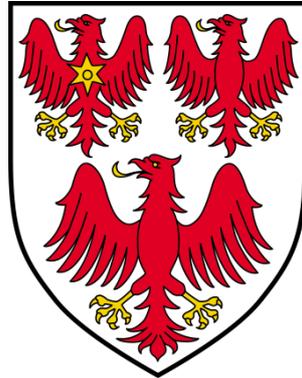


The Queen's College
Oxford OX1 4AW



Rules and Regulations

for

Junior Members

Academic Year 2015/2016

The Queen's College Regulations

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1 General Conduct

- 1.1 All members of the College must behave in a polite, decent and honest manner towards other members of the College, towards the College staff and towards people outside the College.
- 1.2 Lying, dishonesty or fraudulent dealing with the College or its members or staff will be regarded as serious misconduct and in extreme cases may result in expulsion from the college.
- 1.3 Public slander or libel of any member of the College is strictly forbidden. It is important to remember that most social media are in the public domain. Particular care should be taken with the content of blogs, tweets or messages posted on public sites.
- 1.4 Photographs, video or sound recordings of other members of the College may not be shared with others or placed in the public domain without the written consent of the person concerned.
- 1.5 College staff and senior members of the college are busy and unreasonable behavior towards them, including unreasonable wasting of their time will be regarded as a disciplinary issue. Problems should be addressed to the appropriate member of the College staff, the tutor or appropriate College Officer, generally in that order.
- 1.6 In general, junior members should comply with requests made by college staff. In particular, if a member of the College staff or a senior member asks a junior member to desist from a particular activity, they should do so immediately unless it is unsafe to do so.
- 1.7 No member of the College should behave in such a way as to bring the College into disrepute.
- 1.8 It is strictly forbidden to damage college property or to damage or deface college buildings.
- 1.9 The Junior Members of The Queen's College represent the College, its Fellows, students and staff and any misbehaviour brings the College community into disrepute. Thus, Junior Members are asked to be at their best behaviour at all times in Oxford and whenever they are on University business outside Oxford.
- 1.10 Civilized and considerate behaviour is expected from all members of College at all times. Harassment of, and rudeness towards, College members particularly fellow students and College staff is unacceptable and will be reprimanded severely.
- 1.11 In the event of a concern about the behaviour of a junior member of College, contact should be made with the Lodge or night porter who will alert the Junior Deans if appropriate.
- 1.12 If, in the opinion of the Dean or Tutor for Undergraduates, the behaviour of a junior member is distressing other members of the College, or interfering with the studies of other students or poses a threat to the student themselves or to other members of the College, then that student may no longer be permitted to reside in the College or may be banned, suspended or rusticated with immediate effect.

- 1.13 If a junior member brings a guest into the College, the junior member is responsible for the conduct of that member and for any damage they may cause.
- 1.14 From time to time the Dean may introduce new or *ad hoc* rules or regulations, often to cover specific or hitherto unforeseen circumstances. When appropriate the rules and regulations will be updated and junior members should be familiar with the latest rules and regulations which will generally be posted on the College website.

2 Residence in Oxford

- 2.1 Undergraduates are normally required to live in College in their first year.
- 2.2 University residence regulations require that all Junior Members live either in College buildings or in other accommodation in Oxford with the approval of the College. Unless a certain number of terms' residence has been kept by a Junior Member they will not be allowed to take a Degree. In order that the College can make the necessary certification to the University, Junior Members are required to take the following steps:

Undergraduates wishing to live out of College in their second or subsequent years must request permission from the Dean, but such permission will normally be granted. A condition is that they inform the College Office of their Oxford address before the start of the Michaelmas term concerned.

Junior Members (graduates or undergraduates) for whom no College accommodation is available in a particular year must notify the College Office of their Oxford address before the beginning of the Michaelmas Term concerned.

