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Non-Academic Disciplinary Procedures

1 Introduction

Antisocial behaviour can affect the welfare of other members of the College or wider community. The College Regulations for Junior Members are designed to help members of the College to live harmoniously with other members of the College and the wider community. No member of the College community should take unfair advantage of another member of the community. It is the responsibility of the College to deal with members of the College or College staff whose behaviour is inconsistent with the College Regulations or affects the welfare of other people in the College or wider community adversely and unreasonably.

The College is governed by the Governing Body, whose members are bound by the Statutes and Bylaws of the College. The Governing Body has developed Regulations concerning the conduct of Junior Members, and Junior Members should familiarise themselves with them. The Regulations for Junior Members, the Statutes, and the Bylaws are all available on the College website or from the College Office. In any case where a College Officer or Panel is responsible for deciding whether a Junior Member has contravened a regulation, the balance of probability standard will be applied.

Members of the University are also bound by the University’s rules and regulations which are available from the University website and with which they should familiarise themselves. Junior members of the College should be aware that they are subject to both the College and the University regulations concerning conduct and that they are expected to observe these two sets of disciplinary regulations.

Support and advice on disciplinary matters may be available from various sources including a Junior Member’s Moral Tutor or Graduate Advisor, the Junior Common Room or Middle Common Room or students’ union.

Within the College, the Dean has day-to-day responsibility for disciplinary matters and is assisted in this role by four Junior Deans, two Decanal Assistants and various members of the College staff. The Provost may, in the event of the ill-health or other unavailability of the Dean, nominate a member of the Governing Body to act in the Dean’s place. Throughout these regulations, references to the Dean shall include any such nominee and references to any other College Officer shall include any nominee acting in a similar capacity. It is recognised that many disciplinary problems have a welfare dimension and student welfare is a high priority for the College. Extensive welfare support is available from a wide range of sources in the College, the University and the wider community, including the National Health Service.

2 Definitions

- ‘ban’ means withdraw the right of access to specified land, buildings, facilities or
services of the College for a fixed period or pending the fulfilment of specified conditions;
• ‘expel’ means deprive a member permanently of his or her membership of the College;
• ‘rusticate’ means withdraw the right of access to all of the land, buildings and facilities of the College including teaching, examinations and all related academic services for a fixed period of time or until the fulfilment of specified conditions;
• ‘suspend’ means withdraw the right of access to all of the land, buildings and facilities of the College including teaching, examinations and all related academic services for a fixed or indeterminate period or until the fulfilment of specified conditions where action is taken as an interim measure pending further investigation.

When suspension or rustication is imposed by the College on one of its members this will also apply to University land, buildings facilities or services. A member of the University who has been expelled loses his or her entitlement to use University land, buildings, facilities and services, including entry for University examinations.

3 Standards and requirements of behaviour

A series of regulations are contained in this document. Any suspected misconduct by a Junior Member, whether committed within the College or elsewhere may result in the suspected offender being summoned to appear before the Dean or the Disciplinary Panel.

Misconduct

Misconduct includes but is not limited to:

• contravention of the College’s Regulations contained in this document;
• harassment; violent or threatening behaviour; drunk or disorderly behaviour; or any behaviour that disturbs the peace of the College community;
• theft; vandalism; intentional or reckless damage to buildings or property; interference with fire alarms, fire extinguishers, or any other equipment;
• producing, procuring, possessing, using or supplying illegal drugs or other dangerous substances, or allowing College premises to be used for these purposes;
• fraud or false accounting;
• the use of dishonest means in any examination or in fulfilling any academic obligation including, but without limitation, cheating in any College or faculty collection or in any University examination;
• failure to comply with the provisions of the Code of Practice on Freedom of Speech;
• contravention of the College’s Information Technology Regulations;
• obstructing a Fellow, College Officer, Tutor or member of staff in the proper discharge of their duty;
• engaging in conduct resulting in conviction for a criminal offence;
• engaging in any conduct which is gravely detrimental to the interests of the College.

As set out further below, the Dean or Disciplinary Panel have powers which include requiring a Junior Member to reside out of College premises, imposing a fine, suspension, banning, rustication or expulsion. The Dean or Disciplinary Panel may attach further conditions to any penalty that they impose. These conditions may include an academic test or condition.

