Introduction: Welcome to Nuffield College

Welcome to Nuffield College! Nuffield is a graduate college specialising in social sciences, particularly Economics, Politics and Sociology. It was founded in 1937 and currently has around 90 postgraduate students. It is centrally situated within Oxford- around 5 minutes’ walk from train station and the city centre- and is within walking (or biking) distance from the central University libraries and the Departments of Economics, Politics and International Relations, Social Policy and Intervention, and Sociology. It is a two minute walk from Gloucester Green coach station, from which buses/coaches to London, Cambridge, the Midlands and the major London airports (Heathrow and Gatwick) run frequently.

While you are at Oxford, your college will be responsible for many of the non-academic services that you will use, including for many students the provision of accommodation. Around 40 Nuffield students live in accommodation provided by the college every year while eligible students who do not live in college are provided with a study. Every student regardless of where they live has access to Nuffield’s facilities including the college library, meals provided by hall, the gym and membership of the JCR (Junior Common Room).

In Oxford, colleges function as bases for students, providing them with a location to engage in private study as well as to relax and socialise with friends. Nuffield hosts various social events that students can participate in and organises weekly seminars in Economics, Politics and Sociology that students are welcome to attend. Colleges are also heavily involved in student welfare provision in Oxford, playing a vital role in supporting their students should they encounter problems during their time at the university. For many students, their college community profoundly shapes their experience of Oxford whether they live in college or elsewhere in the city.

We greatly look forward to welcoming you to Nuffield in October!
College Accommodation

Single students entering in the first or second year are eligible for College-provided residential accommodation. This is normally a study-bedroom in the College. Rent for 2016/17 is currently charged at £522 per month. The cost for the current academic year (2016/17) is £5,742 for a bedroom. Charges are made in three termly instalments over the year (so, in 2016/17, the charge for a bedroom is £1,914 per term). Please note that charges will increase in 2017/18. There is no charge for office space.

For further information regarding Accommodation at Nuffield specifically, please contact Claire Bunce (Claire.Bunce@nuffield.ox.ac.uk) who will be happy to provide more details.

More information can also be found in the JCR Handbook.

Room Allocation

Rooms for new students are allocated by the Accommodation Manager. Rooms for existing students are allocated via a ballot organised by the Junior Common Room (JCR); please refer to the JCR Handbook for further details about arrangements for the annual room ballot.

Details of the room you have been allocated will be provided on arrival at the College (together with an access key card and room key).

If you are away from Oxford for a year- especially if you are away for fieldwork or on an academic exchange programme- it may be possible to defer your accommodation entitlement. Please contact the Senior Tutor or Academic Administration Department (academic.admin@nuffield.ox.ac.uk) as soon as possible to discuss this.
Types of Accommodation

Residential accommodation will normally be a separate bedroom and study, although there are also some bedsits (study and bedroom combined).

Students who elect *not* to live in College (and who have not exceeded their fourth Nuffield Student year) are provided with office space in College. This may be a shared or single office. All studies are fitted with an Ethernet connection, and contain a desk and chair, plus some shelving or storage space. A wireless internet network is installed throughout the College’s accommodation.

All rooms are furnished and are cleaned weekly by the College’s domestic staff (‘scouts’). Students are expected to provide their own bed linen, bedding and towels and are responsible for their own laundry and washing up. There are coin-operated laundry facilities in the basement of A-staircase for student use.

**Please be aware that accommodation in College is not uniform.** Some newly refurbished rooms have double beds. We also currently have 12 en-suite bedrooms; all other rooms have access to a shared bathroom. Some of our accommodation is located in 5 George St Mews, next door to the College. Some new students will also be accommodated in a house owned by the College at 50 Walton Street, approximately 10 minutes’ walk from Nuffield. This house has laundry and kitchen facilities and eligible students living here will be provided with study space in College.
Catering

All Nuffield students are entitled to free lunches in College. This amounts to a two-course lunch in Nuffield’s dining hall every day that the kitchens are open (Monday-Saturday every week with the exception of short closed periods over Christmas and Easter). Students may optionally take up a similar evening meal package, or may take evening meals in college on a pay-as-you-dine basis. Breakfast is also provided on a discounted pay-as-you-dine basis. More information on the College’s catered dining facilities can be found in the Student Handbook here.

Most rooms are close to a communal fridge and most staircases have a small utility room with a kettle and microwave. Students will need to bring their own mugs to make tea and coffee in their rooms. There is also a large JCR Kitchen in I-staircase which is stocked with some cooking equipment, although students are welcome to bring their own. In the George St Mews and 50 Walton Street, there are kitchen facilities available for students who wish to prepare their own meals.

Length of Lease

The standard annual room entitlement period is 48 weeks; four additional weeks are offered to students who will continue to have a room entitlement in College in the following academic year. These arrangements mean that leaving students must vacate their rooms and hand in their keys to the Bursary no later than 31st August (students who stay beyond this date will incur extracharges and must in all circumstances contact the Bursary if they are not able to comply with these conditions).