- 2.3 Junior Members are required to come into residence not later than 6.00 p.m. on the Wednesday before each Full Term. Junior Members are required to remain in residence until the last Friday of each full term, when they may go down after 7.00 p.m. **provided that they have called upon their Tutors** and have consulted the notice-board and their email to see whether or not they are required to fulfil any academic obligations. Any Junior Member who wishes to ask for leave to come up after 6.00 p.m. on the Wednesday before Full Term should apply in writing through the Academic Administrator. Except in cases of special urgency, such applications should reach the Academic Administrator at least one week before the beginning of Full Term.
- 2.4 Undergraduates should not come into residence before the Wednesday preceding each Full Term. Permission to return before this day must be sought from the Dean or their nominated representative through the Home Bursar's Office by completion of the appropriate form.

3 Rooms

- 3.1 Acceptance of a room in College (either on the main College site or in another of the College buildings) assumes occupation and the payment of charges for the full academic year.
- 3.2 No candles or other open flames are to be used in rooms and smoking is not permitted in rooms.

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- 3.3 Bicycles must not be kept or repaired in College rooms.
- 3.4 No redecoration to rooms may be undertaken. No nails, tacks, pins or screws are to be driven into the walls, doors or ceilings, nor may any adhesive be used. Any Junior Member who wishes to put up pictures must make application to the Steward who may arrange for up to three picture hooks if appropriate. No charge is made for such work. Any problems relating to the plumbing, lighting, electrical fittings or furniture in rooms should be reported to the Steward.
- 3.5 Heavy furniture (pianos, etc. - whether College property or not) may not in any circumstances be moved without previous consultation with the Steward.
- 3.6 Damage to furniture, furnishings, decoration or structure is charged to the occupant of the rooms. For wilful damage disciplinary action will typically include the imposition of a fine equivalent to at least twice the amount of the damage.
- 3.7 Repairs or alterations to electric light fittings are not to be carried out by Junior Members. In particular the electric shaving points in bedrooms are not to be used for any other purpose.
- 3.8 Cooking utensils other than electric kettles and toasters may not be introduced into College rooms. Careless use of toasters is the main reason for activation of the College fire alarms. Students may apply for permission to use a microwave (without grill) in their rooms. A prior application must be made to the Steward, who will keep a record and will arrange for regular inspections of the state of the microwave. Toasters and microwaves will be removed if they are used carelessly.
- 3.9 Bedroom wash-basins are not to be used for the disposal of waste. The cost of any clearance necessitated by a breach of this regulation will be charged to the occupant of the room concerned.
- 3.10 Junior Members are accountable for any disturbance, irregularity or damage which may occur in their rooms, whether they were present or not.
- 3.11 A very serious view will be taken of the throwing of objects or water from the College windows. The minimum penalty for such an offence will be a fine of £75.
- 3.12 Nothing is to be hung from the windows and posters are not to be displayed in the windows.
- 3.13 Nothing is to be placed on the window ledges outside rooms.
- 3.14 The outer door of each set of rooms or separate room is fitted with a lock, and a key for this lock is issued at the beginning of each term. Each key must be returned to the Lodge at the end of each term. Failure to comply with this regulation entails a fine of £40. If a key is mislaid the circumstances must at once be reported to the Steward. A charge of £40 is imposed when a missing key has to be replaced.
- 3.15 Dogs and other pets are not allowed within the College.

- 3.16 College rooms are used in the vacation to accommodate outside conferences. All drawers, cupboards and wardrobes must therefore be emptied completely at the end of each term except as specified elsewhere over the Christmas vacation. The College accepts no responsibility for personal effects left behind in rooms after the end of term and may remove and dispose of such items.
- 3.17 Nothing is allowed on the walls of college rooms other than on any provided poster boards or pinboards.
- 3.18 All College residential rooms are for single occupancy only unless this has been stated otherwise in the room contract.
- 3.19 Car parking is not available for Junior Members.

