



# COLLEGE REGULATIONS

## 1 DEFINITIONS AND ABBREVIATIONS

- 1.1 'College' refers to all College buildings and land (including College accommodation and facilities outside the main College site).

'Junior Member' of the College includes undergraduates, graduates and Associate Members of the Middle Common Room. 'Member' of the College includes undergraduates, graduates, Associate Members of the Middle Common Room, Associate Members of the Senior Common Room and Fellows.

JCR, Junior Common Room  
MCR, Middle Common Room  
OTR, Old Taberdars' Room

## 2 PRINCIPLES

- 2.1 The Queen's College, Oxford, is an academic community, whose purpose is education, learning and research. For the protection of its academic values, for the good government of the community and in the interests of fairness to all its members, present and future, the Governing Body has introduced the following Regulations for Junior Members.
- 2.2 Junior Members are responsible for familiarising themselves with the Regulations and for adhering to them at all times.
- 2.3 Junior Members must comply with requests made by College staff or Fellows to desist from a particular activity, unless it is unsafe to do so.
- 2.4 The Dean is responsible for enforcing the Regulations and is assisted in this by the Junior Deans, the Fellows and the College staff, particularly the Porters.
- 2.5 Enforcement of the Regulations is governed by the Non-Academic Disciplinary Procedures of the College, subject to the Statutes and Bylaws of the College.
- 2.6 Penalties may be imposed for breaches of the Regulations in accordance with the Non-Academic Disciplinary Procedures.
- 2.7 From time to time, the Dean may alter the Regulations or introduce new or ad hoc Regulations, for example, to cover specific or hitherto unforeseen circumstances. Junior Members will be notified of any such changes to the Regulations and the updated Regulations will be posted on the College website.

### 3 GENERAL CONDUCT

- 3.1 Respectful, considerate and lawful behaviour is required from all Junior Members of College at all times. All Junior Members must be polite, decent and honest in their interactions with other members of the College, with the College staff and with people outside the College.
- 3.2 Lying or dishonesty of any kind towards the College or its members or staff or Fellows will be regarded as serious misconduct.
- 3.3 Junior members must not waste the time of College Officers, Fellows or staff unreasonably.
- 3.4 No Junior Member of the College should behave in such a way as to bring the College into disrepute.
- 3.5 It is forbidden to damage College property or to damage or deface College buildings.
- 3.6 Photographs, video or recordings of other members of the College or College staff may not be shared with others or placed in the public domain without the consent of the person or persons concerned.
- 3.7 Slander or libel of any member of the College is forbidden.
- 3.8 If, in the opinion of the Dean and either the Tutor for Undergraduates or the Tutor for Graduates, the behaviour of a Junior Member is distressing other members of the College, or interfering with the studies of other Junior Members or poses a threat to the Junior Member themselves or to other members of the College, then that Junior Member may no longer be permitted to reside in the College or may be banned or suspended with immediate effect by the Dean and either the Tutor for Undergraduates or the Tutor for Graduates.
- 3.9 Junior members who are arrested by the police or are facing criminal prosecution or have been convicted of a criminal offence must immediately inform the Provost and the Dean.
- 3.10 The possession, consumption or distribution of any classified drug by Junior Members are serious offences and strictly prohibited.
- 3.11 Junior Members must not advertise or trade College facilities, goods, or services to any third party without explicit permission from the College.
- 3.12 Junior Members must not participate in post examination “trashing” which often includes covering someone in food or drink. This is a College and a University offence and Junior Members will be reported to the Proctors and are likely to receive a substantial fine.
- 3.13 The College is a non-smoking environment. This includes the use of e-cigarettes and vapourisers. Smoking is not permitted anywhere in the College. This includes within the confines of the Main College, other College-owned or administered residential sites or other buildings in use by members of the College or College gardens, grounds, associated lands, and enclosed spaces.
- 3.14 Junior Members must be familiar with, and comply with, the University Rules and Regulations as contained in the current University of Oxford’s Essential Information for Students (Proctors’ and Assessor’s Memorandum - <http://www.admin.ox.ac.uk/proctors>)

3.15 All Junior Members of the College are required to be familiar with and to observe the College's policies and codes of conduct, which include the following:

- The Harassment code of practice
- The Equal Opportunities policy
- The Freedom of Speech policy
- The Data Protection Policy
- The Fire Safety policy
- The Health and Safety policy
- The I.T. Code of Conduct and the Information Security Awareness Policy
- The Library Code of Conduct
- The Fitness to Study Policy
- The Academic Disciplinary Procedures
- The Non-academic Disciplinary Procedures

All these policies, regulations and codes are available on the College website.

