

# ACCOMMODATION HANDBOOK 2022/23



NEW COLLEGE  
OXFORD





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## IN THIS HANDBOOK

- What you should know before you arrive
- What we recommend bringing with you
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- Other ways that College will support you

## How to contact the Home Bursary

### Home Bursar

Gez Wells  
gez.wells@new.ox.ac.uk

### PA to the Home Bursar

Emily Meeson  
+44 (0)1865 279562  
accommodation@new.ox.ac.uk  
emily.meeson@new.ox.ac.uk

The Home Bursary is located on the ground floor of staircase  
4, Old Buildings in New College's main site on  
Holywell Street, Oxford, OX1 3BN.

Open Hours – 8:30-16:15 Monday-Friday

# WELCOME TO NEW COLLEGE

## Undergraduate Accommodation

New College provides accommodation in or close to College for all undergraduate students in their first, second and fourth years. A small number of third year undergraduates may also be accommodated but the majority move to private accommodation.

Rooms for first years are allocated by the Home Bursary and are located in New Buildings, the nineteenth century building that runs along College's boundary with Holywell Street. If you have any special requirements, for example access, you should contact the Home Bursary as soon as possible to discuss them. Contact details are listed on page 2. Accommodation for continuing students is allocated by means of a ballot, further details follow on page 13.

Returning undergraduates are housed in New Buildings, Old Buildings, Hall Stairs, the Holywell Cottages, New College Lane houses, Sacher Building, the Longwall Street houses and Bodicote House. Please see the College map on page 4/5 for reference.

