



Room Allocation Procedure

Version: 1st

Responsible To: Head of College & CEO – John XXIII College

Pertains To: Residents (Accommodation Agreement Holder) – John XXIII College

Supported By: Deputy Head of College – John XXIII College
Staff – John XXIII College

Collegiate Team – John XXIII College

Monitored By: Head of College & CEO – John XXIII College

PROCEDURE – DATA COLLECTION

1. The Dean of Residents will collect the following data and keep it updated, as changes occur.
 - A list of all returning residents by year group
 - A list of all residents who are in leadership positions
 - A list of all residents who achieved a High Distinction Average and Distinction Average at the end of semester 2 in the previous year. This list will rank the residents in order of their GPA.
 - List of residents with medical / mental health issues that require a specific room e.g. on the ground floor.
 - A list of residents on probation – Academic, Behavioural and Financial, who have been allowed to return to College
 - A list of all new residents and their schools (as it becomes available)
2. As part of the online returner re-enrolment process, all residents will be asked to identify their preferences for particular floors / corridors, so that if they are in a priority group the College can attempt to give them one of their choices. This will indicate their top 3 preferences for floors / corridors.
This data will be used to identify the preferences of the following priority groups:
 - a. Academic Advisors
 - b. RA Executive
 - c. Leaders in other roles
 - d. Postgraduate returning residents
 - e. Residents with a High Distinction Average.
 - f. Residents with a Distinction Average.

Only residents who complete this form prior to departure and are on one of these priority groups, will have their preferences considered.

3. Residents not on the priority lists will be randomly allocated to a room.

PROCEDURE – RETURNING STUDENTS AND LARGER ROOMS

1. The Deputy Head of College or Dean of Residents will allocate the Senior Residents (SRs) and the Academic Advisors (AAs) to a large room on each corridor.
2. The “Summer after hours Duty Officer” (SAHDO) will have the first choice of room. This may be a large or standard room, but during the holiday period most large rooms are used by those attending conferences. Thus, they have a choice, to use:
 - a. Room 1097 or 2103 during their time on duty at no cost, and return to their room at the end of the conferences or
 - b. Use their allocated room, if it is not required for conferences
3. The remaining large rooms are allocated in the following sequence:
 - a. The Senior IT Consultant may select any available large room with ensuite at a standard rate, as part of their fee consideration for their role.
 - b. The IT Consultant, may select any available large room at a standard room rate.
 - c. The Tavern Manager may select any available large room at a standard room rate.



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- d. The Vinnies Executive Officer may select a standard room at 50% of the standard room cost or upgrade to a large room at full price minus the 50% discount that would have applied for a standard room.
 - e. The Organ Scholar or any resident holding another special position select their large room at the full rate.
 - f. The RA Executive (President, Vice President, Treasurer and Secretary) may choose to have a large room with ensuite, large room or standard room at the full rate, if available. There are no preset RA rooms.
 - g. Post graduate residents may select to have a large room with ensuite, large room or standard room at the full rate, if available.
4. Any remaining large rooms are allocated to residents in the following priority until the large rooms are all allocated:
- a. 4th year and later year residents.
 - b. Those residents requesting a room for medical / well-being reasons (with supporting documentation).
 - c. Residents who have requested to have a large room.

PROCEDURE – RETURNING STUDENTS

1. Returning residents who have a special need (Academic / Medical / Pastoral) may complete a Room Request Form that will go to the Deputy Head of College for approval.
2. The Dean of Residents will then place approved residents into rooms:
 - i. Those seeking a room for medical reasons e.g. ground floor
 - ii. Those who have requested a quiet corridor onto top B (B3) or other room for academic reasons
 - iii. Those requesting a room for pastoral or other reasons.
3. In December of each year the Dean of Residents will produce the draft corridor allocations for the coming year. Each corridor will have:
 - a. Residents allocated to large rooms.
 - b. A balance of 2nd year, 3rd year and later residents that reflects the numbers of each group in the College.
 - c. Residents after considering their preferences:
 - Returning post graduate residents.
 - Residents who have obtained a HD and D averages in the previous semester.
 - Residents in their 4th or later years
 - d. International and exchange students spread evenly throughout the corridors.
 - e. Students on 1 Semester contracts are spread evenly throughout the corridors.
 - f. An approximately equal ratio of male : female.
 - g. Evenly spread out rooms reserved for new students
3. When considering the priority for residents with a High Distinction and Distinction Average, they will be listed in order of decreasing GPA and their preferences will be considered in order down this list and each of these residents will be considered until all of their preferences are already taken. The College cannot guarantee all residents preferences will be met
4. Residents who are placed on probation (Academic, Behavioural and / or Financial) will not be allocated a room until the initial group of first-year Residents have been allocated to their rooms. These residents on probation will then be spread evenly throughout the corridors.