#### 4 COMMUNICATIONS AND MEETINGS WITH FELLOWS

- 4.1 Junior Members must check their College email account daily and respond to communications from Fellows, College staff or College Officers promptly (within 24 hours of receiving the communication) and politely. This includes telephone messages, emails or other written communications.
- 4.2 Junior Members must inform the College Office of their mobile phone numbers.
- 4.3 Junior Members must check the College noticeboards and their pigeonholes regularly for notices.
- 4.4 Undergraduate Junior Members must attend meetings with their Tutors and Provost's Academic Collections as requested.
- 4.5 Graduate Junior Members must attend meetings with their College adviser and the Provost as requested.

#### 5 DECANAL SUMMONS

- 5.1 The Dean may issue a Decanal Summons. This may be by email or by letter. This summons takes precedence over any academic, sporting, or social activity; a Junior Member's attendance is compulsory and must be confirmed by return of email or letter (within 24 hours).

#### 6 NOISE

- 6.1 Members of the College are here to undertake academic work and it is of the greatest importance that the environment in College allows them to do this whenever they choose to do so. No noise (including singing or playing of a musical instrument) should be made that disturbs other members of the College and it is especially important that no such noise is made that disturbs others during the College quiet hours which are from 11 p.m. to 8 a.m. and during the period of examinations.
- 6.2 The use of loudspeakers is discouraged in College building. Junior Members whose loudspeakers disturb other members of College will be required to remove them.

## 7 SECURITY AND THE LODGE

- 7.1 All Junior Members must provide a photograph to the College Office for the Lodge so that they can be identified on entering the College.
- 7.2 Junior Members may be required to produce their University card to establish their identity.
- 7.3 To allow the Porters to recognise them, Junior Members must be prepared to identify themselves satisfactorily to the Duty Porter.
- 7.4 Junior Members must give their names to the Porter on duty and produce their 'Bod' card if asked to do so.
- 7.5 Junior Members are not permitted to enter the Lodge or the Senior Members' post room.
- 7.6 Junior Members must not let tailgaters into College. They must ensure the late gate closes properly behind them and not prop the gates open.
- 7.7 Junior Members must not lend their room key or University ('Bod') cards to others or disclose digital lock combinations for the late gate(s) to non-College members.
- 7.8 Junior Members must ensure that doors are kept locked when their rooms are unoccupied.

## 8 GUESTS

- 8.1 Junior Members may bring guests to College, but guests must always be introduced to College via the Lodge and their admission is at the discretion of the Duty Porter.
- 8.2 Guests should not be brought in to the College at any time through any entrance other than the front door via the Lodge, otherwise they might be asked to leave the College. If the front door is closed the buzzer should be used.
- 8.3 All residential College rooms are for single occupancy only unless stated otherwise in the room contract. Occasionally, and not on a regular basis, guests may stay overnight in a Junior Member's room for no more than three nights in a given week.
- 8.4 If a Junior Member brings a guest into the College, the Junior Member is responsible and accountable for the conduct of that guest and for any damage they may cause.

## 9 BEHAVIOUR IN THE COLLEGE QUADRANGLES AND GARDENS

- 9.1 Noise must be kept at a reasonable level at all times in the College Quadrangles and gardens.
- 9.2 Junior Members are not permitted on the grass in the Front or Back Quadrangle at any time, except as provided below.
- 9.3 Junior Members may sit on the steps in the Front Quadrangle if they keep noise from conversations at a reasonable level so as not to disturb others. No sunbathing is allowed. All litter, bottles, glasses or plastic cups must be removed.