4 Noise

- 4.1 Generally, any disturbing noise is to be avoided during the College **quiet hours** which are from **11 p.m. to 8 a.m.**
- 4.2 Noise can be avoided by limiting loud conversations, boisterous behaviour at the end of functions and extended use of communal areas and kitchens during this time. An especially severe view is taken of any disturbance caused during the examination period in Trinity Term.
- 4.3 Requests from other members of the college community to lower noise volumes must be acted on as the right to a quiet environment suitable for study must be respected. If you are asked to reduce noise volume and do not do so then this will typically result in disciplinary action.
- 4.4 Musical instruments, radios, digital and other players, may be played within the College buildings at a reasonable volume only at the following times:
- Weekdays: 1.00 p.m. - 5.00 p.m. and 7.00 p.m. - 11.00 p.m.
 - Sundays: 10.00 a.m. - 6.00 p.m. and 7.15 p.m. - 11.00 p.m.
- The use of loudspeakers is discouraged in most College building and banned in Florey. Loudspeakers will be confiscated if their use disturbs other members of College. The use of headphones is generally preferable and does not inconvenience other members of the community.

5 Kitchens

- 5.1 In buildings that have kitchens for the use of junior members, the kitchens should be kept clean and tidy by those who use them.
- 5.2 Washing up and clearing up must be undertaken soon after a meal has finished so that other users of the kitchen are not disadvantaged.
- 5.3 Kitchens are not to be used for cooking during College quiet hours overnight.
- 5.4 If guests are invited to dine in a kitchen, this must be done in such a way that it does 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 decanal permission and without informing other users of the kitchen in advance.

6 Storage

- 6.1 Storage space is only available during vacations.
- 6.2 Storage space is for International students. i.e. it is not available to students who reside on the mainland of England, Scotland or Wales and can travel by land.
- 6.3 Students spending a year abroad cannot leave any belongings in storage whilst on their year abroad.
- 6.4 Students who have suspended their studies cannot leave any belongings in storage during the period of suspension.
- 6.5 Storage is not available to students beyond the end of their course of study.
- 6.6 The amount of storage space available to those who are eligible for storage will be limited to a maximum of 2 boxes (approximately tea chest size) per person. Boxes will be provided by the College and will be charged to batells if damaged. No charge will be made if they are in good re-usable condition when emptied. The boxes are the property of the College and may not be removed from the storage area.
- 6.7 If there is not sufficient space for 2 boxes per person then only 0 or 1 box may be available.
- 6.8 All items stored must be inside the boxes. Loose carrier bags, dustbin liners etc. are not acceptable.
- 6.9 No food can be stored as this attracts rats.
- 6.10 The storage space can only be accessed on Sunday of 0th week (from 2-6pm), Monday-Friday of 0th week (from 9:30-11:30 am and from 2-4pm) and on Monday-Friday of 8th week (from 9:30-11:30 am and from 2-4pm) and on Saturday of 8th week (from 8- 12 am).
- 6.11 Boxes will be numbered, and allocated to one of 20 numbered storage compartments in the trunk room by the Steward and/or Head Porter, and a record kept in the Lodge.
- 6.12 The Steward has responsibility for storage within the College. Storage space in buildings that are not on the main College site is very limited and accessible only by arrangement with the Steward and her staff.
- 6.13 The same rules and eligibility apply to storage space whether it is on the main College site or elsewhere.
- 6.14 Bicycles must be removed by students at the end of their final term and whilst on their year abroad or during a period of suspension.
- 6.15 Under no circumstances may bicycles be left in a room over any vacation.

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- 6.16 If a student requires more storage than is available from the College, they will have to arrange storage outside College with one of the storage companies in Oxford and arrange their own transport to the storage facility. This storage will not be paid for by the College. There is only limited storage space in the College and priority for this is given to international students. However, even for international students, there is no right to storage space and no guarantee that it will be available, because the amount of space is limited.
- 6.17 Christmas Vacations. Students in Florey, Cardo, Carrodus and the main College site may leave their belongings in cases, trunks or other suitable and respectable containers (such as cardboard boxes which have been closed and sealed with tape) and left neatly in a corner in their rooms such that normal use of the room is not prevented.
- No more than three cases, boxes or trunks may be left in the room.
 - Nothing should be left in drawers, cupboards or wardrobes and under no circumstances should drawers, cupboards or wardrobes be chained, padlocked or restrained in any way.
 - Bathrooms must be emptied
 - No valuables may be left
 - All items are left at the owner's risk
 - All valuables should be removed from the room.
 - Microwaves and fridges should be left empty and clean.
 - Walls must be clear of all pictures, posters, etc.
- 6.18 For International Students over the Christmas Vacation, some storage space may be available:
- in the main College storage space
 - in Cardo and Florey by arrangement with the caretakers and Steward
 - in St. Aldate's House by arrangement with the Steward
- 6.19 Easter Vacation: No storage is available for non-international students and rooms must be emptied.
- 6.20 For International Students over the Easter Vacation, some storage space may be available:
- in the main College storage space
 - in Cardo and Florey by arrangement with the caretakers and Steward
 - in St. Aldate's House by arrangement with the Steward
- 6.21 Summer Vacation. No storage is available for non-international students and rooms must be emptied.
- 6.22 For international students who are returning to study in the College in the following academic year, some storage space may be available over the summer vacation.
- in the main College storage space
 - in Cardo and Florey by arrangement with the caretakers and Steward
 - in St. Aldate's House by arrangement with the Steward

