

# Queens' Room Allocation 2023-2024

This document summarises the process for allocating rooms to members of the JCR body. The process is a product of collaboration between members of the JCR Committee and Queens' Accommodation Staff, with input from the Welfare Team. The process will work similarly to last year.

Everyone who participates in the Queens' room allocation will be guaranteed rooms and will be expected to accept the rooms allocated. Those living privately are required to declare this to the College via Tutors in advance of the allocation form opening.

For information on accommodating specific welfare, health and disability needs, please refer to the **Accommodation Welfare Exemptions Policy**. For information on room charges and financial support, refer to information on the website.

All first-year students will be allocated accommodation on the Sliver Street site.

If you have any questions about this document or any of the processes within, you can e-mail the JCR's Accommodation Officer (Conall) at [jcr-accommodation@queens.cam.ac.uk](mailto:jcr-accommodation@queens.cam.ac.uk) or the Queens' Accommodation Officer (Donna) at [rooms@queens.cam.ac.uk](mailto:rooms@queens.cam.ac.uk)

## Key Timeline

- Invitation to apply for Anomalous Households opens **Monday 26<sup>th</sup> June** (e-mail will be sent to all UG).
- Deadline to apply for Anomalous Households: **Friday 30<sup>th</sup> June** (midday BST)
- Anomalous Households allocated and applicants informed: **Monday 3<sup>rd</sup> July**
- Allocation (ballot) form opens: **Tuesday, 4<sup>th</sup> July** - *A link will be distributed*
- Allocation (ballot) form closes: **Sunday, 9<sup>th</sup> July** (23:59 BST)
- Allocation process begins: **Monday 17<sup>th</sup> July** (*final room allocations will be sent out soon after this date*)

## Room Ballot & Allocation Process

### 1. Anomalous Households

- a. The College will seek to allocate certain households and rooms in advance of the rest, owing to their odd sizes and the variety of price bands within them. They are described on a dedicated document – **Queens' Anomalous Households 2023-24**.
- b. Groups that match the size of the household exactly will be invited (through one nominated individual cc'ing the rest of the group) to contact the College Accommodation Officer (Donna) on [rooms@queens.cam.ac.uk](mailto:rooms@queens.cam.ac.uk) and follow the instruction on the separate document.
- c. Groups can apply for one or more of the anomalous options (marked Option A-D ) and a given individual must be on one application only.
- d. If the rooms are oversubscribed, the households will be allocated by random draw , giving priority to groups of third years/MML students, then mixed year groups, then second-year groups.

- e. Those who are unsuccessful in applying for anomalous rooms will be informed as such before the regular ballot and shall participate in the regular ballot as described below, in different groups if people wish. There is no disadvantage in the ballot if you apply to an anomalous household and are unsuccessful - the two processes are separate.

## 2. Basic Overview:

- a. Students may ballot as a group of up to 6, or as an individual.
  - i. *A student opting to ballot alone will be able to indicate a preference to join a household of other individuals.*
- b. Students who ballot in a group will be allocated together in the same household - they will only have their group split across multiple households on the estate if there is no space available in any household. (So if you ballot as a group of 4, you'll only be split if there are no households left with 4 spaces).
- c. The Ballot Application Form is protected behind a Raven password and has been created by the JCR Accommodation & Facilities Officer in coordination with the College.

## 3. The Ballot Application Form

- a. The Application Form will open as per the dates above. You should not rely on reminders from Queens' or the JCR Committee.
- b. One person from every group needs to complete the form. They should have the trust of the group and shall be assumed to have communicated with them.
- c. The Ballot Application Form will consist of:
  - i. Your auto-completed CRSid
  - ii. Space to include the CRSid up to 5 other members of the balloting group, optionally
    - 1. Names shall appear automatically.
    - 2. A warning shall appear if the CRSid does not match that of an expected returning student. If this occurs unexpectedly, please contact [jcr-accommodation@queens.cam.ac.uk](mailto:jcr-accommodation@queens.cam.ac.uk) urgently.
  - iii. A list of room types, to be ordered by preference,
  - iv. A comments box,
  - v. A tickbox for individuals to indicate if they would prefer to be allocated next to other balloting individuals (i.e. rather than potentially be an individual alongside a large group of friends who have all balloted together).
- d. Once the ballot form has been submitted, everyone in your group shall receive an e-mail confirming the decision, and you will be able to visit the application page to see the submission. You will not be able to modify your selections without contacting [jcr-accommodation@queens.cam.ac.uk](mailto:jcr-accommodation@queens.cam.ac.uk), so please double-check before confirming your choices!