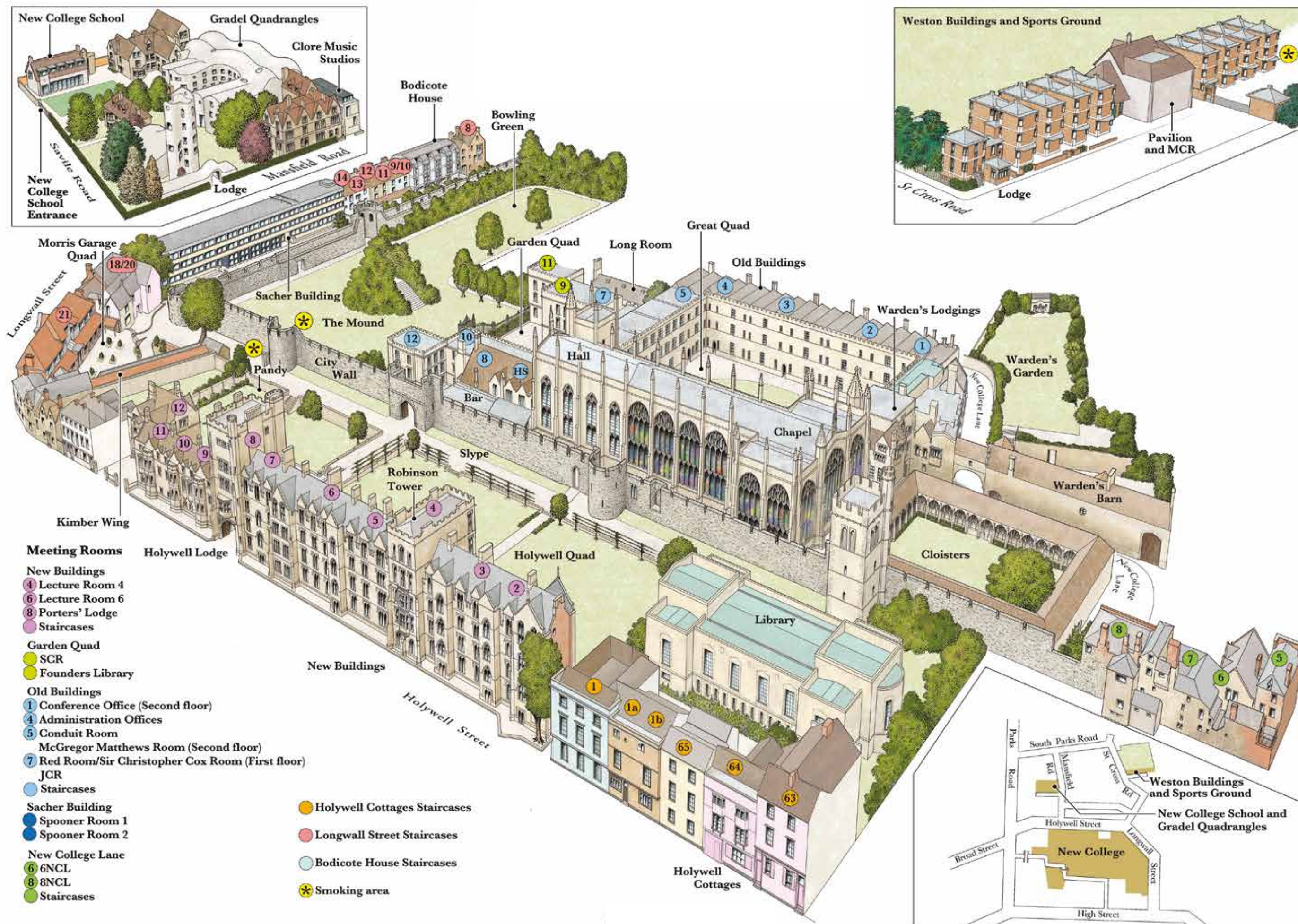
## Graduate Accommodation

A reasonable number of first year graduate students can be housed in either College accommodation at Weston Buildings or in University managed accommodation at Castle Mill, with some chance of a second year of housing. Students who are new to Oxford are prioritised over those who are Oxford graduates, and therefore Oxford graduates may not be successful in obtaining College housing in their first year. Accommodation for continuing graduates is allocated by means of a ballot. The terms of the ballot may change from year to year to reflect changes in the graduate population. There is more information on page 13.

### Weston Buildings

Weston Buildings were built in the mid and late 1990s and are located alongside a branch of the River Cherwell at the College Sports Ground, a 7-minute walk from the College. The Weston Buildings comprise 16 houses with 6 single rooms and 3 bathrooms to a house. Each house has a large, modern kitchen with a dining area looking out onto the sports-field. The address is: (House number) Weston Buildings, New College Sports Ground, St. Cross Road, Oxford OX1 3TJ. All rooms are single study bedrooms and have shared bathrooms and toilet facilities; these are shared between two rooms. The rooms are let on a self-catering basis.







# BEFORE YOU ARRIVE

## Accommodation acceptance process

<b>1 Receive your Accommodation Acceptance Letter</b>
Your Accommodation Acceptance Letter will be sent via email in the summer. The document will confirm your room number, lease type, lease period and cost.
<b>2 Returning your Accommodation Acceptance Letter</b>
You are expected to sign and return your Acceptance Letter by the date listed on the letter; this should be done electronically. First years will receive the Accommodation Acceptance Letter upon arrival.

## What you should bring for your bedroom

Both graduate and undergraduate students will need to bring their own duvets, pillows, duvet covers, sheets, pillowcases, and towels with them. Alternatively, bedding can be purchased online and sent to the College in advance of your arrival. New College has a discount code for unikitout.com, OXNEW17, which will give you 10% discount at checkout. Please ensure that your name and status (graduate or undergraduate) are clearly given when ordering. The delivery address is New College, Holywell Street, Oxford, OX1 3BN. A small number of undergraduate student rooms have double beds. The PA to the Home Bursar will contact Freshers who have been assigned double rooms.

<b>Bedrooms are already equipped with a:</b>		
Bed	Desk	Wardrobe
Mattress Protector	Bins	Desk lamp
Bedside table	Desk chair	Noticeboard



Cloisters

Most undergraduate bedrooms have a mini fridge in the room. Graduates have access to fridge-freezers in shared kitchens that also have a hob, oven, and microwave. Graduate students and those undergraduates that have access to a kitchen should bring their own kitchen utensils, pots, pans, plates and so on. Furniture and furnishings should not be removed from College rooms without permission from the Home Bursar. Junior Members may not bring their own furniture or refrigerators.

