

Room Ballot Guide 2021

Introduction

The annual Room Ballot will take place electronically this year and we will let you know by 12th May 2021 which room you have been allocated for the next academic year.

Information on which rooms you are able to choose from (eg. undergraduate and graduate rooms), rent bands and the Ballot Guide etc. will be sent to you by email.

Please note that as the College is increasing the number of students admitted, we will be taking on more rooms from other landlords (both other colleges and private providers). This is in order to be able to offer accommodation to as many of our students who want it as possible. It does also mean that we will need to allocate accommodation between different types of students (undergraduate/postgraduate, different course lengths etc.) As 21/22 will be the first academic year when we have a full complement of standard age undergraduates, the College has made the decision that undergraduate freshers will have priority for onsite main campus accommodation. As previously notified, we also plan to have accommodation available for anyone who wishes to remain in all female accommodation.

You will be asked on the form to specify your top five room choices from the accommodation that is available to you. Please make sure that you read all of the information sent to you so that your selections are appropriate to your course type. Please note that we cannot guarantee you will be given one of your five choices.

Procedure

- If you wish to have accommodation for the next academic year, please complete the form and submit by Monday 3rd May 2021. If we do not receive your form by this date then we will assume you do not require College accommodation.
- Once all the forms have been returned with your top five room choices, we will order them in tiers (see chart below). The tier structure determines your position in the Ballot.
- A representative from College will draw the forms randomly from the Ballot box in the presence of the Assistant Domestic Bursar to ascertain each student's position in the Ballot. Tier 1 students will be drawn first and so on. Each person taking part in the Ballot will be allocated a position in the Ballot and a room will be allocated in the determined order. If your first choice is not available, we will go to your second choice and so on. If none of the five rooms you specify on your form are available when it is your turn to be allocated, we reserve the right to allocate you the closest possible room, either in position, style or band rate.
- Please ensure that you check the room list in the email you will be sent so you know which building you may choose a room from. If you state room choices on your form that you are not eligible for, you will be allocated a suitable alternative by the Domestic Bursary.

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- Timeline:
 - Room information and Room Ballot form link will be sent to you by email.
 - Monday 3rd May 2021 – deadline to submit Ballot form AND room choices.
 - Tuesday 4th May – forms will be ‘tiered’.
 - Tuesday 4th May – positions in Ballot will be allocated via the Ballot draw.
 - Wednesday 5th May – your Ballot position will be sent to you.
 - Monday 10th May – Rooms will be allocated according to the choices submitted on your form and subject to availability at the time.
 - Wednesday 12th May – You will be notified of your room for next year.

The Tier Structure

The tier structure will determine a student’s position in the Room Ballot. Students in tier 1 will have the highest Ballot numbers and thus will be allocated a room earlier in the Ballot. Medics and Vets are listed separately due to the unique structure of their courses. Each tier represents your current academic year when choosing a room for the following year.

Please note that **incoming** Executive Members of the Student Union (SU President, VP, Secretary, Treasurer and Graduate Representative) are allocated first and before tiers.

Course	Tier 3	Tier 2	Tier 1
Standard Medics	Y _{1>2}	Y _{3>4} AND Y _{4>5}	Y _{2>3} AND Y _{5>6}
Affiliated Medics	Y _{2>3}	Y _{3>4} AND Y _{4>5}	Y _{1>2}
CGCM	Y _{2>3}	Y _{3>4}	Y _{1>2}
Standard Vets	Y _{1>2}	Y _{3>4} and Y _{4>5}	Y _{2>3}
Affiliated Vets	Y _{2>3}	Y _{3>4}	Y _{1>2}
Undergraduates	Y _{1->2}	Y _{3>4*}	Y _{2->3}
Affiliated Undergrads			Y _{1->2}
Graduates	Y _{1->2}		Y _{2->3}
M Phil, LLM			

* Undergrad Part III / 4 year course

Special Cases

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- MPhil students going onto a PhD: M.Phil students who have applied, or who intend to apply, for a PhD for the following academic year, are not eligible to take part in the Room Ballot. M.Phil students who hold a PhD offer must receive confirmation from the Board of Graduate Studies that they have met all of the conditions of their offer, and have indicated a need for accommodation on their offer reply slip from the College, before their name is added to the list of Freshers requiring accommodation.
- Medical needs: If you have a medical condition or disability that necessitates having a specific type of room (eg. accessible or ground floor room), you will be exempt from the Room Ballot. You will be able to select your room before the Ballot to ensure your needs are met. The room you select will then be removed from the list of available rooms. To receive this exemption, you MUST:
 - Contact the Domestic Bursary immediately to explain your circumstances.
 - Arrange for your tutor to email the domesticbursary@lucy.cam.ac.uk requesting permission for you to be exempt from the Ballot.
 - Contact the Domestic Bursary to choose your room no later than Monday 26th April 2021.