7 Meals and Use of the Dining Hall

- 7.1 Meals in College are provided at the following times during term. Details on the provision of meals outside term, for guests and for special guest night dinners will be circulated at the appropriate time or will be found on the Notice Board near the Lodge.

Breakfast	8.15 - 8.45 a.m.	Sundays	8.40 - 9.00 a.m.
Lunch	12.30 - 1.30 p.m.	Saturdays & Sundays	12.15 - 12.45 p.m.
Dinner	6.30 & 7.15 p.m.	Sundays	7.30 p.m.

- 7.2 Breakfasts and Luncheons served to Junior Members in Main College are paid for using your University Card. Breakfasts taken in the Florey and Cardo Buildings will be charged to batells by means of a simple pro-forma system. Payment for dinners will be made by direct charge to batells through the web based signing on system. Bursary opening hours are published on the Bursar's Notice Board.
- 7.3 Guests may not be brought to breakfast unless they have been accommodated in College guest rooms.
- 7.4 Junior members are expected to wear appropriate clothes when entering the dining hall at all times. Pyjamas, athletic vests, cropped tops and soiled garments are deemed unhygienic and inappropriate.
- 7.5 Gowns and orderly clothes must be worn for all second sitting dinners and whenever Fellows of the College dine in the Dining Hall.
- 7.6 Junior Members must not climb over tables in the Dining Hall.
- 7.7 Mobile Phones must be on silent when lunching or dining in Hall. Mobile phones may not be used during formal Hall for any purpose, silent or otherwise. Inappropriate use of mobile phones in Hall may result in the offender being required to leave Hall with immediate effect by the Catering or Buttery staff and may also result in referral to the Dean.
- 7.8 Admission of Junior Members and their guests to the Dining Hall is at the discretion of the Buttery manager on duty. Entry can be refused, for example, if they arrive late, when no prior booking (for dinners) was made or the dress code is disregarded.
- 7.9 Bookings for meals are non-transferable and cannot be swapped between Junior Members.

8 Moral Tutors and Graduate Advisors

- 8.1 Undergraduate Junior Members **must call on their Moral Tutors at the beginning and end of each term** unless they have been individually excused from doing so by their Tutors. Times at which Tutors wish to see their students are either sent by email or posted on the Notice Board by the Lodge. Your queens.ox.ac.uk email account and these Notice-boards should be scrutinized regularly for this and other important information.

- 8.2 Graduate Junior Members will be invited to meet their College Advisor once a year. Details of the dates and times of these meetings will be sent to Graduate taught students in Hilary Term, and Graduate research students in Trinity Term. Graduate Junior Members are encouraged to contact their Advisor by email at any time if help or advice is required.

9 University Rules and Regulations

- 9.1 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>).

10 I.T. Regulations

- 10.1 Junior members must be familiar with and adhere to the College and University I.T. Regulations.
- 10.2 Junior members must check their College e-mail daily.

