

Reuben College policy and practice for the allocation of College accommodation to students with disabilities

The College is committed to providing reasonable adjustments to meet the needs of disabled students. The purpose of this policy is to ensure that students with disabilities or medical conditions that require adjustments to accommodation are prioritised in the room allocation process, when it is reasonable to do so. The guiding principles of this policy are adopted from the collegiate University's [Common Framework for supporting disabled students](#).

Applicants are invited to disclose disabilities in the application and offer stages. Offer-holders who disclose a disability in their application for study are normally contacted by DAS (the University's Disability Advisory Service) for further information. Offer-holders requesting college accommodation will also receive an accommodation preference form from the College, which is expected to be used by applicants to disclose any relevant accommodation needs.

Students do not have to disclose a disability. However, there are benefits to disclosing. If the College is aware in advance of any particular requirements, it can provide appropriate support and consider reasonable adjustments. Any disclosure is treated confidentially and all such matters are covered by the University's [Guidance on Confidentiality in Student Health and Welfare](#).

Assessment criteria

All applications for college accommodation, or specific accommodation, based on a student's disability needs are treated according to individual merit, and subject to the availability of rooms.

If an application is successful, students will be matched with an available room that most closely meets those requirements. The College will not usually recommend a specific room, and students will not be prioritised for rooms because of their *preference* for a specific room type, only for a *specific supported need*.

The majority of college rooms are allocated to new students as college offers are made and college accommodation offers taken up. However, two accessible ensuite rooms - designed specifically but not exclusively for students using wheelchairs - are set aside for students whose disability needs are most suited to these, until nearing the end of the admissions cycle.

1. Informing DAS and the College

Applicants who wish to disclose a disability or discuss reasonable adjustments in respect of their accommodation arrangements should contact the College as soon as possible by writing to: Leema Chapman, Academic Administrator and Disability Co-ordinator academic.administrator@reuben.ox.ac.uk

The College will normally also encourage discussion with the University's Disability Advisory Service (DAS), who may provide a Student Support Plan (SSP) which includes accommodation recommendations.

2. Consideration by the College

Requests for specific rooms or features, such as specific kitchen facilities, wheelchair accessibility or step-free accessibility, will be considered carefully by the College. However, due to the limited number of rooms and facilities, the College cannot guarantee that a specific room or facility will always be available

Reuben's accommodation is limited, and normally reserved for first year students only. Any students who have previously been granted specific accommodation arrangements for a disability should contact the College to confirm whether the accommodation arrangements will continue.

All applications will usually be sent to the College's Disability Coordinator, College Accommodation Coordinator and Welfare Dean, who will consider whether it is reasonable for the College to provide the adjustments having regard for the availability of rooms. The College will inform students of the outcome of any application as soon as practicable.

3. Appeals

If a student is unhappy with the outcome, they may appeal within two weeks of receiving the outcome. Appeals will be considered by the Senior Tutor, who is also the College's Disability Lead (or their delegate) within two weeks of the appeal deadline. Students may ask the College to consider new evidence as part of the appeal. If a student foresees difficulties in providing new evidence before the appeal deadline, they should contact the College Disability Coordinator (academic.administrator@reuben.ox.ac.uk), who will extend the deadline where it is reasonable to do so. The College will inform the student of the appeal outcome by email.

If the student is unhappy with the appeal outcome, they may complain under the College Complaints Procedure: [Governance and Policies | Reuben College](#)

Senior Tutor (College Disability Lead), December 2024

<https://reuben.ox.ac.uk/disability>