Alleged criminal behaviour

Where a disciplinary offence involves a potential criminal offence against the College (for example, theft of College property), the College (i.e. the Provost and Dean or their nominated representative(s)) will decide at its discretion whether the matter should be reported to the police. If a matter has been reported to the police, the College will generally defer any disciplinary action until the police and courts have dealt with the matter. Junior members who are under police investigation for a criminal offence, are facing criminal prosecution, or have been convicted or pleaded guilty to a criminal offence must inform the Provost and the Dean within 24 hours.

The Dean may at his or her discretion suspend a Junior Member from the College, or restrict his or her access to certain parts of, or facilities of, the College, pending the conclusion of any criminal process. Further details of the Dean’s powers of suspension, the conditions attached to suspension, and the nature of suspension, are set out below under section 4 (“Dean”). Suspension is to be viewed as precautionary, not as a disciplinary sanction.

If a Junior Member claims to be the victim of a criminal offence committed by another Junior Member, but does not wish the police to become involved, the College will not generally report the crime to the police, though it may do so in exceptional circumstances (for example, where this is deemed necessary either to protect the complainant, or to protect other persons). In such cases, if the alleged victim nevertheless wishes the College to deal with the matter under its disciplinary procedures, the College will generally do so in the same way as for any other disciplinary issue. However, in determining whether there is sufficient evidence to take the matter forward to a disciplinary hearing, the College may take into account the fact that the complainant decided not to involve the police, and any reasons given by the complainant for taking that course.

Where the College has reported a matter to the police, it will keep a record of the report on the Junior Member(s)’s files until any criminal justice process and internal disciplinary process (if any) are completed. After that point, the College will retain such information as is necessary in connection with any adverse disciplinary findings. If the conclusion of both the criminal justice process and internal disciplinary process is that there is no case to answer, the College will not retain the information upon the file of the Junior Member(s) in question.

Matters which would constitute serious offences under the criminal law will be dealt with under the College’s internal processes in the same way as other disciplinary offences, but they will not be dealt with as criminal offences in themselves, nor in general will they be referred to using the language of criminal offences.
Persons who have been the victim of serious crime (including sexual misconduct) are encouraged to report it to the police. The College has no coercive legal powers to investigate allegations of this nature or obtain evidence to support them. The police can also undertake a professional risk assessment to determine the extent to which the alleged perpetrator poses a threat to the complainant or others. On the basis of such an assessment, the police have powers not available to the College to protect the complainant and to compel the alleged perpetrator to stay away from the complainant and from the city, whilst protecting the rights of the alleged perpetrator to a fair hearing.

*Alleged harassment and/or sexual misconduct*

The College’s primary concerns are to support the individuals involved and to deal with any allegations fairly and proportionately, taking into account the resources and legal powers of the College. There are various welfare resources available within the College and the University to support victims of sexual violence – see College and University websites for further information and for contact details of Harassment Officers.

In cases where a student from another College is involved, the matter cannot be dealt with by the College, but the complainant can report the matter to the University who can process it according to the relevant University policy.

In cases where both the complainant and the alleged perpetrator(s) are Junior Members of College, if the complainant does not wish action to be taken that may lead to a finding of wrongdoing, but wishes to limit interaction with the alleged perpetrator, the Dean will generally handle the case as a non-disciplinary matter and decide on the appropriate outcome accordingly (though s/he retains a discretion in exceptional cases to decide that the issue should be dealt with as a disciplinary offence). Outcomes may include a conduct agreement between the two Junior Members, which may limit or prohibit the access of one or both Junior Members to certain College buildings at particular times. No findings or decisions about whether the harassment or sexual misconduct has taken place will be made, and no record of the case will be held on either Junior Member’s file.

### 4 The Dean

If the Dean believes that a Junior Member may have committed an offence the Dean may deal with it directly or may refer the case to the Disciplinary Panel. The Dean, or a person appointed by the Dean, will decide between these options based on interview(s) with the Junior Member(s) concerned. If the Dean or appointee interviews a Junior Member, this will take place in the presence of at least one other person and a record will be kept of the meeting. Junior members will be told the general nature of the allegations before any interview takes place which may result in a disciplinary sanction being imposed on them, and in such a case they have the right to be accompanied by a friend or other representative from within the University.

The Dean will refer any case in which the penalty may be rustication or expulsion to the Disciplinary Panel. The Dean will generally deal with other matters directly but has the option of referring them to the Disciplinary Panel. Where a case is referred, the Dean will provide
written notice of the alleged misconduct to the Junior Member and to the Chair of the Disciplinary Panel, normally within 5 working days of the decanal interviews. To enable panel membership to be determined, and a hearing date to be set in a timely manner, the Chair will also be informed of the identity of the Junior Member(s) involved.