11 Vacation Arrangements

- 11.1 During vacations (i.e. from the last Saturday of Full Term to the Wednesday before Full Term inclusive) no Junior Member may occupy a College Room or use College facilities for any purpose without permission from the College. Permission will usually only be given to those sitting examination, those with sound specific academic reasons or those participating in University sports practice.
- 11.2 Permission to return to College during the Long Vacation must be sought from the Dean, or their nominated representative through the College Office by completion of the appropriate form.
- 11.3 Permission to remain in College or return early to College during the vacations at the end of Michaelmas or Hilary Terms must be sought from the Dean, or their nominated representative, through the College Office by completion of the appropriate form.
- 11.4 Junior Members who stay in a College room after the end of term or return to occupy a College room without obtaining permission may be asked to leave, but if allowed to stay will be charged the standard commercial bed and breakfast rate and may also be subject to disciplinary proceedings.
- 11.5 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.
- 11.6 The College rules and regulations apply equally in vacation as in term, except where otherwise stated.

- 11.7 Any junior member who has been given permission to stay over the whole or part of a vacation may be asked by the steward to be a fire marshal for the period of their vacation residence and will be obliged to undertake this as a condition of their permission to be in residence.
- 11.8 Outside term time certain rooms and facilities will not be available to junior members including the JCR and Beer Cellar.

12 Entrance Book and College Register

- 12.1 First-year undergraduates and graduates are required to 'sign' the Entrance Book and to provide a photograph for record purposes.

13 Batells and Graduate Accommodation Charges

- 13.1 Batells are due for payment on the first day of term and must be paid at the latest by 3.00 p.m. on the first Friday of Hilary and Trinity Terms (i.e. Friday of 0th Week) and by the fourth Friday of Michaelmas Term except that batells sent out at the end of Trinity Term must be paid by the 30th June .
- 13.2 Payment can be made by a cheque drawn upon a UK bank account, by cash or by an appropriate debit or credit card (credit card payments incur a 2% charge) either in person at the Bursary or by phone/fax/email. Alternatively an 'On-Line' banking payment can be made directly into the College's bank account (please request the College's bank details from the Bursary). There is also a direct link from the batells statement email attachment to make a payment. The Bursary is located in FQ1 on the first floor. The Bursary staff are happy to provide advice and assistance with any of these methods of payment.
- 13.3 Junior Members who fail to pay their batells by the due date will be 'crossed' from the following Monday, and will not be allowed to obtain meals or supplies from the College. A Junior Member attempting to take meals in Hall or to buy drinks from the Buttery or the Beer Cellar when 'crossed' will be reported to the Dean.
- 13.4 Junior Members who consider that there are special reasons why they should not be crossed may appeal through their Moral Tutor (Undergraduates) or Advisor (Graduates) for their case to be considered at the next Governing Body meeting.
- 13.5 Junior Members who still have not cleared their outstanding accounts by 3.00 p.m. on the last Friday of term 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 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 3.00 p.m. on the fifth Tuesday of Term.
- 13.6 Graduates 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.

- 13.7 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.
- 13.8 Associate Members of the Middle Common Room are subject to the same regulations and procedures as graduates 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.

14 Clubs, Societies, and Publications

- 14.1 Junior Members of the College who form a club, society, or an organization for whatsoever 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 the consent of the Governing Body by applying in writing to the Dean (decanal.team@queens.ox.ac.uk).
- 14.2 A club, society, or organization (other than an organization for the publication of a journal, newspaper, or magazine) which registers with the Dean shall:
- a) act in accordance with the constitution established under (a) above;
 - b) establish a constitution and deposit a copy of it with the Dean;
 - c) advise the Dean of any changes in the constitution established under (a) above;
 - d) notify to the Dean not later than the end of the first week of every Full Term the programme of meetings and speakers which has been arranged for that term (e.g. by sending the Decanal Team a copy of the club's, society's, or organization's card);
 - e) appoint a president, secretary and treasurer who shall be matriculated members of the College in residence;
 - f) appoint a member of the Governing Body as Senior Treasurer who shall be an *ex officio* member of its committee;
 - g) notify to the Dean each term the names of its officers, the names of the members of its committee, and, before the end of each term, the name of its secretary for the next term;
 - h) keep a proper record of its financial transactions;
 - i) inform the Dean if it is to be disbanded and in doing so present a financial statement;
 - j) admit to membership only members of the College;
 - k) familiarize itself with the College's policies and its codes of practice and act in accordance with these policies and codes, which are available on the College website or from the College Office.
- 14.3 An organization for the publication of a journal, newspaper, or magazine which registers with the Dean shall:
- a) persons who have agreed to assume financial responsibility and, before the end of each term, the names of the editor or editors for the next term;
 - b) notify to the Dean each term the names of the editor or editors and the names of any other;