All students are expected to complete a room inventory. Details on how to do so will follow.

# MOVING IN

## Arriving at the start of Michaelmas Term

**Undergraduate Freshers**  
In your first term of your first year, undergraduates are required to arrive on Monday of 0th Week. Each term after that, you need to have arrived in college by Wednesday of 0th Week and leave by 10am on Saturday of 8th Week. Freshers must only arrive on their lease start date unless you are travelling internationally.

**Returning students**  
Returning Undergraduates can return to College without notice from the Saturday preceding the start of the term as defined in the Licence Agreement. You will be charged the standard nightly rate. However, if you wish to arrive before this date, you must contact the PA to the Home Bursar with a completed vacation residence form to gain permission. Junior Members who are on courses with extended terms must also contact the PA to the Home Bursar if they need to return before the start of the licence period. Students returning earlier than the preceding Saturday without prior agreement may not be accommodated and will be charged the student nightly rate plus a £25 administration fee per night.

**Graduates**  
All licences for Weston Buildings commence on 1 October. If you wish to arrive before this date, please contact the PA to the Home Bursar.

## Collecting your keys

You should collect your keys on your arrival date, not before. All keys can be collected from the Porters' Lodge on Holywell Street (open 24/7) or the Weston Lodge for graduate students (open until 9 pm on weekdays and 3 pm at weekends).

## Parking permits / Parents / Guardians

If you arrive at New College at the start of Michaelmas Term in a vehicle, you will be given a short stay permit to park on Holywell Street while you offload your belongings. You can choose two people to help you unpack. The JCR Committee members will also be onsite to assist Freshers. Parking is not available to students at either the Holywell site or at Weston Buildings.



Porters' Lodge





# LIVING AT NEW COLLEGE

## Dining / Catering / Bar

Meals in College:	
Breakfast:	8 am-9 am (Mon-Fri)
Brunch:	11 am-1 pm (Sat & Sun)
Lunch:	12 pm-1:30 pm (Mon-Fri)
Dinner – Informal Hall:	5:45 pm-7:15 pm (Mon & Weds)
	5:45 pm-6:30 pm (Tues, Thurs, Fri, Sat & Sun)
Dinner – Formal Hall:	7:15 pm in Hall (Tues, Thurs, Sun) (Gowns must be worn)
MCR Guest Nights:	Fridays - wks 1,3,5,7
JCR Guest Nights:	Fridays - wks 2,4,6,8

### Bookings:

To book evening meals in College, please go <http://food.new.ox.ac.uk/> and log in with your SSO credentials. Bookings need to be submitted by 10 am on the day. You will be charged the full price of the meal upon booking. If you fail to cancel your booking or do not attend, no refund will be given.

Students on catered leases will be automatically booked on for meals.

If you have an allergenic or dietary requirement, please email the Catering Administrator to ensure your requirement is permanently recorded on your meal bookings profile to enable the Catering Team to provide you with the appropriate meal at any sitting you book. Please note, due to the vast amount of special dietary and allergen requests and the requirement to cater for these, we cannot cater for individual likes/dislikes.

For in depth information on JCR and MCR meals in College please visit:

<https://www.ox.ac/student-meals>

Key contacts:		
Catering Manager	Brian Cole	brian.cole@new.ox.ac.uk
Catering Administrator	Sheena Hinton	sheena.hinton@new.ox.ac.uk
Buttery Manager	Monika Pietruszewska	monika.pietruszewska@new.ox.ac.uk
Head Chef	Sam Cruickshank	sam.cruickshank@new.ox.ac.uk

## Room charge

The room charge covers all domestic services, heating, lighting, insurance, and Ethernet/LAN.

## Electricity

In the UK, the electricity supply is 240 volts alternating at a frequency of 50 Hertz. Please check that your electrical items work at this voltage and, if not, bring a transformer with you. Plugs may also be different so you may need to purchase an adapter plug.