If the Dean deals with the matter directly, the Junior Member may appeal to the Disciplinary Panel against fines or other penalties imposed by the Dean. However, Junior Members are advised that the Disciplinary Panel may impose additional fines or other penalties in the event of trivial or frivolous appeals, or where the offence is believed to warrant a more severe penalty than that already imposed.

The Dean has the power to suspend the right of access of a Junior Member from College premises and facilities with immediate effect for a fixed or indeterminate period where it is believed that the Junior Member may be guilty of misconduct and such suspension appears to be warranted. In these circumstances suspension is precautionary and not a penalty or disciplinary sanction, and may continue while the matter of alleged misconduct is considered, and during any subsequent disciplinary proceedings. Such precautionary action does not imply any determination by the Dean or Disciplinary Panel about the guilt or otherwise of the person(s) involved. When a Junior Member is suspended, banned or rusticated for a period of time, the Dean may impose an academic condition for return of the Junior Member. The College will be under no obligation to support the Junior Member’s academic activities during any period of suspension, banning or rustication that has been imposed for a non-academic disciplinary reason.

The Dean may order the expulsion of any non-member of the College from its premises at any time.

5 Disciplinary Panel

a) Membership

The Disciplinary Panel will normally consist of four Governing Body or other senior College members nominated by the Provost, one of whom will be the standing Chair, with a balanced gender representation. It will not include the Dean. The Panel will not include either a tutor of the junior member facing a charge, or any other member of the Governing Body who has, or could reasonably be perceived to have, any conflict of interest in respect of the matter. For this purpose, a tutor is defined as someone who has filed an academic report on a Junior Member’s work, or is expected to do so in the current academic year, or has acted as Moral Tutor for the Junior Member at any stage.

The Disciplinary Panel may, but is not obliged to, ask one or more advisors to be present at its deliberations. Such a person shall not have a vote. An experienced advisor from outside the College will be appointed to assist the Disciplinary Panel in all cases of alleged harassment and/or sexual misconduct.
The work of the Panel and the scheduling of hearings will be administered by the College Office under supervision from the Panel Chair. An experienced note-taker will be present at all meetings.

b) Proceedings

The Disciplinary Panel will have one meeting towards the end of each term if there is any business for it, but will convene additional meetings, to be organised by the College Office at the request of the Panel Chair or Provost, if there are matters that require more urgent attention.

The Disciplinary Panel may regulate its proceedings as it sees fit, including (without limitation) setting time-limits on the evidence to be called by any party consistent with providing a fair opportunity for presentation of relevant evidence whilst ensuring that the matter is heard and determined expeditiously.

Junior members will be summoned before the Disciplinary Panel by the College Office, under the direction of the Panel Chair. When Junior Members are summoned before the Disciplinary Panel, the Panel Chair will inform the Tutor for Undergraduates and/or Graduates of the identity of the Junior Member(s) concerned, but not of the nature of the allegation. The Tutor for Undergraduates and/or Graduates will ensure that appropriate welfare support is provided to the Junior Member(s) concerned.

If Junior Members are summoned before the Disciplinary Panel, attendance is mandatory. If a Junior Member fails or refuses to attend, the Disciplinary Panel may proceed in their absence.

The Dean will appoint a person to present the disciplinary case against the Junior Member on behalf of the College, who may be an external advisor (“the case presenter”).

The Junior Member may be present at all disciplinary hearings, and may be represented by an adviser, friend or other representative (referred to collectively hereafter as “the representative”). The name and status of any representative must be provided to the Panel at least 5 working days in advance of the hearing via the College Office (and copied to the Panel Chair). Where the representative is not from within the University, the Panel Chair will retain discretion as to whether it is appropriate for them to act on the Junior Member’s behalf in all circumstances. For the avoidance of doubt, any costs (including e.g. travel expenses) of any representative will be borne by the Junior Member.

c) Evidence

Witness evidence presented at the hearing will normally be oral. The Disciplinary Panel may, at its discretion, require the provision of summaries of evidence or written witness statements before the hearing.

Either the College or the Junior Member may call relevant witnesses, and witnesses so called may be questioned by the case presenter, by the Junior Member or their representative, by the Disciplinary Panel, and by any external advisor. The Panel may also ask additional witnesses to attend. Where appropriate (for example, in cases of sexual misconduct), the Panel may apply
special measures to enable an alleged victim to give evidence without undue distress, consistent with fairness towards the accused.

