Dean’s List

1) The Dean’s List contains the names of undergraduate students who have a special housing arrangement with the College due to exceptional personal circumstances.

2) Inclusion on the Dean’s List entitles the student to stay in College accommodation during the vacations (normally free of charge), although it cannot be guaranteed that the student's normal room will be available for this purpose.

3) Inclusion on the Dean’s List is at the discretion of the Dean, in consultation with other members of the Welfare Team and the student’s tutor (in cases where the student concerned has indicated that they are content for their tutor to be involved).

4) Inclusion on the Dean’s List is for the following vacation period only; subsequent renewals are granted in consultation with the Dean on a vacation-by-vacation basis, depending on the student's particular circumstances.

5) The expectation is that no more than 2 or 3 undergraduates are on this list at any one time, reflecting the fact that inclusion on the Dean’s List is only used in extremis.

6) Circumstances where inclusion on the Dean’s List may be granted include, but are not limited to, the following: i) situations where the student is effectively homeless; ii) situations where the student is at risk of harm in their normal place of residence.

7) Applications can be made to the Dean at any time, but it is helpful if applicants discuss their case with the Dean before the end of the 5th week of term. All applications are treated in strict confidence.

Procedure for putting students on the Dean’s List

1) The Dean makes a decision on the application in consultation with the student and other members of the welfare team (and/or the student’s tutor where appropriate).

2) The Dean informs the Accommodation Officer and the Bursar so that appropriate adjustments to room allocations and Battels are made.

3) The Accommodation Officer liaises with the student directly to confirm room arrangements for the up-coming vacation period.

4) The student informs the Dean, the Accommodation Officer, and the Bursar of any changes to the arrangement that become necessary, and informs the
Accommodation Officer and Lodge staff if they are away from their accommodation during the vacation period.

5) It is the student’s responsibility to renew the arrangement with the Dean during the following term, if vacation residence is still required for the following vacation period. Following an agreed renewal, steps 2 through 5 will apply.

Alison Woollard, December 2014

Protocol for those included on the Dean’s List (addendum to the DL Policy)

1. Students who feel they have a case for being included on the Dean’s List should make sure they open a conversation with the Dean by fifth week of the proceeding term (wherever possible).
2. The student agrees to attentiveness over email correspondence regarding their residential arrangements, including checking of and replying to all emails, and ensuring that they arrange to move in and out of rooms by the date indicated.
3. Complications over moving rooms, for example, if the student intends to be away from college, or has transportation issues, should be raised as soon as possible with one of the welfare team or the Accommodation Officer.
4. Storage of property in College can be offered if the student is moving rooms and does not wish to take all their belongings with them. The Domestic Manager should be contacted about this.
5. Students must keep their rooms in a tidy condition so that scouts can access the rooms for cleaning.
6. Although residence for those on the Dean’s List is usually free of charge to the student, payment for each night in residence come out of the Welfare budget. It is therefore essential that the student informs College when they are away, so that the budget is not unnecessarily depleted.
7. In order to comply with Fire Safety regulations, students who have indicated their intention to be in residence over the vacation must let the lodge know if they are going to be away overnight.
8. The usual terms and conditions of residence apply.

The Welfare Team, May 2018