## Post

Junior Members should use the following postal address: New College, Holywell Street, Oxford, OX1 3BN, and they should not, under any circumstances, use other addresses relating to the College's main site and its environs; this includes the Longwall Street and New College Lane Houses, Bodicote House, and Castle Mill. Post will be left in your personal pigeonhole unless it is collected beforehand.

For graduates at Weston Buildings please use the house number, followed by The Weston Buildings, New College Sports Ground, St. Cross Road, Oxford, OX1 3TJ.

## TVs

If you watch, stream or record live television in your accommodation (whether through television or via the internet), or you watch programmes using BBC iPlayer, you must acquire a TV licence. For more information on how to obtain a licence, please visit [www.tvlicensing.co.uk](http://www.tvlicensing.co.uk), call the general enquiry line on 08705 763763 or visit a Post Office.

## Cleaning

All student bedrooms are cleaned on a weekly basis and are provided with toilet paper. The cleaning schedule is displayed in the bedroom.

All bedrooms have two bins: one for general waste and the other for recycling. If your bin needs emptying and it is not your scheduled room clean day, please leave your bin outside your bedroom door. Your scout will dispose of the rubbish and return the bin.

Students are responsible for the disposal of wine and beer cans/bottles. Bottle bins can be found adjacent to Sacher Building or at the graduate accommodation block, Weston Buildings.

## Shared kitchens

Shared kitchens aren't available to undergraduate Freshers and some second and third years as it depends on your room and lease type. All graduate accommodation at Weston Buildings has access to a shared kitchen.

Shared kitchen facilities are cleaned daily, Monday to Friday. Students are expected to keep surfaces clear and to wash their own dishes/cooking equipment.

### All kitchens have a:

Blue bin - general waste

Red bin - recycling

Green caddy - food waste

*All bins are emptied daily by College staff, Monday-Friday.*

## Laundry

**Undergraduates** Student Laundries are situated in 2 New Buildings, Sacher Buildings, Bodicote House and 6 New College Lane.

**Graduates** Laundry block situated in Weston Buildings carpark.

All machines have an online top-up system so that you can pay via bankcard. Please note that you should not use washing powder in any of the machines. Please use liquid or capsules instead.

## Storage

Please be aware that there are no storage facilities in the College. All personal property must be removed from study bedrooms over the vacations. For termly, 24 week lets, this means rooms must be cleared over Christmas, Easter and summer vacations. Please budget for and make arrangements with a commercial storage company that specialises in lower cost collection and storage for students, of which there is more than one in the Oxford area. The JCR Housing Rep may assist with or organise this.

## Bikes

Bicycles may not be ridden in the College. Cyclists must dismount at the College gates and walk their bicycles through the Lodge archway. They must not be left in the College except in places where racks are provided. All bicycles must be registered through the main Holywell Lodge. Unregistered bicycles will be periodically removed and disposed of without further warning. Hired bicycles are banned from College premises. Members are always advised to wear an appropriate cycle helmet. Both the JCR and the MCR have a Bicycle Rep. Please contact them with any queries.

## Overnight guests

On occasion, one guest may stay overnight in a student room for no more than two nights in succession in any given week. Infringement of this regulation will lead to the automatic imposition of a penalty equivalent to the charge for the use of the JCR guest room. Unaccompanied visitors to College will not be admitted after 10.00 pm or before 7.00 am.

There are two College guestrooms (one twin and one single room) which are available for members of the JCR and MCR to book, for a maximum of 3 consecutive nights. The charge for doing so is the student nightly rate per person per night which will be added to your battels account. These can be booked by emailing: [rooms@new.ox.ac.uk](mailto:rooms@new.ox.ac.uk)



# IT INFORMATION

Please refer to website links in each section for further information. The IT Office can be contacted through our helpdesk: [helpdesk@new.ox.ac.uk](mailto:helpdesk@new.ox.ac.uk)

## Connecting to wired and Wi-Fi networks

<https://www.new.ox.ac.uk/networks>

Pre-arrival check list for all your devices - phone, tablet, and PC

### 1 Create a Remote Access Account for Eduroam Wi-Fi

<http://help.it.ox.ac.uk/network/wireless/services/eduroam/index>

You need to have your SSO credentials to setup your remote access account.