Any documentary evidence should be submitted to the College Office at least 10 working days before the hearing (or according to any alternative timetable set by the Disciplinary Panel). Copies will be made available to the Disciplinary Panel and the parties as soon as reasonably practicable after the College Office has received them.

The Dean will submit evidence on behalf of the College, having carried out an investigation to the reasonable extent possible, given the limited resources and legal powers of the College.

Late evidence will be admitted only with the permission of the Panel.

The case presenter and the Junior Member (or their representative) shall each be entitled to address the Panel at the outset and conclusion of the hearing.

After any relevant statements have been heard, evidence reviewed and questioning concluded, the concerned parties will withdraw and the Disciplinary Panel will consider the case and determine how to proceed and whether a penalty is appropriate and if so, what that penalty should be.

The Disciplinary Panel will decide the case on the balance of probabilities. If the members of the Disciplinary Panel cannot agree, the verdict of the Panel is to be that of the majority of its members (with the Chair having a casting vote in the event of a tied verdict). If the conclusion is that an offence has been committed, a record will be held on the perpetrator’s file and a penalty imposed; otherwise, no record of the case will be held on that Junior Member’s file. If a complaint is deemed vexatious, appropriate disciplinary action may be taken against the complainant.

The penalty (which must be proportionate) may include: requiring a Junior Member to reside out of the College premises; a fine of any magnitude; suspension, banning, rustication or expulsion from the College. The Disciplinary Panel may attach such conditions as it sees fit to any penalty. When a Junior Member is suspended, banned or rusticated for a period of time, the Disciplinary Panel may impose an academic condition for return of the Junior Member. The College will be under no obligation to support a Junior Member’s academic activities during any period of suspension, banning or rustication that has been imposed for a non-academic disciplinary reason.

After a Disciplinary Panel hearing, the Chair shall at once report the Disciplinary Panel’s decision to the Dean and to the Provost, and shall inform the Proctors or police, if appropriate, and any College staff affected by the decision. The Junior Member concerned shall be informed in writing of the Disciplinary Panel’s decision by the Chair of the Panel. The Junior Member will also be advised of their right of appeal to the Governing Body. The full communication to the Junior Member shall not normally be circulated, but shall be held in the College Office. In the event of any appeal, it shall be available to members of the Governing Body.
6 Appeals to the Disciplinary Panel

If the Dean has imposed a penalty which a Junior Member believes to be unwarranted or excessive, the Junior Member may make written representations to the Disciplinary Panel requesting a review of the penalty imposed. The appeal must be lodged in writing with the College Office within 5 working days of the imposition of the penalty stating the basis of the appeal.

The Junior Member may appeal on either or both of the following grounds:

a) errors in the Dean’s findings (which must be specified by the Junior Member);
b) the disproportionality of the penalty to the gravity of the offence.

The Junior Member shall not normally be permitted to introduce new evidence to the Disciplinary Panel where that evidence could reasonably have been presented to the Dean.

The College Office will immediately copy the full appeal to the Dean and to the Chair of the Disciplinary Panel. Unless the matter is deemed urgent by the Panel Chair, it will be dealt with at the next routine Panel meeting. The Dean may submit to the Panel a written response to the appeal and/or may elect to attend the Panel to respond to the appeal in person. If the Dean chooses to respond in person, the appellant will also be given the option of attending in person. The Disciplinary Panel may dispose of appeals without an oral hearing unless it considers it necessary or expedient to hold one. The Disciplinary Panel has the power to confirm, remove or alter any penalty previously imposed or impose additional fines or other penalties and may attach such conditions as it sees fit to any penalty. It may also impose a further penalty in the event of trivial or frivolous appeals.

The Junior Member shall be informed in writing of the Disciplinary Panel’s decision by the Chair of the Panel. The Chair of the Disciplinary Panel shall at once report the Disciplinary Panel’s decision to the Dean and to the Provost and shall inform the Proctors or police, if appropriate, and any College staff affected by the decision. The full communication to the Junior Member shall not normally be circulated, but shall be held in the College Office.