- 9.4 The Fellows' Garden is available to Junior Members only for quiet study and not for social gatherings or picnics. A Fellow may ask a Junior Member or Members to vacate the garden if the Fellow deems that the behaviour of those concerned is inappropriate.
- 9.5 Finalists may be allowed to use the cloisters and steps in the Front Quadrangle for brief, celebrations directly subsequent to their final examinations, but only if they have sought and received the consent of the duty porter.
- 9.6 During Trinity Term only, croquet and bowls may be played at the following times in the Front Quadrangle, if the condition of the lawns allows for it: 1 p.m.—5 p.m. and 7 p.m.—9 p.m. Flat shoes must be worn on the grass at all times.
- 9.7 Barbecues are not allowed on College premises, except with permission from the College obtained through the Conference Office and when supervised by the Steward's Office or the Groundskeeper.
- 9.8 No ball games are allowed on College premises except the College sports ground.

## 10 RESIDENCE AND VACATIONS

- 10.1 Junior Members who are not living in College accommodation in a particular year must inform the College Office of their Oxford address before the start of the Michaelmas Term concerned.
- 10.2 Junior Members who are not living in College accommodation in a particular year must inform the College Office of their Oxford address before the start of the Michaelmas Term concerned.
- 10.3 Undergraduate Junior Members are required to come into residence between 2 pm and 6 p.m. on the Wednesday before each Full Term (Wednesday of 0th week). Junior Members who wish to come up after this time must apply for permission to do so, in writing, through the Academic Administrator; such applications must be received at least one week before the beginning of Full Term.
- 10.4 Junior Members are required to remain in residence until the last Friday of each full term (Friday of 8th week), when they may go down after 7 p.m. provided that they have met all their academic obligations including meetings with Tutors.
- 10.5 Junior Members must vacate their rooms by 10 a.m. on Saturday of 8th week unless they have written permission from the Domestic Bursar's Office not to do so.
- 10.6 During vacations (i.e. from the morning of Saturday of 8th Full Term to the evening of Wednesday of 0th week inclusive) no undergraduate Junior Member may occupy a College Room or use College facilities for any purpose without written permission from the Domestic Bursar's Office. Permission will usually only be given to those sitting examinations, those with sound specific academic reasons or those participating in University sports practice. Graduate Junior Members will generally be regarded as having good academic reasons for vacation residence. Junior Members given permission to remain in College during vacations will not necessarily be allowed to occupy the same rooms as those occupied by them during Term and should not expect the same level of services.
- 10.7 Undergraduate Junior Members may not come into residence before the Wednesday preceding each Full Term without written permission to do so. Permission to remain in College, or return

early to College, must be sought from Domestic Bursar's Office by completion of the appropriate form which must be submitted by midnight on the Friday of 6th week.

- 10.8 Junior Members whose home address is not in the UK, EU, Switzerland or Norway will be granted permission to stay over the Christmas and Easter vacations in a room determined by the Domestic Bursar, which may not be their term time room, and will usually be in St Aldate's House or Cardo.
- 10.9 A Junior Member who has been given permission to stay over the whole or part of a vacation may be required by the Steward to be a fire marshal for the period of their vacation residence.
- 10.10 Junior Members will normally be allowed to stay in their own room until a full day after their last University examination (e.g. a Junior Member can stay until Sunday if their last examination is on a Friday).
- 10.11 Junior Members will be allowed to return up to 5 days before their first University examination at the beginning of Term, but must apply for permission to do so in the usual way.