Students with continuing accommodation entitlements are likewise required to move to their new room (as confirmed by the JCR room ballot) by this date. Rooms chosen in the ballot not occupied by this date will be re-allocated by the Bursary in the normal way. Students occupying rooms in College during the vacation may be temporarily moved to a different room to enable maintenance to be carried out.
Accommodation for Couples

Nuffield College has limited accommodation available for couples (i.e., for two people who are married or co-habiting). Only one student needs to be a member of the College in order for the couple to be eligible. This accommodation is in high demand, however, and availability is therefore limited.

We have 4 studio and 6 one-bed apartments at Stephenson House, 1 Thames Street, Oxford. They are fully furnished but students must provide their own bedding, bed linen and towels. They are also responsible for their own cleaning.

If you are interested in living in accommodation for a couple provided by the College, please contact Claire Bunce (claire.bunce@nuffield.ox.ac.uk) as soon as possible to register your interest.

Accommodation for Students with Children

Unfortunately, Nuffield College does not currently have any suitable accommodation for students with children.

The University as a whole can also help with accommodation for graduate students. All enquiries should be made directly to the Graduate Couples Accommodation area of the University’s Accommodation Office in the first instance. We strongly recommend that all students who may require accommodation for couples place their names on the University waiting list as soon as possible.
General Rules and Protocols

Students who decide to live in College will receive a copy of the College tenancy agreement at the Registration session in 0th week of Michaelmas Term. A template copy is available for reference on the Bursary page of the College intranet.

Rooms are allocated to students for their individual use. Students wishing to host a guest in their room should contact the Bursar in the first instance, with details of the person and dates involved. All students are able to book the guestrooms available within College – details are on the intranet; email bursary@nuffield.ox.ac.uk to book. Private arrangements for the use of rooms by other members of the College or guests during a student’s absence are not permitted. You cannot ‘lend out’ your room, or share it with anyone else; misuse of rooms in this way may result in the withdrawal of room rights.

Pets must not be kept in College. However, College is frequently occupied by a variety of wildlife, including a large family of ducks who take up residence in the pond in the Lower Quad during the spring and summer months.

Accommodation provided by Nuffield College complies with the regulations set out in the Universities UK Code of Practice.

If you have any queries about the tenancy agreement or the rules governing Nuffield College accommodation, please contact the Accommodation Manager, Claire Bunce (claire.bunce@nuffield.ox.ac.uk) or the Academic Administration Department (academic.admin@nuffield.ox.ac.uk).
Accommodation outside of Nuffield College

Accommodation Outside of College: Introduction

Many Nuffield students do live outside of College accommodation during their time at Oxford. Nuffield is only able to provide residential accommodation to some of its students each year. Your offer letter should specify what your accommodation entitlement will be. If you have any queries about whether you will be entitled to accommodation in College, please contact the Academic Administration Department (academic.admin@nuffield.ox.ac.uk).

Many students who are entitled to College accommodation prefer to live in privately rented accommodation for a variety of reasons and thus do not take up the accommodation in College for which they are eligible. These students are provided with a study in College and retain close links to the College community despite living out of College.

Information about the likely cost of living in privately rented accommodation in Oxford can be found on the University’s webpage here.

Residence Requirements

The Examination Regulations for your course set out the minimum number of terms you must live in Oxford for to be able to enter for your examination(s) and to qualify for your degree.

As a full-time graduate student, if you are not living in college-owned accommodation, you must live within the residence limits which are twenty-five miles from Oxford city centre (unless you are given special permission to work away from Oxford, or it is a formal requirement of your course).

Students studying for part-time courses are exempt from these residence requirements.

In exceptional circumstances, you can apply to live beyond the residence limits. You are strongly advised to obtain permission to do so before agreeing to rent or buy accommodation - please contact your college for more information.

If you live outside the residence limits without permission, you will not fulfil the requirements for your degree and may not be allowed to enter for your examination(s).

Sources of General Information on Private Rental Accommodation

Oxford University Student Union (OUSU): General information regarding undergraduate and graduate housing in Oxford. http://ousu.org/advice/accommodation/

Oxford City Council Tenants Guide: General information regarding tenancies, as well as information on Deposit Protection Schemes and tenants’ legal rights. http://www.oxford.gov.uk/PageRender/decH/Private_Tenants_guide_occw.htm
Useful Specialist Contacts

While not an exhaustive list of resources, the contacts listed here should be able to provide more specialist information on various commonplace issues relating to private rental in Oxford.

University Contacts:

University Accommodation Department
The University Accommodation Department lets and manages houses, flats and rooms and may be able to arrange accommodation for graduate students, in particular in the case of accommodation for couples. They may also help with more general queries about accommodation in Oxford.

Address: Graduate Accommodation Office
Estates Services/University of Oxford
6 Worcester Street
Oxford
OX1 2BX
Tel: 01865 280811
Email: graduate.accommodation@admin.ox.ac.uk

Oxford University Student Union’s Student Advice Service
The Student Advice Service will also be able to give free and impartial advice regarding matters relating to tenancies and accommodation issues in Oxford.

Email: advice@ousu.org

Oxford City Council
The City Council ultimately regulates the rental market in Oxford and will be able to give advice on legal matters related to renting.

