



Swansea
University
Prifysgol
Abertawe

Residential Services
Gwasanaethau Preswyl

RESIDENTIAL SERVICES

ACCOMMODATION ALLOCATION POLICY

Applicable to University Allocated Residences

2023/2024

Contents

1.	<i>INTRODUCTION</i>	3
2.	<i>AVAILABLE UNIVERSITY ACCOMMODATION</i>	4
3.	<i>APPLICATION TYPES</i>	4
4.	<i>ALLOCATION PRIORITIES</i>	4
5.	<i>ACCOMMODATION GUARANTEE</i>	4
	September Intake	4
	New students are guaranteed accommodation for the next academic year if they:	5
	What Happens If I Apply After 30 June?	5
	Returner/Continuing (Not Live With 1st Years)	5
	Eligibility for students for 2023	5
6.	<i>DESIGNATED AREAS WITHIN RESIDENCES</i>	6
	Types of Accommodation	6
	Disability Adjustments/Students with support needs	6
	Fee Adjustment	7
	Students under 18 years of age	7
	Welsh speakers	7
	High Performance Athletes	7
	Family Accommodation	7
	Exchange/Visiting Students	8
	January Intake	8
7.	<i>ELIGIBILITY</i>	8
	Eligibility for students for 2023	8
8.	<i>OTHER CATEGORIES (MAY APPLY BUT ARE NOT GUARANTEED)</i>	9
	Exchange and visiting students see:	9
	Students arriving during the academic year.	9
	English Language Training Students (ELTS)	9
	Students applying for pre-sessional courses.	9
	Students who have withdrawn or suspended or not started the course.	9
	Academic visitors/work placements/visiting students (non-enrolled)	10
	Students wishing to stay for the summer period.	10
9.	<i>ACCOMMODATION BOOKED VIA THE CONFERENCE OFFICE</i>	10
	Students re-sitting exams.	10
	Students attending the Graduation ceremony.	10
	Parents & friends	10
10.	<i>STUDENTS REQUIRING TEMPORARY ACCOMMODATION</i>	10
11.	<i>GROUND ON WHICH AN ACCOMMODATION APPLICATION CAN BE REFUSED</i>	11
	This document is supported by the following policies.	11

1. INTRODUCTION

Residential Services (RS) is committed to ensuring that all applications for accommodation are dealt with fairly and transparently throughout the application and allocation process. RS are committed to fairness across all aspects of the department and to the promotion of equity, diversity and inclusion.

This document sets out the Allocation policy for Residential Services Managed accommodation.

We aim to create an environment where everyone feels welcome and able to fulfil their potential. Everyone has a right to study and live in a safe and non-judgmental environment.

This Policy is reviewed annually and is subject to change as determined by the Head of Residential Services and the Allocation Systems & Administration Manager

The document applies to staff dealing with and allocating students into university-owned and managed accommodation, namely:

- Bay Campus Including Rod Jones halls.
- Beck House
- Singleton Park Campus
- True Student Living
- Seren Student Accommodation
- Any accommodation providers entering into an agreement with Swansea University

Swansea University's portfolio of accommodation consists of properties managed by the University both on and off-campus via various agreements with accommodation providers.

The University works in partnership with accommodation providers; if allocated to this type of accommodation full details will be provided to you at the time of allocation.

There is a mix of accommodation types ranging from traditional-style halls both standard and ensuite to shared flats and for full details, please see our web pages:

www.swansea.ac.uk/accommodation/

Applications for accommodation are made online and the eligibility criteria (Allocation Policy) are published before the application process commences.

Residential Services welcomes applications and enquiries from students regardless of age, ethnic or national origins, race, religion, sex, sexual preference, marital status, family responsibility, physical or sensory disability and political or religious beliefs and activities, unless those activities are unlawful or contrary to the policies of the University.

The Allocation Policy is reviewed annually to ensure that it reflects the current University's strategic aims and objectives and considers the student body's requirements, following consultation.

Head of Residential Services

2. AVAILABLE UNIVERSITY ACCOMMODATION

For up-to-date information about our residences please visit our web pages where you will find details of facilities and information about rents, designated areas and tenancy length.

www.swansea.ac.uk/accommodation/accommodation-options/

- Bay Campus Including Rod Jones halls - 2439 Rooms.
- Beck House - 131 Rooms
- Singleton Park Campus - 1176 rooms
- True Student Living – 550 Rooms
- Seren Student Accommodation – 250 Rooms
- Any accommodation providers entering into an agreement with Swansea University

3. APPLICATION TYPES

- 1ST Year - Undergrads & Foundation 1st YEARS
- Returner/Continuing (Not Live With 1st Years)
- Family/ Couples Accommodation
- Health Science Courses - Nurses/Healthcare/Paramedics/Midwives Etc.
- 21 Years + MATURE Undergraduates
- Postgrads & PhD (Master Courses) All Years
- Exchange/ELTS/Visiting - Part-Year Courses

4. ALLOCATION PRIORITIES

Please see our web page for details:

www.swansea.ac.uk/accommodation/applying-for-accommodation/what-happens-next/

Within each category, RS offers accommodation using the following criteria:

- [Disability/medical priority/specific requirements*](#)
- [Students under 18 years of age](#)
- Date order of application
- Date accepted on to course/programme.