<https://www.it.ox.ac.uk/your-university-accounts>

### 2 Device checklist

- Have up-to-date virus software installed (even Apple Mac)
- Have up-to-date service packs and updates installed (this includes phones and tablets)
- Have firewalls enabled
- Your IP settings are set to automatic DHCP for IP and DNS addresses.

## Facilities and printing

<https://www.new.ox.ac.uk/student-ict-facilities-and-services>



Weston Buildings

# BALLOT PROCESS

## Undergraduates

New College guarantees College accommodation for first, second and fourth years. The rooms that first years live in are randomly allocated before they arrive at New College. Second years get to choose which room in College that they would like to live in, during a process called ‘the second year Housing Ballot’, run by the JCR Housing Officer in Hilary Term.

As a part of this process, first year rooms are ranked based on a series of factors including its size, whether it has an en-suite, whether it has a single or double bed, and the number of stairs that lead up to the room. The order in which students choose which room they have in second year is determined by the ranking of the room that they were allocated for first year. So, the person with the room deemed the worst in first year will get to choose their second year room first from all the available rooms. Then the student that lived in the second worst room in first year will choose from the remaining rooms, and the process continues in this way until everyone has chosen a room in College for second year.

Information regarding the details of the second year Housing Ballot, as well as about the rooms that are available, will be provided by the JCR Housing Officer during Hilary term.

During third year, students generally live in private accommodation, outside of College. Some third year rooms may be available, if there are any left over from the second and fourth year ballots. However, these will be given to those students with specific requirements to stay in College-owned accommodation.

For students on 4-year courses, the room that they live in for their fourth year is allocated by a computer algorithm, based on their room preferences and which people they would like to live with.

The ballots are drawn in the following order: fourth years, second years and then third years.

## Graduates

Accommodation for continuing graduates is also allocated by means of a ballot. Graduate Freshers who are granted College accommodation will be randomly allocated.

During Hilary Term, an email is sent out by the MCR Housing Rep containing an application form for returning graduates yearning to apply for College accommodation. The deadline for the ballot application itself will be approximately two weeks later, around the start of Trinity Term. There are approximately 25 rooms reserved for returning graduates; the rest are for incoming Freshers. These reserved rooms are distributed between Weston Buildings and Castle Mill.

New College typically accommodates most of its graduates for their first year, with a reasonable chance of a second year in College accommodation. Non-UK graduates will almost always be housed in College accommodation for their first year. If you don’t initially get a room, you will be placed on a waitlist, and it is common for people with rooms to later pull out. Your position on the ballot will depend on how many years you have already lived in College accommodation, with priority given to those who have never lived in College. The highest priority is given to students entering their final year who have never lived in College accommodation.





New Buildings, Holywell View

# RENT / LEASE TYPES

## Lease types

The below leases are attached to the specified accommodation block and can't be changed, except for Bodicote House, see below.

24 week-catered (term time only)	New Buildings Old Buildings Hall Stairs Holywell Cottages Bodicote House*
39 week-non catered	Sacher Building, Longwall Houses, New College Lane Weston Buildings (Graduate - from 1 October until 30 June) Junior Year Abroad
39 week-catered	Bodicote House*

*\* Students have the choice between a 24- or 39-week catered lease for Bodicote House. This must be confirmed at time of ballot.*

Specific lease dates can be found on your Accommodation Acceptance Letter.

## Rent charges

Details of your accommodation charges can be found in the Dean's Handbook (linked on page 41) and on your Accommodation Acceptance Letter.