- c) appoint a member of the Governing Body who shall be kept informed of the activities of the organization;
- d) keep a proper record of its financial transactions;
- e) inform the Dean when publication ceases and in doing so present a financial statement.

14.4 Permission may be given for Official College Club and Official College Society dinners to take place in Hall. Permission should be requested through the Decanal Team (decanal.team@queens.ox.ac.uk) after confirming the availability and practical issues such as numbers etc. with the Catering Manager. The person making the booking is fully responsible for the conduct of the event and only current members of the college may attend. Noise and alcohol consumption should not be excessive. At all points in the event when alcohol is served, a non-alcoholic alternative must be provided. This should be of equivalent financial value and served with a similar priority and profile. Penalties may be imposed on the Club or Society and on individuals for any misdemeanours or anti-social behaviour. Any damage will be charged to the Club or Society or individuals at the Dean's discretion.

15 Decanal Summons

- 15.1 The Dean or a Junior Dean acting on their behalf may issue a Decanal Summons. This may be on a Blue Slip left at the lodge or via email. 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 post or by email.
- 15.2 It is important to remember that future potential employers may ask whether you were involved in any disciplinary proceedings and if so what they were. Failure to make such declarations, or make fraudulently false declarations, can itself cause problems with any future potential employer.

16 Drug use

- 16.1 The possession, consumption and distribution of any classified drug by members of The Queen's College are severe offences and strictly prohibited. Junior Members caught doing so will be severely reprimanded. In cases where class A or B drugs are involved, the local police will be involved immediately and the Proctors will suspend or expel students. Substance misuse, including that of alcohol can be a problem for the individual and often for the College community. If the Dean considers that a student is in possession of, or using illegal drugs, or is consuming more alcohol than the Dean considers to be sensible the Dean or the Student Disciplinary Panel may rusticate the student or recommend their expulsion to the Governing Body.
- 16.2 Within the University Statutes, Statute XI, section 2.(1)(l) makes it a University disciplinary offence for members of the University intentionally or recklessly to possess, use, offer, sell, or give to any person drugs, the possession or use of which is illegal. Such activity will not be tolerated by the University of the College.

17 Complaints

- 17.1 Complaints about behaviour of Junior Members should be addressed to the Dean. Other complaints should be addressed to the relevant College Officer.

- 17.2 If the complaint concerns ongoing behaviour, it should be addressed to the Lodge who will deal with it or involve a Junior Dean as required.

18 Roof Walking

- 18.1 Roof walking is dangerous and is prohibited. Walking on the roof and balustrades will result in disciplinary action which may include a substantial fine and a contribution to repair costs. The condition of the roof is regularly surveyed by College staff.

19 Post-Examination “Trashing”

- 19.1 Junior Members must not participate or endure post examination trashing, i.e., the coverage in food and liquids. Trashing is a College and a University offence and Junior Members will be reported to the Proctors and are likely to receive a substantial fine. The police may also take action against students involved in public trashing.

20 Parties, Meetings and Events

- 20.1 The rules for booking Junior Members' events in College available on the College website or from the Decanal Team (decanal.team@queens.ox.ac.uk).
- 20.2 Permission for events must be sought at least 2 weeks before the event or 3 2 working days before a meeting. Permission to use the Hall must be sought at least 4 weeks in advance and will be reviewed by the Domestic Committee and the Governing Body.
- 20.3 The person 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. If this not done a penalty may be imposed which may include the cost of staff time and resources required to deal with any mess or damage. All lights and equipment should be turned off unless specific instructions to the contrary have been given.
- 20.4 The person making the booking must be present throughout the event and must close it down and ensure that the room is empty and clean at the end of the event. This applies even if the event is a society or club event.
- 20.5 An individual, club and/or society involved in a failure to adhere to the rules may be penalised and may be barred from making further bookings.
- 20.6 A party in a residential room or kitchen is defined as a gathering of 6 or more people for more than 30 minutes.
- 20.7 All events in extended full term (weeks 0 to 9 inclusive) involving junior members are required to obtain permission from the Dean, even if a senior member of the college is present.
- 20.8 Events held outside the College by Official College Clubs or Societies require decanal permission.