*Medical/supporting evidence must be provided to RS upon application and details need to be noted on the accommodation application form. It may not be possible to reallocate rooms or cater to specific needs close to the start of the new academic year.

5. ACCOMMODATION GUARANTEE

September Intake

We make every effort to allocate students a room type based on the preferences on the application form. However, where this is not possible, RS will make an alternative offer for another available room. Students do not have to accept this offer, but it should be noted that subsequent offers will not be made. Students will be given 3 Days to accept their offer of accommodation - this will be detailed in the offer email.

Students who have not accepted their offer within the specified timeframe, or who decline the offer of accommodation, will forfeit the guarantee and the offer of accommodation will be withdrawn. If accommodation is subsequently required, you must email accommodation@swansea.ac.uk any subsequent offer is not guaranteed.

This applies to single accommodation only.

New students are guaranteed accommodation for the next academic year if they:

- Have chosen Swansea as your first or insurance (second) choice university.
- Have applied for accommodation by 30 June (applications received after 30 June are allocated by date alongside insurance and clearing students).
- Have confirmed your acceptance to study by 20 August.

To be guaranteed a place in halls of residence you must:

- Be studying full-time.
- Meet the terms of your offer from Swansea.
- Apply for accommodation by 30 June.

The above guarantee of halls of residence accommodation does not apply to clearing and late applications; however, we do try to extend this to them if room availability allows.

Please note that the guarantee is for a room in halls of residences, we are not able to guarantee specific rooms, blocks or residence sites as some residences are very popular and heavily subscribed.

What Happens If I Apply After 30 June?

All students applying after this date will be allocated in line with our allocation policy. If we are unable to house late applicants in our halls of residence, we will provide virtual or in-person support to those looking to find accommodation.

Returner/Continuing (Not Live With 1st Years)

The total number of returning/continuing students allowed into accommodation for additional years is set each year by the university. The following order of priority will be used:

- First-year students
- Students with disabilities or specific needs
- Final-year students and postgraduates
- Other years

RS may decide to restrict applications for future years depending on projected student intake using the following criteria:

- The maximum time allowed in residence is 2 years.
- Final years only
- Vacancies only available in stated residences/sites

Eligibility for students for 2023

- | | |
|---|-------------------------------------|
| ➤ Single UG Accommodation | Maximum of 3 Years in accommodation |
| ➤ Single PG Accommodation | Maximum of 1 Year in accommodation |
| ➤ Family Accommodation | Maximum of 1 Year in accommodation |
| ➤ Students with additional requirements | No limit |

Eligibility for these properties is open to all (i.e.UG and PG) students, who must be enrolled on a full-time course of study/research for the coming academic year.

6. DESIGNATED AREAS WITHIN RESIDENCES

In response to demand from students Residential Services (RS) has set aside certain areas in residence to cater to the following preferences:

Types of Accommodation

- **Alcohol-free flats**
 - for students who wish to live in an alcohol-free environment. Students cannot store or consume alcohol within the flat.
- **Couples/family flats**
 - We now have an increased stock of accommodation at true Student Living for 2 students sharing a studio apartment, and up to a maximum of 3 bed 5 people sharing which are available in Beck House.
- **High Performance Athletes**
 - For students who live a similar training program can live together
- **Mature Undergraduate flats**
 - for students aged 21 and older.
- **Medical / Health Science Flats**
 - For those studying on longer courses outside of the usual 40-week tenancy length
- **Postgraduate flats**
 - for 51-week contracts
- **Quieter flats –**
 - with noise restriction between the hours of 11 pm and 8 am
- **Show Flats / Open Day Rooms**
 - To show prospective students and parents our accommodation, we have rooms that students make available for viewing during our Open Days. For further information see: [Show Flat guidance](#)
- **Single-sex flats**
 - students can request to live in an all-male or an all-female designated flat.
- **Welsh speakers**
 - for students who wish to live with other Welsh-speaking students. Whilst every attempt will be made to fill the flat with Welsh speakers this may not always be possible and is dependent on circumstances.

NB – every effort is made to fulfil all preferences; this may not always be possible.

Disability Adjustments/Students with support needs

The Disability Office (DO) will notify RS of any adjustments required to accommodate students who have a disability, or require additional equipment or support, provided they have completed and returned the DO questionnaire.