All charges are added to your battels account by the Bursary. Battels must be paid by Friday of 1st week of each full term. If you have any queries regarding battels, please contact, Student Finance

[studentfinance@new.ox.ac.uk](mailto:studentfinance@new.ox.ac.uk)



New Buildings, College View



# ACCOMMODATION RULES

## Noise

In general, Junior Members are expected to be considerate of others living and working in College. Junior Members may play music between 1.00 pm and 11.00 pm, provided that others are not disturbed.

## Wall hangings

No adhesive material may be used on walls, including Blu Tak and Sellotape. In rooms with no picture rail, thin steel pins (not nails) may be used to hang pictures. Junior Members may not, for any reason, display posters in the windows of College rooms.

## Electrical cooking equipment

Electrical cooking equipment is not to be used in student bedrooms. Electrical cooking equipment can be used in Graduate kitchens only but the student must gain permission from the Home Bursar. There is further information in the Dean's Handbook.

## Candles or mains operated Christmas / fairy lights

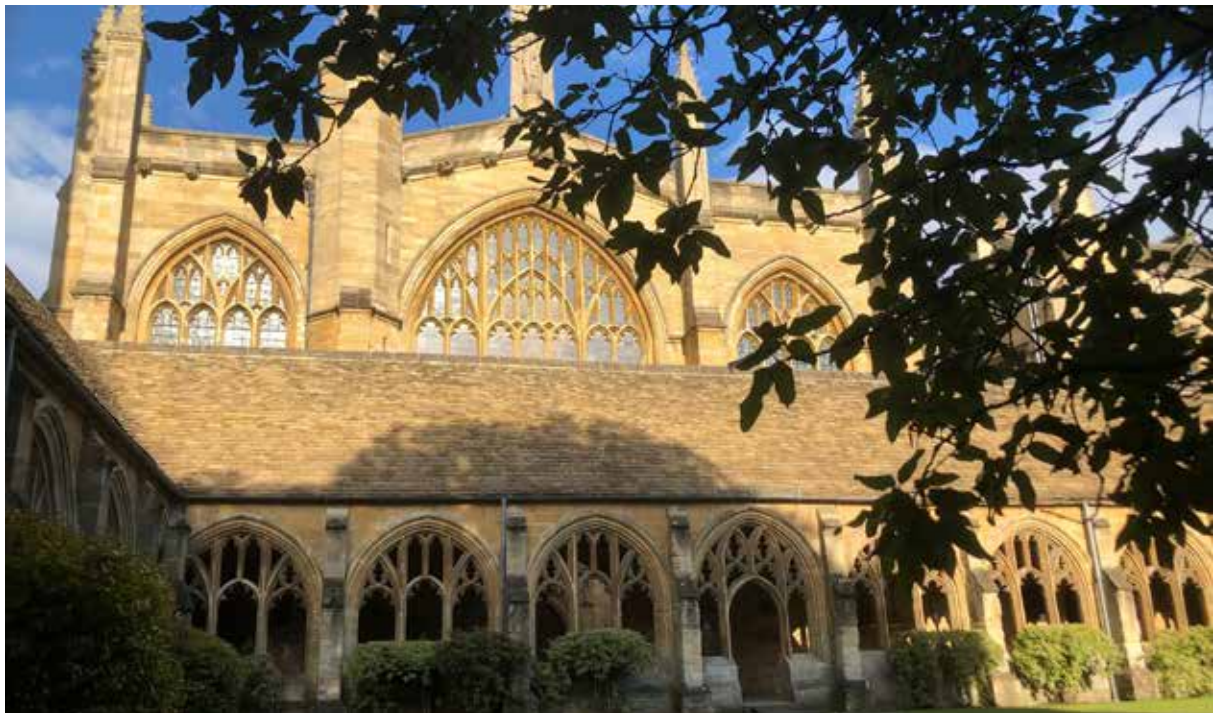
Candles or mains operated Christmas/fairy lights are not permitted in bedrooms. Battery operated Christmas/fairy lights are allowed.

Further details can be found in the Dean's Handbook, linked below.