## 11 VACATION STORAGE

- 11.1 All drawers, cupboards and wardrobes in College rooms must be emptied completely at the end of each Term except as specified below. The College accepts no responsibility for personal effects left in rooms after the end of term and may remove and dispose of such items.
- 11.2 Storage space is only available during vacations. It is only available to Junior Members who do not reside in England, Scotland or Wales. The College cannot guarantee availability, which is subject to the numbers applying and the limited space available.
- 11.3 Junior Members spending a year abroad may not leave any belongings in storage whilst on their year abroad.
- 11.4 Junior Members who have suspended their studies may not leave any belongings in storage during the period of suspension.
- 11.5 Storage is not available to Junior Members beyond the end of their course of study.
- 11.6 Each Junior Member who is eligible for storage will be limited to a maximum of 2 boxes (approximately tea chest size). These boxes will be provided by the College and remain the property of the College; they may not be removed from the storage areas.
- 11.7 All items stored must be inside boxes. No food can be stored.
- 11.8 If a room is not emptied fully during the Easter or Summer vacation (or emptied in accordance with the Regulations over the Christmas vacation), the Junior Member who occupied the room during the preceding Term will be considered not to have vacated the room and will be charged the daily standard commercial bed and breakfast rate for each day that their possessions remain in the room.
- 11.9 Over Christmas Vacations, Junior Members in Cardo, Carrodus and the main College site may leave their belongings in cases, trunks or other suitable and respectable containers (such as closed cardboard boxes sealed with tape) and left neatly in a corner in their rooms, such that normal use of the room is not prevented.

- a) No more than three cases, boxes or trunks may be left in the room.
- b) Nothing should be left in drawers, cupboards or wardrobes and drawers, cupboards or wardrobes must not be chained, padlocked or restrained in any way.
- c) Bathrooms must be emptied
- d) No valuables may be left.
- e) All items are left at the owner's risk.
- f) Microwaves and fridges must be left empty and clean.
- g) Noticeboards and walls must be clear of all pictures, posters, etc.

## 12 ROOMS AND BUILDINGS

- 12.1 Junior Members must adhere to the Accommodation Licence Agreement and ensure that the room inventory is correct when taking up and when terminating occupancy of a room.
- 12.2 Whether wilful or accidental, any damage caused to a room or to the fixtures, furniture or furnishings in the room, including wash-basins, carpets and flooring, will result in a charge being levied to the Junior Members occupying the room for the repair of the damage or replacement of the damaged items.
- 12.3 Junior Members, whether present or not, are accountable for any disturbance, irregularity or damage caused by anyone they have allowed into their room.
- 12.4 Junior Members must not throw objects or water from the College windows, hang anything from the College windows, display posters in the College windows or place anything on the outside window ledges.
- 12.5 Keys and swipe cards are issued at the beginning of each Term and must be returned to the Lodge at the end of each term. If a key or swipe card is not returned at this time, it will be considered lost and a charge made for its replacement.
- 12.6 If a key or swipe card is mislaid the circumstances must be reported to the Steward and the Lodge at once. A charge will be made for its replacement.
- 12.7 Overnight sleeping is not permitted in any College room other than designated bedrooms. In particular sleeping overnight is not permitted in Common Parts of the College including the JCR or MCR.
- 12.8 Roof walking is dangerous and is prohibited.

## 13 KITCHENS

- 13.1 In buildings that have kitchens for the use of Junior Members, the kitchens should be kept clean and tidy by those who use them.

- 13.2 Washing up and clearing up must be undertaken soon after a meal has finished, leaving the kitchen and tables clean and ready for the next person who wants to use them. Crockery, cutlery and utensils must be dried and put away. Washing up should not be left to dry overnight.
- 13.3 Kitchens must not be used for cooking during College quiet hours (11 p.m. to 6 a.m.)
- 13.4 If guests are invited to dine in a kitchen, their presence must not disadvantage other users of that kitchen. In particular, no more than three guests may be entertained in any one kitchen at a given time without permission from the Dean or Junior Deans and without informing other users of the kitchen in advance.
- 13.5 In the Cardo kitchens, Junior Members should keep their food, crockery or cutlery in their own room.
- 13.6 Junior Members must never leave anything on a hob unattended and must switch off all cooking equipment when not in use.

#### 14 MEALS AND THE HALL

- 14.1 Junior Members should not wear Clothes such as pyjamas, athletic vests, cropped tops and soiled garments when eating in the Hall.
- 14.2 Gowns and smart clothes must be worn for formal Hall.
- 14.3 Mobile phones must be on silent when dining in Hall. Mobile phones may not be used during formal Hall.
- 14.4 Bookings for meals are non-transferable and so may not be swapped between Junior Members.
- 14.5 Entry to the Hall for meals is at the discretion of the College catering staff, who may also require a Junior Member to leave the Hall if they deem that the Junior Member's behaviour or dress is inappropriate.