Any physical adjustments to the property or additional equipment required will need to be supported by an Occupational Therapist Assessment or designated medical professional.

RS, the DO and the student will then liaise to ensure that specific adaptations or equipment are put in place, providing a minimum of 6 weeks' notice is given to RS. For more information see:

www.swansea.ac.uk/disability/

We try our best to accommodate disability and health-related requirements, however, please be aware that your options will be limited towards the end of our room allocation process.

Fee Adjustment

Applicants who have significant medical conditions (e.g., those who are wheelchair users; those who have severe visual impairments or are blind; those who have severe auditory impairments or are deaf) and require larger rooms or specific room types (e.g., ensuite facilities) owing to their medical requirements, will have their accommodation fees reduced so that they are charged the price of a medium room in that residence. This does not extend to Family/Couple accommodation, such as 1, 2, 3 bed flats. Accommodation fees cannot be reduced for students who have declared a medical condition that does not necessitate a particular adjustment to their accommodation. Decisions for conditions that are not specified above will be made on a case-by-case basis by The Allocation System and Admin Manager.

Students under 18 years of age

Students who are under 18 and will not attain this age within a couple of weeks of the start of the academic year will be given priority for accommodation over other students, provided suitable accommodation is available. Under 18's is placed in Alcohol free accommodation.

Welsh speakers

Specific areas for students who want Welsh-speaking flat mates. For further information see: www.swansea.ac.uk/accommodation/accommodation-options/accommodation-designated-areas/welsh-speakers/

NB: If there is insufficient demand to fill a flat or a student withdraws/suspends part way through the year the vacant rooms may be filled with Welsh learners or non-Welsh speaking students.

High Performance Athletes

Students are only guaranteed accommodation on Singleton Park Campus if confirmed by the Head of the Department of Sport and Physical Recreation that they form part of this group and provided they apply for accommodation by the 30th of June deadline.

Family Accommodation

Families and Accompanied Students coming to Swansea with dependents, for example, a spouse, partner, or children, should submit an online application as early as possible due to the high demand for family accommodation.

Please note that all relevant information regarding personal circumstances including details of family/group members must be provided using the link to the online accommodation application form.

- Maximum 1 year in residence
- The couple's accommodation is open to both married and unmarried couples and same-sex partnerships.
- Single parents and students who become pregnant during their study at Swansea are also eligible to apply.

NB: The University is unable to offer accommodation to families who have more than 3 school-age children and a baby as the 3-bedroom flats in Beck House are designated for a maximum of 5 occupants.

Exchange/Visiting Students

There is a dedicated web page that sets out the criteria for international exchange students wishing to live in university accommodation:

www.swansea.ac.uk/accommodation/applying-for-accommodation/non-standard-course-length/

The only Exchange students' guaranteed accommodation are:

Swansea Students on the study abroad scheme

It will be the responsibility of the students to make an accommodation application online for these rooms. Any student who takes a room for the full year without notifying Residential Services that they will leave for the second semester will only be released under the university's [transfer/withdrawal procedure](#) and will have to pay until a replacement tenant is found.

Fee-Paying Visiting Students from partner universities

January Intake

Whilst we do not currently offer a Guarantee for accommodation, we do have availability for January Intake students. We will offer accommodation from the time of arrival until September. You will then be able to apply to extend your accommodation (a room may be required) to complete your academic year.

7. ELIGIBILITY

Eligibility for students for 2023

- | | |
|---|-------------------------------------|
| ➤ Single UG Accommodation | Maximum of 3 Years in accommodation |
| ➤ Single PG Accommodation | Maximum of 1 Year in accommodation |
| ➤ Family Accommodation | Maximum of 1 Year in accommodation |
| ➤ Students with additional requirements | No limit |

Students who have not fully enrolled with the University are **not** eligible to live in University Residence.

Categories of students are NOT eligible for accommodation are:-

- Not started on the course accepted
- Not Enrolled with the university before the deadline set
- Withdrawn from studies and no longer a student.
- Suspended from studies (unless continuing during the same academic year)
- Part Time students may apply for accommodation, this will depend on availability after full time students have been allocated. September and January Intake.

Students found to be in this category should: -

- Contact accommodation@swansea.ac.uk to clarify their student status.
- Be advised that as non-enrolled students, they are not eligible for university accommodation.
- Invited to complete their university enrolment – in which case they will then be entitled to apply for accommodation or remain in the residences/house.

8. OTHER CATEGORIES (MAY APPLY BUT ARE NOT GUARANTEED)

This section deals with students and other parties connected to Swansea University who can apply for accommodation subject to availability.

Exchange and visiting students see:

www.swansea.ac.uk/accommodation/accommodation-options/accommodation-designated-areas/non-standard-course-length/

Students arriving during the academic year.