7 Appeals to the Governing Body

In cases determined by the Disciplinary Panel under section 5 above, the Junior Member has the right of appeal to the Governing Body (for the avoidance of doubt, there is no right of further appeal from the Disciplinary Panel for appeals determined by the Disciplinary Panel under section 6 above.) The Junior Member must lodge any appeal against the findings or penalty of the Disciplinary Panel by writing to the Provost (or their nominee) within 5 working days of the communication of the Disciplinary Panel’s decision to the Junior Member, stating the basis of the appeal.

The Junior Member may appeal on either or both of the following grounds:
a) errors in the Disciplinary Panel’s findings (which must be specified by the Junior Member); 
b) or the disproportionality of the penalty to the gravity of the offence.

The Junior Member shall not normally be permitted to introduce new evidence to the Governing Body where that evidence could reasonably have been presented to the Disciplinary Panel.

Any member of the Governing Body who is a tutor of the Junior Member or has an interest in the subject matter of the charge or was on the Disciplinary Panel that heard the case will absent themselves from the proceedings except that the Chair of the Disciplinary Panel will attend but then withdraw when the Governing Body deliberates. For this purpose, a tutor is defined as someone who has filed an academic report on a Junior Member’s work, or will do so in the current academic year, or has acted as Moral Tutor for the Junior Member at any stage. The Dean will not take part in deliberations.

The Governing Body shall regulate its appeal proceedings as it sees fit.

The Governing Body shall consider the Junior Member’s Grounds of Appeal and any response of the Chair of the Disciplinary Panel. The Junior Member may attend with or without a representative, and they or their representative may make oral or written representations on the grounds of the appeal. The name and status of any representative must be provided to the Provost at least 5 working days in advance of the hearing. Where the representative is not from within the University, the Provost will retain discretion as to whether it is appropriate for them to act on the Junior Member’s behalf in all circumstances. The Chair of the Disciplinary Panel may also attend and may be accompanied by an advisor, and either the Chair or advisor may make oral or written representations on the Grounds of Appeal. The Governing Body may in any event request the attendance of the Junior Member or Chair of the Disciplinary Panel and may interview them, and in the event that any party fails or refuses to attend may proceed in his or her absence.

The Governing Body may quash or confirm the decision appealed against, or make any order in substitution for it which the Disciplinary Panel could have made. The Junior Member shall be informed in writing of the Governing Body’s decision by the Secretary to the Governing Body. The Provost shall at once report the Governing Body’s decision to the Dean and the Chair of the Disciplinary Panel and shall inform the Proctors or police, if appropriate, and any College staff affected by the decision. The full communication to the Junior Member shall not normally be circulated, but shall be held in the College Office. The decision of the Governing Body shall be final in the College.

8 Appeals beyond the College

The Junior Member shall have the right to appeal the decision of the Governing Body (or of the Disciplinary Panel, where the Disciplinary Panel has heard an appeal under section 6 above) to the Conference of Colleges’ Appeals Tribunal. If a Junior Member wishes to bring such an
appeal, the Junior Member shall file a written application with the secretariat of the Conference of Colleges within 5 working days of the date of the decision appealed against.

If the Conference of Colleges Appeals Tribunal upholds the College’s decision, the Junior Member may appeal to the Office of the Independent Adjudicator for Higher Education.

In full term, any document that is required to be sent to a Junior Member shall be deemed to be duly given 24 hours after it has been left for them at the College lodge or emailed to them. Out of full term, an additional copy shall be posted to the home address the Junior Member has given to the College Office, and the document shall be deemed duly given 3 working days after the date of posting or emailing. Where a Junior Member has been suspended and is not residing in Oxford, the procedure for posting or emailing documents out of full term shall be followed.

9 Flow Chart of Non-Academic Disciplinary Procedures
1 Definitions and Abbreviations

'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 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 themself 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 Junior Members must not advertise or trade College facilities, goods, or services to any third party without explicit permission from the College.

3.11 The possession, consumption or distribution of any classified drug by Junior Members are serious offences and strictly prohibited.

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, other than under the large oak tree outside the beer cellar and not in the Fellows’ garden.

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 Queen’s College Regulations

• 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.
The Queen’s College Regulations

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 to 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 into 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 have suspended their studies for any reason, including medical reasons, are not permitted to return to the College during the period of their suspension without written advance permission from the Dean or Tutor for Undergraduates for a particular purpose.

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
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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) 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 The 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 Appliances such as toasters, kettles, microwave ovens, cooking hobs, irons, hair dryers, hair irons and curling tongs should be used with care and not left switched on overnight or when the room is empty.

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 Publication

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:

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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 organization 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.