#### 15 PROVISION AND CONSUMPTION OF ALCOHOL

- 15.1 At all parties or events where alcohol is served, one or more non-alcoholic alternatives must be provided. In addition, water must be freely available and, where possible, food provided.
- 15.2 Junior Members must not become drunk and disorderly.
- 15.3 If a Junior Member is drunk, they will be regarded as responsible for having become drunk and for any breach of the College Regulations that they may commit while drunk.
- 15.4 Junior Members may purchase alcohol from the Buttery and the Beer Cellar. Alcohol for events must be purchased from the Buttery or the Beer Cellar and the amount of alcohol provided is at the discretion of the College staff.
- 15.5 All provision of alcohol at events in the College and the sale of alcohol in the College must be in accordance with the terms of the College's licence.
- 15.6 Alcohol provided in the MCR must be consumed in the MCR and may not be taken to other areas of the College such as the patio/garden area outside the Beer Cellar. No alcoholic drinks may be

provided in the MCR after 11pm. The MCR is not a licenced location, so alcohol may not be sold in the MCR other than under a Temporary Events Notice organised by the College.

- 15.7 Drinking games and sconcing are strictly forbidden anywhere in College. No jugs of beer are allowed.
- 15.8 Buying or providing alcohol for (or selling alcohol to) someone who is intoxicated is strictly forbidden.
- 15.9 No alcohol may be brought in from outside College to be consumed during events on College premises or in public areas of the College such as the Hall or Beer Cellar. Alcohol from outside College may be consumed privately and individually in Junior Members' rooms.
- 15.10 Alcohol purchased in College may only be consumed in the Hall, the OTR, the MCR, the Beer Cellar and the paved Beer Cellar Terrace. It is not to be consumed in the JCR or in other public areas of the College including the Quadrangles, gardens and boathouse.
- 15.11 Alcohol purchased at the College Sports Ground Pavilion (Fortress) must be consumed on location.
- 15.12 The College staff may refuse entry to the Beer Cellar or refuse to serve anyone they feel has had too much to drink or whose behaviour they deem to be inappropriate.
- 15.13 The College reserves the right to search bags etc. for alcohol or drugs or other prohibited items, particularly at events in the Beer Cellar or other areas of the College. Junior Members should assist with the search by stating what is in the bag and emptying its contents at the request of the searcher. Prohibited items may be confiscated. Entry to the College or to an event may be refused if a Junior Member refuses to comply with a search request or a prohibited item is found in their possession.

## 16 PARTIES, MEETINGS, AND EVENTS

- 16.1 A party, event or meeting in a residential room or kitchen is defined as a gathering of 6 or more people for more than 30 minutes.
- 16.2 Parties or other events must not become wild or unreasonably noisy.
- 16.3 All events to be held in College must be booked through the Conference Office ([conferences@queens.ox.ac.uk](mailto:conferences@queens.ox.ac.uk)) who make all the necessary arrangements and check that the appropriate permissions are in place. This applies to all dinners, parties, meetings of clubs or societies, plays, concerts, or events of any other kind involving Junior Members. It also applies to events on the sports ground or at the boathouse.
- 16.4 Junior Members who make a booking assume responsibility for the event concerned and any charges, fines or liabilities resulting from it.
- 16.5 The Junior Member making the booking is responsible for ensuring that the room or space that is booked is left clean, tidy and ready for the next user. Any debris or broken glass must be cleared immediately and disposed of safely. If this is not done, the cost of staff time and resources required to deal with any mess or damage will be charged to the Junior Member. All lights and equipment should be turned off unless specific instructions to the contrary have been given. If

chairs or tables are moved, they must be replaced at the conclusion of any event unless agreed otherwise in advance.