Students whose course starts at other periods during the academic year should make an online application in the usual manner. Applications will be considered using the criteria mentioned above. As at other periods, students studying for the remainder of the academic year will have priority over students who wish to stay for shorter periods.

Students who cannot be offered accommodation in university residences will be offered support for suitable private sector accommodation.

English Language Training Students (ELTS)

Students applying during the academic year (September to June)

During the academic year, ELTS students are eligible to apply for university accommodation but will only be housed once all students in the guaranteed categories above are allocated.

Students applying at this time are not likely to have a choice of accommodation.

Students arriving for courses with start dates during the academic year in January and April should make an online application and will be offered a room if a suitable vacancy exists, but this is not guaranteed. Students who arrive without having contacted RS in advance or who have not made an application should book into a [local hotel or guesthouse](#), as no temporary accommodation will be available.

Students applying for pre-sessional courses.

During the summer vacation, ELTS students studying for 10 weeks or less will be housed where accommodation is available.

Payment for summer language bookings must be made on acceptance of the offer of a room.

These fee-paying students will have priority over other visitors and academics.

ELTS also receives bookings for short and tailor-made courses for groups who will not progress to study at Swansea University – efforts will be made to house these groups if possible.

Students who have withdrawn or suspended or not started the course.

Students who withdraw or suspend studies must complete a [Release from Accommodation Request Form](#) to serve notice a 6-week notice to the Landlord, once confirmation of status change has been received from Academic Registry you will receive an office Release notice from Residential Services.

RS receives a notification of withdrawals and suspensions every week from Information Services and Systems and will contact students who have not submitted a form to ensure that this is completed.

*Replacement Tenants for your room will only be offered a room if there is no other accommodation available. The university reserves the right to allocate students to the accommodation in line with the Allocation Policy.

Academic visitors/work placements/visiting students (non-enrolled)

Students on courses in organisations affiliated with Swansea University are welcome to apply for accommodation and will be allocated once the above categories have been processed.

It may be possible to offer accommodation for the above during the summer vacation, subject to availability. For more information, please email accommodation@swansea.ac.uk

The visit must be academic-related - former students who are not currently undertaking any research or placement cannot book University accommodation in this way. They will be referred to Events to book via this route. This also applies to groups visiting the University for Continual Professional Development.

The above-category bookings will need to be fully paid in advance. The minimum tenancy period is 3 weeks.

Students wishing to stay for the summer period.

Current Swansea University students who wish to remain in residence over the summer will be able to apply online in May using the online applications system. Although every effort will be made to assist them, RS cannot guarantee that suitable accommodation will be available at the time requested. The minimum tenancy period is 3 weeks.

9. ACCOMMODATION BOOKED VIA THE CONFERENCE OFFICE

Students re-sitting exams.

Students attending during August for re-sit examinations will be able to apply for rooms via Events. Information will be sent out via the Academic Services Examination Office on how to book.

Students attending the Graduation ceremony.

Rooms will be available on campus for students attending the graduation ceremony through Events. Rooms for family members may be available through the Events booking system.


Parents & friends

Rooms for family members and friends may be available through the Conference Office booking system for the summer vacation period.

10. STUDENTS REQUIRING TEMPORARY ACCOMMODATION

Swansea University does not have any designated temporary accommodation for students either at the beginning of or during an academic year. Students who have not made an accommodation application or notified RS of their arrival in Swansea should book into a [local hotel or guesthouse](#) for the first few nights of their stay.

The University cannot subsidise or reserve this accommodation on behalf of the student.



11. GROUNDS ON WHICH AN ACCOMMODATION APPLICATION CAN BE REFUSED

Students may be refused accommodation for additional years, outside of the restrictions mentioned above if:-

- They have outstanding rent due on a previous period of residence or have reached the “Reminder letter 3” stage in the Debt Management Procedure.
- They have been the subject of disciplinary action due to serious breaches of Residence Regulations.
- Some criminal records

If following the offer of accommodation, a student is found to have a criminal record that makes it inappropriate that they live in a communal environment, the offer will become null and void. All such matters must be disclosed at the time of application. The Allocation System and Administration Manager will make the initial assessment; any appeal received is being processed by the Head of Residential Services.

This document is supported by the following policies.

1. <https://www.swansea.ac.uk/media/Strategic-Equality-Plan-2020-2024.pdf>
2. <https://www.swansea.ac.uk/jobs-at-swanea/equality-and-diversity/what-we-do/eo-documents/dignity-at-work-and-study-policy/>
3. <https://www.swansea.ac.uk/media/Dignity-at-Work-and-Study-Procedure.pdf>
4. <https://www.swansea.ac.uk/jobs-at-swanea/equality-and-diversity/lgbt--equality/>
5. <https://www.swansea.ac.uk/jobs-at-swanea/equality-and-diversity/what-we-do/eo-documents/>

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