Some Rules

1. You may not 'pre-book' rooms, ie. It is not guaranteed that you will be able to keep your current room.
2. You may specify friends that you would like to live near on the Room Ballot Form. We will try our best to accommodate this but it cannot be guaranteed. This is called a 'blocking group' - see below..
3. **If we receive more than one entry per person into the Room Ballot, we will disregard all forms but the most recent.**
4. In cases of dispute as to the application of the rules, the Domestic Bursar will arbitrate.

Blocking Groups

1. Students who wish to live near each other (ie. same floor) may form a 'blocking group', allowing all members to have the same Ballot position.
2. 'Blocking groups' may be no larger than four.
3. Each member of the 'blocking group' must list all other members on their Room Ballot form. If one member of the 'blocking group' does not list all other members then that person will not form part of the 'blocking group'. If one person is not listed by all other members of the group then that person will also not be included in the 'blocking group'. **If the blocking group is unclear or confusing, we reserve the right to treat each member as an individual in the Ballot. For this reason, please be very careful that you discuss this with each other and ensure that your forms include the same group of people. If you change your mind about**

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being part of a 'blocking group', please remember to tell the other members so they may update their own forms to reflect the changes, avoiding confusion during the Ballot.

4. Each member of the 'blocking group' will be treated as an individual during the random assignment of a Ballot number. Once each student has been organised into a tier and given a number, the position assigned to members will be averaged and this will indicate the 'blocking group's' position in the Ballot order. Each student within the blocking group will be ranked in order of their original Ballot number and will be allocated a room in this order.
5. If the averaged Ballot number is a number already assigned to another student, the 'blocking group' will be placed directly after.
6. A 'blocking group' can be created across tiers. However, undergraduates cannot take graduate-only rooms, even if the rest of the group is comprised of graduates and vice-versa. Such rooms will be clearly annotated. Therefore, please ensure that your blocking group consists only of members who are eligible to be accommodated in the same types of rooms.
7. You do NOT need to be in a 'blocking group' to choose a room in a 2-room Oldham Hall set. If you wish to live in an Oldham Hall set, you are free to do so as an individual as well as in a 'blocking group'.

Example:

- Annie (A), Belinda (B) and Carol (C) form a 'blocking group' of three.
 - On her Room Ballot form, Annie indicates that she is in a 'blocking group' with B and C; Belinda indicates A and C; Carol indicates A and B.
 - In the assignment of Ballot numbers, Annie is 30, Belinda is 10 and Carol is 50. Their 'blocking group's' number is thus 30 (the average of their three individual numbers).
 - As #30 in the Room Ballot is already assigned to Danielle (D), the ABC 'blocking group' is assigned a time directly following D.
 - ABC are allocated rooms according to their Ballot position and are given three rooms close to each other from their list of top five room choices stated on their Ballot forms.
9. In case of a tie between two 'blocking groups': The student, from either 'blocking group', with the highest position originally in the Room Ballot will be the one whose 'blocking group' will be allocated first. For example, Annie, Belinda and Carol (group 1) have positions 30, 10 and 50. Mary, Pat and Suzie (group 2) have positions, 4, 31 and 55. Both their averages is 30 but Mary from 'blocking group' 2 has the highest position in the Room Ballot so her group will be allocated first after the student who has position 30 in the Room Ballot. 'Blocking group' 1, in this case, will be allocated after 'blocking group' 2.
 10. **IMPORTANT: CGCM & Clinical Vet Students** must be aware that if they select a 9 month room but discover later on that they need to stay beyond June they will need to move to a different room over the summer. The room move would need to take place in June, which can be a very stressful time of year so they must be aware of this when stating room preferences on their form.

Special Notes for 2021

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Since we have had to change the Room Ballot procedure this year due to COVID, it is possible that we will have to contact you for further information. This is most likely to be on the 4th May during the Ballot draw procedure. We would be grateful therefore if you would please keep an eye on your email and phone in case further information is required promptly.

We reserve the right to change or cancel the Room Ballot procedure should UK Government Guidelines state that further COVID restrictions are necessary.

*With thanks,
Domestic Bursary Team*