- 16.6 At the point of requesting permission, Junior Members wishing to host an event in College are required to name at least two persons (who agree not to drink alcohol before or during the event) to take responsibility for the smooth-running of the event, one of whom must be the person making the booking. These people must be able and prepared to close down the event immediately if asked to do so by the Junior Deans or College staff. These people will be held responsible for the event.
- 16.7 Permission for events must be sought at least 2 weeks in advance. Permission to use the Hall must be sought at least 4 weeks in advance.
- 16.8 Permission for events organised by Junior Members and involving speakers, presenters, debaters, panel members or guests who are not Junior Members of the College must be sought at least 4 weeks in advance. In such cases, the title and topic of any material and the name of the speaker must be provided at the point of seeking the College's permission to allow consideration of all logistical concerns, including security arrangements and costs that may be required.
- 16.9 Events in Hall require the presence of a Senior Member of the College. Only a current Official Fellow, Professorial Fellow, Senior Research Fellow, Junior Research Fellow or Career Development Fellow, together with the current Chaplain, may constitute a 'Senior Member' required to be in attendance at an event. The serving Director of Development may constitute a 'Senior Member' at a 1341 Society event.
- 16.10 Events in or near the Boathouse require consent from the Dean, the Senior Treasurer of the Amalgamated Sports Club and the Waterman. In addition, written permission is required from the authorities at Christ Church, (via the Treasurer of the College). Consent from the Dean will only be granted following written (email) confirmation from the Senior Treasurer of the Amalgamated Sports Club, the Waterman and from Christ Church that the event has their approval.
- 16.11 Events in or near the Sports Ground require consent from the Dean, the Senior Treasurer of the Amalgamated Sports Club and the Domestic Bursar.

## 17 THE COLLEGE LIBRARY

- 17.1 The Library is for silent independent study and conversation is not permitted.
- 17.2 Mobile phones must be switched to silent before entering the Library. Silent phone use must be kept to a minimum and no calls conducted in the Library.
- 17.3 Personal computers must have their sound switched off. Watching videos on computers or mobile phones other than for academic-related purposes is forbidden.
- 17.4 Eating in the Library is forbidden. Plain water in spill-proof bottles with lids can be taken into all areas of the Library. Keep Cups as approved by the Bodleian Libraries are permitted in the New and Lower Libraries, but are forbidden in the Upper Library.
- 17.5 Desks that are not in active use must be cleared to make space for other readers.

- 17.6 It is forbidden to damage, deface or mark Library books in any way including writing in pencil, folding page corners, and using sticky notes.
- 17.7 Access to the Library is strictly by University 'Bod' card only. These cards must not be given to anyone else to allow them to gain access to the Library.
- 17.8 Junior Members using the Library must have their University card with them at all times and show this to a member of the Library or College staff on request.
- 17.9 Books and other items may not be removed from the Library except when authorised using a University card, either by the self-issue system, or by a librarian. Failure of the self-issue system out of staffed hours will not be accepted as an excuse for removing items without authorisation.
- 17.10 Books are the responsibility of the Junior Members to whom they are issued and remain so until they are returned via the authorised procedure. Library staff have the authority to spot-check books and bags at any time. Junior Members will be charged the full replacement costs of any items which are lost or go missing whilst on loan to them.
- 17.11 Members of the University who are not members of the College may not come into the Library. Appointments can be made to consult books which are unavailable elsewhere on the University system.
- 17.12 Junior members are only permitted to bring guests into the Library without advance permission from the Library staff between 12 noon and 12:45 on Saturdays in full term and must introduce their guests to the member of Library staff on duty. Outside this time permission for visits must be sought in advance from a member of the Library staff.

## 18 FEES, BATELLS, AND ACCOMMODATION CHARGES

- 18.1 Batells are due for payment by 3 p.m. on the first Friday of Hilary and Trinity Terms (i.e. Friday of 1st Week) and by the fourth Friday of Michaelmas Term except that any batells sent out at the end of Trinity Term must be paid immediately.
- 18.2 Fees are due for payment by the dates that are communicated to Junior Members.
- 18.3 Junior Members who fail to pay their batells and/or fees by the due date will be 'crossed' from the following Monday, and will not be allowed to obtain meals or supplies from the College.
- 18.4 Junior Members who consider that there are extenuating reasons why they should not be crossed may appeal to the Bursar via their Moral Tutor.
- 18.5 In the case of unpaid fees, the College reserves the right to report the matter to the University and observe the University's process governing non-payment of fees.
- 18.6 Junior Members who still have not cleared their outstanding accounts by 3 p.m. on the Friday of 7th week will be reported to the Governing Body and will be liable to rustication or expulsion. Junior Members once rusticated in such circumstances will not be allowed into residence in any subsequent Term until their outstanding account and any accommodation charge for the forthcoming term has been paid. In a Junior Member's final Term, or in their last Term before spending a year abroad, these provisions will apply if their account is not cleared by 3 p.m. on the fifth Tuesday of Term.

