating first year students, any remaining vacant rooms will be offered to returning students.

This policy statement was approved by Management Team at its meeting on 21 February 1994, and reviewed in June 1998. It was subsequently reapproved by Management Team at its meeting on 15 June 1998, and again following a review by Executive on 13 March 2003. It is due for review in March 2008.

March 2003