



Accommodation Allocation Policy

Policy owner:	Director of Estates
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Review date:	January 2029
Related policies:	Accommodation Licence Agreement; Equality & Diversity Policy; Safeguarding Policy
Related procedures:	Allocation Procedure; Accommodation Application Process

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Version History

Version	Approved by	Revisions made	Date
V1			

1. Purpose

- 1.1 The accommodation provision at the University of Buckingham consists of ensuite and standard style accommodation i.e. with communal bathrooms and kitchens, also a very small number of self-contained units. The facilities are usually in flats or blocks.
- 1.2 The University also has accommodation facilities that were originally designed for conventional residential use but have subsequently been adapted to house students. The above facilities are offered on a catered or a self-catered basis and most rooms are offered on a single occupation basis, with the exception of one block that is twin room catered accommodation.
- 1.3 These provisions are advertised on the University of Buckingham website under Accommodation, as are the weekly rental charges.
- 1.4 Due to an increasing number of students enrolling at university the demand for on campus accommodation is high. To manage the demand for accommodation those with special housing requirements are prioritised. Efficient use of the facilities is achieved via an electronic allocation process, All students are able to state their 3 accommodation type preferences, and the selection process is equitable and transparent. Students will be allocated rooms to create 'balanced' communities i.e. this will include putting mixed ages, course studies, backgrounds etc. together. Students must ensure they provide as much relevant information as possible to enable this exercise to be carried out. Those students who fall into a category of being guaranteed a room must ensure the Accommodation Office receives their online application form before the approved guaranteed date has passed.

2. Scope

- 2.1 No person or group of persons applying for accommodation will be treated less favourably than any other person or group of persons because of their race, colour, ethnic or national origin, gender, disability, appearance, age, marital status, sexual orientation, or social status.

3. Legislative context

- 3.1 This policy aligns with UUK Code of Practice, equality law, consumer law, and accommodation regulatory requirements.

4. Policy statement

- 4.1 All first-year students are guaranteed university accommodation providing they apply before the application deadline, this deadline will be published on the accommodation page of the university website.
- 4.2 Please note this is a guarantee of a room, not which room you will be allocated.

5. Responsibility

- 5.1 **Estates Operations Manager:** Accountable for oversight and compliance.
- 5.2 **Accommodation Manager:** Responsible for allocation decisions and application management.



5.3 **Wellbeing, Skills & Diversity:** Oversees disability-related housing assessments.

6. Relationship with other policies/procedures

6.1 This policy must be read alongside the Accommodation Licence Agreement, Equality & Diversity Policy, and Safeguarding Policy.

7. Definitions

7.1 International Student: A student whose primary home address is outside the UK.

7.2 Allocation: The process of assigning students to university accommodation.