- 18.7 Graduate Junior Members failing to pay an instalment of the accommodation charge by the due date will be reported to the next Governing Body and will be liable to rustication or expulsion.
- 18.8 Junior Members are required to clear their accounts completely before taking their degrees. This also applies to those granted loans from the Student Finance Committee unless specific arrangements have been made for a different repayment schedule.
- 18.9 Associate Members of the Middle Common Room are subject to the same Regulations and procedures as graduate Junior Members in the payment of batells, except that the penalty of rustication or expulsion will be replaced by the penalty of temporary or permanent suspension of their Associate Membership.

## 19 COLLEGE SPORTS FACILITIES AND GYMNASIUM

- 19.1 Before using the College gymnasium, Junior Members must attend an introductory session. Dates for these sessions will be announced by the College Office and are normally conducted at the beginning of the academic year.
- 19.2 The gymnasium may only be used from 7 am to 10 pm and will be locked during the night. For safety reasons, Junior Members must not train on their own. Suitable footwear (such as training shoes) and clothing should be worn at all times.
- 19.3 The gymnasium is only to be used by members of the College and is not to be made accessible to anybody else.
- 19.4 Misuse or tampering with the equipment provided is prohibited and no equipment is to be removed or borrowed from the gymnasium. Faulty equipment must to be reported to the Steward immediately.

## 20 INFORMATION TECHNOLOGY

- 20.1 Access to the College and University network may be withdrawn if a Junior Member is in breach of College or University IT regulations; they may also face disciplinary action from the College and/or University.
- 20.2 Junior Members must:
- a) Keep College and University passwords secure and notify the IT Office immediately if they suspect that their passwords have become compromised.
  - b) Keep their computer or other device up-to-date with all applicable operating system updates and security patches.
  - c) Install and use anti-virus software that updates automatically from a trusted software vendor.
  - d) Comply with the 'CHEST licence conditions', 'Federation Against Software Theft guidelines', and UKERNA rules, codes of practice and guidelines.
  - e) Ensure that all devices connecting to the College wired network are registered with the IT Office.
  - f) Report faults with College IT equipment or resources immediately to the IT Office.
  - g) Only use paper provided by the College in the computer room printers unless the IT Office has given written permission to do otherwise.
  - h) Only use the College network and the computer room facilities for academic work, and not for personal or commercial profit.

- 20.3 Junior Members must not:
- a) Use Peer-to-Peer (P2P) file-sharing software without written permission from the IT Office.
  - b) Run any network service (including website and email hosting, and file and printer sharing) through the College or University networks without written permission from the IT Office.
  - c) Attempt to circumvent network and computer security restrictions imposed by the College or University (for example, running an encrypted tunnel or changing the computer's MAC address).
  - d) Leave personal belongings in the College computer rooms. Any items left will be removed.
  - e) Take food or drink into the College computer rooms.
  - f) Allow any other person to use their computer or other device, whether in person or remotely, in a way that may cause these regulations to be breached or the security or performance of the College or University network to be compromised.

