

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