## Breach / Termination of your agreement

For details of breaches or termination of your Licence Agreement, please refer to the Dean's Handbook:

[https://www.new.ox.ac.uk/sites/default/files/2020-10/HB%20online%20version\\_070820\\_0.pdf](https://www.new.ox.ac.uk/sites/default/files/2020-10/HB%20online%20version_070820_0.pdf)



Cloisters / Chapel

# MAINTENANCE

New College's Maintenance Department is based in the lower ground floor of 12 New Buildings (12NB) and is headed by Michael Collett, Clerk of Works (01865 2)79256. The Department deals with all repairs and maintenance issues to the College's main and outlying sites.

In the event of a serious danger to persons or property i.e. a major leak, damage to a building, a security issue or loss of electric power, that requires immediate attention, please report this to:

Main Site: Porters' Lodge 7 New Buildings (7NB)	01865 279500
Weston Buildings / Sports Ground: Weston Lodge	01865 281081 (Staffed Hours)

If the issue is not an emergency, we encourage you to report the maintenance issue via New College's website. Please go to the homepage, scroll to the bottom of the page and you will find Maintenance Requests listed under College Links. If this is not possible, please call:

The Deputy Clerk of Works	Michele Pitson:	01865 279559	(Monday-Friday 9 am to 3:45 pm)
Workshop Manager	Gary Woods:	01865 614407	(Monday-Friday 9 am to 3:45 pm)

## Access to your bedroom

If access to your accommodation is required for routine maintenance or repairs, we will endeavour to give you at least 24 hours' notice (except in the case of emergencies).



New Buildings, College View



# EMERGENCIES, SAFETY AND SECURITY

In the event of an emergency, you can contact the Porters’ Lodge on 01865 279500 which is on the ground floor of staircase 7, New Buildings in New College’s main site on Holywell Street, Oxford, OX1 3BN.

## Fire alarm testing

Fire alarms are tested every Wednesday morning between 8-9 am on Main Site and early afternoon at Weston Buildings.

Due to the number of buildings, we aim to do an audible test of all buildings on a rolling programme and will test your accommodation once every six weeks, the timings of which should be displayed on your noticeboard usually found within the entrance lobby of your accommodation.

All the fire panels throughout College are self-testing and do so quietly on the hour. If a fault is found our Fire Engineers will attend site but may have to make an audible sound check. Please accept our apologies if this ever happens outside of your allocated Wednesday test slot.

## Window restrictors

Window restrictors are fitted in some rooms as a safety measure to reduce the risk of either falling from height or to improve security, if fitted to windows on lower floors. If you find that a window restrictor is damaged, please report to Maintenance (details of how to do so can be found on page 17).

## Keys / Fobs

Room keys and fobs should be collected from the Porters’ Lodge at the beginning of term and returned to the Lodge at the end of term. They should always remain in the possession of the occupant, and they should never be lent to others. Automatic fines are imposed in the event of a key or fob being lost or not returned and signed for at the end of term. Automatic fines are also imposed by the Lodge as follows:

Lost key or fob, first occasion	£30
Lost key or fob, second occasion	£35
Lost key or fob, third occasion	£50
Extra set borrowed and not returned	£50
Unauthorised loan of keys / fobs / access cards	£50*
Spare set borrowed and not returned within 30 minutes	£20
Failing to hand in keys at the end of term	£50*

*\* A charge of the nightly conference rate, currently at upwards of £85 per night will be added to this fine.*

Keys to other rooms in College require the production of the user’s University Card; the card will be retained by the Lodge until the key is returned. The production of a University Card for the boathouse keys is required, although the card will not be retained. Keys to bookable rooms can only be drawn by the person in whose name the room is reserved.



## Moving out

Students must leave the College on the day stated on the Accommodation Acceptance Letter unless they have received permission for vacation residence. Students who do not vacate and empty their room by 10 am will be charged at the prevailing conference rate for the days when they were not expected to be resident. Extensions to the departure time due to personal logistical reasons may be granted (up to a maximum of 12 noon on the same day). Requests should be made to the PA to the Home Bursar.

Old Buildings





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