## 21 FIRE SAFETY

- 21.1 Junior Members must familiarise themselves with the arrangements made by the College in the case of fire. In particular, they should:
- a) before retiring for the night, close all doors on or adjacent to all staircases;
  - b) know their alternative means of escape as stated on the notice in their rooms;
  - c) know the positions of the fire equipment (e.g. fire blankets in kitchens).
- 21.2 On hearing the Fire Alarms, Junior Members must leave the building at the nearest and safest exit and report to the Fire Marshal at the assembly area, so a roll call can be made.
- 21.3 Failure to respond to a fire alarm by prompt evacuation of the building or failure to follow instructions from a fire marshal will be regarded as a disciplinary matter.
- 21.4 Improper use of, or damage to, fire extinguishers or hoses or interference with the fire alarm system (for example, covering smoke detectors) will be regarded as serious offences.
- 21.5 Fire doors at entrances to staircases and across staircase landings and passages must be kept closed.
- 21.6 Any source of open fire, for example, matches, candles, incense and cigarettes are prohibited throughout the College (the College staff oversee the use of candles in the Hall and Chapel).
- 21.7 No cooking is permitted in bedrooms. A kettle may be used to boil water for drinks, provided it has a cut-out which turns it off once it has boiled. Toasters, microwaves, hobs and other cooking equipment may not be used. Hair driers, hair irons and tongs should be used with extreme care and never left unattended when turned on.

## 22 HEALTH

- 22.1 It is required that each Junior Member should register with a local doctor. This should be done by the end of the third week of the first Term of residence.
- 22.2 Junior Members who have any medical or health problem that may reduce their fitness to study should report this to their Moral Tutor or Graduate Adviser, and seek appropriate medical advice. Any requirement for emergency hospital attention would fall into this category. The report they make to their Moral Tutor or Graduate Adviser need not contain confidential information, but should alert the Moral Tutor or Graduate Adviser to any considerations that may be relevant to

their study. The College may request a medical report or assessment including an occupational health review to allow it to assess whether it is appropriate for the Junior Member to remain in residence or to continue to study.

## 23 BICYCLES

- 23.1 Bicycles must not be kept or repaired in College rooms.
- 23.2 Bicycles must not be left in any part of the College other than in the bicycle stores or the racks provided for them.
- 23.3 Bicycles must not be left against the outside walls of the College.
- 23.4 Bicycles must be removed by Junior Members at the end of their final Term and whilst on their year abroad or during a period of suspension.

## 24 CLUBS, SOCIETIES, AND PUBLICATIONS

- 24.1 Junior Members who form a club, society, or an organization for any purpose (including one for the publication of a journal, newspaper, or magazine), and who wish to use the name of the College either in fact or by association in its title (or in the title of a journal, newspaper, or magazine), shall obtain permission from the Dean. In order to be recognised as an official College Club or Society, an organisation must submit annually to the College via, the Dean a constitution which complies with the requirements of equality law and with the College's values and charitable objectives, and which entails appropriate governance arrangements. The constitution should:
  - a) be accompanied by the names of the organisation's current officers and of a Senior Member (only a current Official Fellow, Professorial Fellow, Senior Research Fellow, Junior Research Fellow or Career Development Fellow, together with the current Chaplain, may constitute a 'Senior Member' for this purpose);
  - b) include statements confirming the organisation's compliance with the College's Regulations and values, and the existence of open access to the organisation for all members of the College without discrimination on any basis incompatible with the College's Regulations and values. If a statement of the latter type cannot be included, the organisation may submit a justification for consideration by the Equalities Committee and may be eligible for recognition as a College Club or Society if the justification is approved by the Committee and the Governing Body.
- 24.2 Failure to provide a constitution that is compliant with these requirements will result in the organization ceasing to be regarded as a College organisation.
- 24.3 Constitutions must be deposited with the Dean each academic year before the end of the first week of each Michaelmas term.
- 24.4 The Dean must be advised of any changes in the constitution or any changes in the organisation's officers or Senior Member.
- 24.5 The Senior Member of a College organisation is an ex officio member of its committee and must be notified of all committee meetings and be sent copies of all minutes.

- 24.6 College organisations must:
- a) act in accordance with their constitution;
  - b) ensure that their activities do not undermine the academic environment of the College;
  - c) keep a proper record of their financial transactions;
  - d) inform the Dean if they are to be disbanded and in doing so present a financial statement;
  - e) admit to membership only members of the College.
- 24.7 An organisation for the publication of a journal, newspaper, magazine, website or online media will in addition to these conditions:
- a) include the name of its editor or editors in the list of officers it submits to the College;
  - b) include a statement in each publication that the published material is not authorised by the College and does not represent the views of the College;
  - c) submit any material produced whether in electronic form or otherwise to the College library for archiving.