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5. During January, the Dean of Residents through the Deputy Head of College will show the tentative corridor lists (minus room numbers) to approved Student Leaders for their input on:
 - Any relationship issues between two residents.
 - Any issues that indicate two or more residents should be kept in close proximity (e.g. support person for a resident with a special need)
 - Issues relating to the residents who are being allocated a large room on a particular corridor.At the same time the College will consider issues that may arise due to incidents during the previous year. Based on their feedback and at the discretion of the DHOC, the corridor lists will be altered while still maintaining the criteria listed in the Policy Statement (2).
6.
 - a. By the end of January, the Dean of Residents will develop the final rooming allocation for all returners.
 - b. After the initial group of commencing residents have been added to the rooming allocation, those residents on probation will be allocated rooms, while ensuring;
 - They are spread equally throughout the corridors,
 - the ratio of Male : Female is not affected.

PROCEDURE – NEW RESIDENTS

1. All early entry commencing residents will be allocated to the corridors in January.
2. The remaining commencing residents will be allocated to the corridors by the end of the first week of February, once the first-year list has stabilised.
3. When allocating the first-year residents to the corridors, they will be randomly distributed to each corridor. This allocation will consider the following restrictions:
 - a. There is roughly an equal number of first-year students on each corridor.
 - b. There is a consistent ratio of Male : Female on each corridor.

During this process the College will seek to ensure that:

- a. Residents from the same school are scattered throughout the College.
- b. Commencing residents will be given the smaller rooms

PROCEDURE - CONFIDENTIALITY

1. The draft rooming allocations will be kept confidential and not released to any resident, including Student Leaders until it has been approved for release by the Deputy Head of College.
2. The final rooming allocations will not be released or loaded onto any accessible computer system until at least the end of January or once the finalised first year students have been allocated to their corridors.
 - Once approved, the rooming list will be given to the College Administration team to load into Starrez.
 - Provided to the SRs for corridor administration. The SRs are not to share this information with any Resident until the day of arrival of the Residents.

PROCEDURE – APPEALS

1. Once the rooming allocations are released, residents have until the date of the returners coming in to College, to appeal.
2. The only grounds of appeal against a room allocation are urgent medical or mental health issues. This will require documentary evidence - Medical Certificates.
3. A returning resident may appeal the Dean of Resident's allocation if they submit an appeal within 72 hours of the date of starting their Accommodation Agreement. This will be assessed by the Deputy Head of College and the Deputy Head of College's decision is final.
4. The appeal must be in writing (or by email).



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DISCLAIMER

1. The College and its staff will do what it can to meet the residents and Student Leaders preferences, to provide suitable locations for all residents.
2. Allocating room locations have many conflicting constraints, so all of these will be considered within reason.
3. Residents are not entitled to demand any particular room or location.
4. All room allocations, preferences and appeals are at the discretion of the DHOC.

APPENDICES

1. Room Request Form
2. Online Room Preference Question
Students will be asked to select 3 preferences 1st, 2nd and 3rd. For each preference there will be a drop-down box with the following options to select from:

First Floor - Highway corridor (Main entrance corridor)

First Floor - Corridor facing East (Facing admin building)

First Floor - Corridor facing West (Facing Out the back)

First Floor - Corridor facing South (Facing Burgmann)

First Floor - Corridor facing North (Facing Ursula Hall)

Second Floor - Highway corridor (Main entrance corridor)

Second Floor - Corridor facing East (Facing admin building)

Second Floor - Corridor facing West (Facing Out the back)

Second Floor - Corridor facing South (Facing Burgmann)

Second Floor - Corridor facing North (Facing Ursula Hall)

Third Floor - Highway corridor (Main entrance corridor)

Third Floor - Corridor facing East (Facing admin building)

Third Floor - Corridor facing West (Facing Out the back)

Third Floor - Corridor facing South (Facing Burgmann)

Third Floor - Corridor facing North (Facing Ursula Hall)

3. Room Allocation Guide

By accepting a John XXIII College Accommodation Agreement, Resident accepts and agrees to abide by all of the terms and conditions of John XXIII College's Policies and Procedures. Residents should contact the College for further clarification if required.