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- 20.9 Junior Members wishing to arrange a play, concert, party, dinner, an event in the Beer Cellar or to hold meetings of College, University or other clubs or societies on College premises, including Lecture Rooms, the OTR or the Shulman Auditorium, must obtain the permission of the Decanal Team (decanal.team@queens.ox.ac.uk). Further details on the information that will be required are available on the College website.
- 20.10 If permission is given for any event, the requester must then make a booking through the Conference Office which maintains a centralised booking system. The granting of decanal permission is simply that. The details and practicality of the proposed arrangements must be negotiated with the Conference Office who will also determine whether the space is available and whether there are any potential clashes with other events. Junior Members who make a booking assume responsibility for an event and any charges, fines or liabilities resulting from the event.
- 20.11 Once permission for an event has been given and a booking is confirmed, Junior Members must liaise with the Conference Office, the Catering Manager, the Steward, and if appropriate, the Head Porter, to finalise the details. The Home Bursar must be also informed well in advance and, if chairs or tables are moved, they must be replaced at the conclusion of the lecture, rehearsal or performance
- 20.12 Due consideration must be given to Health and Safety Regulations and Insurance, particularly at events to which the public are invited. The Steward has prepared a set of guidelines for such events and should be consulted well in advance.
- 20.13 At the point of requesting permission for the event, the Clubs, societies or individuals wishing to host events in College are required to name two appointed persons (who agree to stay sober at events at which alcohol is served) to assist the Steward and the Junior Deans with policing the events. These two people must be able and prepared to close down the event immediately if asked to do so by the Junior Deans. These two people will be held responsible for the event.
- 20.14 At the point of requesting permission for a party, meeting, function or event a responsible student should be named and appointed to ensure that any resulting debris is cleared and placed in bins at the end of the function or early the following day at the latest. Broken glass must be cleared immediately and disposed of safely. If members of staff are available they should be requested to ensure the safe removal of any broken glass. If no member of staff is available the appointed person should ensure that the glass is removed in its entirety or to a safe location and the Steward's Office informed of the requirement for this to be cleared the next day. The student responsible for disposal of waste will be held responsible if this is not done.
- 20.15 Special rules and regulations apply to end of term events, public College parties and the College Ball, which will be communicated by the Decanal Team well in advance.
- 20.16 The Beer Cellar is available for private parties, permission for which must be obtained from the Decanal Team and then arrangements made with the Steward well in advance of the party.
- 20.17 Those who make their rooms available for parties at which they are not hosts must be present at such parties and are responsible for any irregularity or damage resulting from them, whether permission to hold a party has been obtained or not.

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- 20.18 Use of the Hall for events requires the consent of the Governing Body. Applications must be made to the Dean via the College office in good time for a case to be presented to the Governing Body at meetings held in 2nd, 5th and 8th weeks of Full Term.
- 20.19 Parties must not become wild or unreasonably noisy. If any party gets out of hand it will be stopped immediately and disciplinary action may be taken against the host and those causing any disturbance or behaving in an unacceptable manner.
- 20.20 Additional rules apply to the Shulman Auditorium.
- a) The fire doors must not be opened except in an emergency
 - b) Chairs taken from the storage cupboard must be returned after use
 - c) The green room is not available unless specific permission for this has been given
 - d) The piano is not to be moved.
 - e) Use of the piano requires permission from the Choir Administrator.