## 4. Allocation of Accommodation

- a. Some rooms will be allocated ahead of the 'normal' allocation:
  - i. **Some** rooms in Cripps and Friars will be reserved for incoming first-year students.

- ii. Some rooms will be allocated first and discretely for those students who have come forward with health, disability or welfare needs, as per the Accommodation Welfare Exemptions Policy.
- b. Once allocation forms have all been submitted, a ballot order will be determined internally in the following order, with groups randomised within the categories:
  - i. 1st - incoming 3rd years & returning 4th year MML students
  - ii. 2nd - incoming mixed year groups
  - iii. 3rd - incoming second years and those restarting first year
- c. Note that balloting as an individual is equivalent to balloting as a 'group of 1' - the size of the group does not affect the position in the ballot order (although it may affect how many "spaces" there are for your group to fit in in the accommodation)
- d. The Queens' Accommodation Officer (*not JCR Accommodation Officer*) will sequentially allocate groups and individuals by ballot order in accordance with their preferences on the form.
- e. Where there is no available space for a group, the next preference is considered. Only if there is no space for an entire group across Owlstone or Sliver Street site will the group be split, and first preference considered again.
- f. The Queens' Accommodation Officer will try to minimise the number of groups who will have to be separated. The comments box and checkbox option will offer further guidance in selecting the most appropriate rooms.
- g. Groups will be split equally where possible and will endeavour to avoid isolating individuals. If any such cases (estimated to be very few or none given redundancy at Owlstone) are necessary, there may be some manual intervention to avoid isolating individuals who balloted in groups.
- h. Remaining rooms will be allocated to graduates (and some integrated master's students) via the graduate ballot once all undergraduate rooms have been allocated.
- i. There will be by default a random allocation of rooms within a balloting group (see the next section).

**5. Room Swapping** – To assist with the internal allocation of households - (more details to follow)

- a. Once allocation by the College has taken place, the rooms allocated to each balloting group will be sent to the groups. It will be clear from the list of rooms by household whether a group has been split across households.
- b. Soon or immediately after the preliminary results, there will be a window of one week in which, by mutual consent, balloting groups can deviate from the default room allocation within their balloting group (essentially swapping rooms amongst themselves according to each person's preferences).
- c. **All swaps will be subject to review and approval by the College.**

## **Comments Box Guidance**

The comments box is included for the benefit of balloting groups/individuals to provide greater preference detail than the ranking of room options allows. It will be considered as far as possible - you do not have to use it.

There are no guarantees associated with the comments box. The Queens' Accommodation Officer will apply its advice only within rooms that have not already been allocated.

The Accommodation Officer will fill space efficiently, e.g. *if there is a household of 6 in Cripps FF second floor that has had 2 spaces allocated, and a household of four is next in-line with Cripps as a first option and comments saying they prefer first floor EE, they could still be allocated the remaining spaces in FF to avoid potentially splitting up a balloting 6 down the line.*

Comments box content should describe the group's overall preference, and should not dictate the allocation of rooms within groups. There will be an opportunity to swap rooms within balloting groups by mutual consent after accommodation is allocated, as described above. Similarly, the comments box may not overrule the basic ballot system, e.g. by asking to split a group rather than go to the bottom option. The comments box is therefore perhaps more useful for balloting individuals.

Example comments:

"First floor over the second floor if possible. Thank you."

"Ideal household would be second-floor staircase X if this is available." \*

"Include the one en-suite in Owlstone among our group if possible and if we are allocated here"

"On the Dokett preference, we hope to be on R staircase households, not the en-suite households"

"Cripps private bathroom (rather than en suite) preferred" \*\*

"I have indicated Dokett with the hope of securing an en-suite. Please if possible, advance to the next preference if this is not available" \*\*

\* If you make comments like these (asking for specific households that are 6 or smaller), you should be a group that fits that household perfectly

\*\* For individual balloters with Dokett/Cripps high on the preference list. You may combine the above kinds of examples.

## **Returning 4th Year MML Students**

MML students who have recently concluded their study abroad will have completed last year's ballot. However, you must now enter the ballot again, completing the allocation form as with second and third-year students.

As with all second and third-year students, you must let your Tutor/ Senior Tutor know (now) if you are living privately so you are not entered in the allocation process.

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**Andrew Bainbridge**; Domestic Bursar

**Donna Wilson**; Queens' Accommodation Officer

**Conall Moss**; JCR Accommodation & Facilities Officer