Tenancy Relations Officer (TROS)
The Tenancy Relations Officer at the City Council is a useful point of contact regarding tenants’ rights and obligations and any serious issues that might arise between tenants and landlords.

Tel: 01865 252267
Email: tenancyrelations@oxford.gov.uk

HMO Licensing Officer
Properties being rented to multiple tenants (as most student properties will be) must have a valid HMO license. This can be confirmed by consulting the HMO Licensing authority at the City Council.

Tel: 01865 252307
Email: hmos@oxford.gov.uk

Citizens Advice Bureau
The Citizens Advice Bureau can provide free and impartial legal advice should any serious problems arise relating to your tenancy.

Tel: 0870 220608
Email: oxfordcab@cabnet.org.uk
Finding Accommodation

Living Out Guide

Students are strongly encouraged to consult the University’s ‘Living Out Guide’ which can be viewed on the University website here.

University Accommodation Search Services

General Information Concerning Graduate Housing in Oxford:

http://www.ox.ac.uk/admissions/graduate/why-oxford/living-oxford/accommodation

Oxford University Graduate Housing Scheme:

http://www.admin.ox.ac.uk/accommodation/graduate/

Oxford Student Pad Search Tool for External Graduate Housing:

http://www.oxfordstudentpad.co.uk/Home

The Oxford Student Pad and ‘My Student Pad’ services enable students to receive updates and property alerts specific to their housing needs by email.

Property Search Websites

There are many property search websites that can be used to investigate private rental property in Oxford. These include Daily Info, Zoopla and Rightmove. Please take care when using these sites and always try to view a property and investigate the agency/landlord involved before paying any money.

You will be able to search for properties within certain distances of a specified postcode on these sites- the College’s postcode area is OX1. All of the Departments with which the College is affiliated also have OX1 postcodes.
Landlords and Letting Agents

Information and general advice about landlords and letting agents can be found on the Oxford University Student Pad Website. The University's 'Living Out Guide' also contains lists of Letting agents (see below) and information on how to approach and deal with landlords and Letting agents.

List of Letting Agents in Oxford

N.B. this is not a complete list of agencies in Oxford, nor are they specifically approved by the University, they are just a few of the ones often used by students.

James C Penny
Contact Details: 01865 554 422
Website: www.jamescpenny.co.uk
Location: Walton Street

Beckmann Lettings
Contact Details: 01865 723 743
Website: www.beckmann-property.co.uk
Location: Near the Clarendon Centre

Hutton Parker:
Contact Details: 01865 728 999
Website: www.hutton-parker.co.uk
Location: St. Clements

The Lettings Shop:
Contact Details: 01865 796 609
Website: www.lettingsshopoxford.co.uk
Location: High Street

North Oxford Property Services:
Contact Details: 01865 318 533
Website: http://www.nops.co.uk/
Location: 47 Walton Street

Finders Keepers
Contact Details: 01865 260111
Website: www.fkstudentletting.co.uk
Location: St. Clements

Chancellors
Contact Details: 01865 723 557
Website: www.chancellors.co.uk
Location: Cowley Road

Lucy Properties
Contact Details: 01865 559 973
Website: www.lucyproperties.co.uk
Location: Walton Well Road

Back to Contents
Oxford City Council Landlord Accreditation

The City Council has recently introduced an Accreditation Scheme for landlords who have signed up to certain standards. This should not be taken as a ‘seal of approval’ – just confirmation that basic standards have been met. You should still exercise all the usual caution about choosing your landlord and house. If you are renting with a landlord (as opposed to a property that is managed by an agency), it is worth ringing the City Council to see if they have signed up to the Accreditation Scheme. For more information about the Accreditation Scheme, please visit the City Council website and search for ‘Landlord Accreditation Scheme.’

The council’s guidelines on Landlord behaviour can be found here.

Advice and Information for Overseas Students

Comprehensive guides to housing in Oxford and accommodation are available from Oxford Student Pad. This advice is also available in French, German, Spanish, Italian and Chinese. This site also contains information about local transport, entertainment and other aspects of living in Oxford that might be useful for overseas students moving to the UK for the first time.

IMPORTANT: Please note that if you are an overseas student living outside of College Accommodation, you will need a UK based Guarantor. Students without a UK guarantor may have to pay a larger deposit.

Council Tax: Student Exemptions

Oxford City Council pages on Students and Council Tax can be found here: http://www.oxford.gov.uk/PageRender/decCB/Students_occw.htm

Students are exempt from Council tax. However, if there are non-students residing in your house, a discounted tax must still be paid. Students at Oxford University may find that their details have already been given to Oxford City Council. You may still need to supply your student ID number or enrolment certificate to the Council Tax Office so that they can verify your details. An online form is available via the above web page.
We hope that you will find this guide helpful. If you have any specific queries relating to accommodation, you are welcome to contact the Academic Administration Department (academic.admin@nuffield.ox.ac.uk) or Claire Bunce (claire.bunce@nuffield.ox.ac.uk).

Any suggestions about how to improve this guide are also very welcome.

We hope that you will enjoy your time at Nuffield College!