21 Provision and Consumption of Alcohol

- 21.1 Junior Members are strongly encouraged to drink responsibly and College provides a controlled environment and experienced staff to supervise this.
- 21.2 Junior Members may purchase alcohol in College from the Buttery and the Beer Cellar. Graduates may also do so from the MCR bar. 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 Steward or the Catering Manager.
- 21.3 Normally the Beer Cellar is open during term time from 7.00 p.m. until 11.00 p.m., from Monday to Saturday. Guests of Junior Members of the College may be introduced into the Beer Cellar though only members themselves may make purchases.
- 21.4 Each person must purchase their own drinks and only one drink will be permitted per person. No jugs of beer are allowed.
- 21.5 Drinking games are strictly forbidden in the Beer Cellar and elsewhere.
- 21.6 No alcohol may be brought in from outside College to be consumed during events and functions on College premises or in public areas of the college such as the hall or Beer Cellar. Events include, for example, end of term events, common room meetings, society and club events and other gatherings. However, alcohol from outside College may be consumed privately and individually in Junior Members' rooms. Any function at which the rule is disregarded will be closed down immediately, the alcohol confiscated and further disciplinary action may follow.
- 21.7 Alcohol purchased in College may only be consumed in the Dining Hall, the OTR, the MCR, the Beer Cellar and the paved Beer Cellar Terrace. No alcohol is to be consumed in public areas of the College, i. e., the JCR, the cloisters, the Quadrangles or the garden adjacent to the Shulman Auditorium entrance.

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- 21.8 A severe view will be taken of Junior Members becoming drunk and disorderly. Junior Members in such as state will be asked to return to their rooms immediately, may be fined and may face further disciplinary action which may include being banned from the Beer Cellar and future events. In extreme cases, it may be necessary to involve the police or other emergency services and this could result in arrest, fines or charges with the possibility of a criminal record.
- 21.9 The bar staff in the Beer Cellar will refuse to serve anyone they feel has had too much to drink and their decision will be final. The bar staff may ask anyone to leave the Beer Cellar without given a reason and any such request must be complied with immediately. Any attempt to argue with or intimidate bar staff may result in a penalty.
- 21.10 Use of the Beer Cellar is a privilege and not a right and the Dean may ban a student from the Beer Cellar for any period of time.
- 21.11 It is forbidden to take photographs or videos or record sound in the Beer Cellar or other College rooms or spaces.
- 21.12 The College reserves the right to search bags etc. for alcohol, particularly at events in the Beer Cellar or other areas of the College.
- 21.13 No alcohol is to be consumed or present in the JCR at any time.
- 21.14 No alcohol is allowed in the boathouse.
- 21.15 Events at which alcohol is served must have decanal permission and be supervised by a senior member of the College or a member of the College Staff. The organisers of the event will be responsible for the cost of this staffing. At the discretion of the Catering Manager staffing.
- 21.16 Drinks receptions organised by junior members will be overseen by the Catering Manager who has discretion to determine the appropriate level of staffing for such events.
- 21.17 Each person is responsible for their own alcohol intake and the consequences of this including acute or chronic ill health.
- 21.18 Any attempt to 'spike' someone else's drinks with alcohol or other drugs will be regarded as a serious offence.
- 21.19 Buying or providing alcohol for someone who is intoxicated is strictly forbidden.
- 21.20 No alcoholic drinks must be served unless it is clear how much alcohol is in each drink. This should be represented as 'units' of alcohol or millilitres of alcohol.
- 21.21 Clubs and societies wishing to host student events in College are required to name two appointed persons who agree to stay sober and to assist the Steward and the Junior Deans with policing the events. Clubs and societies that come to the attention of the Decanal Team for excessive disorderly behaviour are unlikely to be given permission to hold further events on College premises.

21.22 At all parties or events where alcohol is served, a non-alcoholic alternative must be provided. This should be of equivalent financial value and served with a similar priority, profile and diversity.

22 Behaviour in the College Quadrangles and Gardens

22.1 The College is a work/study environment, so noise and distraction for those who are working must be kept to a minimum. Beyond the College, Oxford has a variety of outside spaces where these considerations do not apply.

22.2 Junior Members are not permitted to walk, sit or lie on the grass in the Front or Back Quadrangle at any time (with the exception specified in 22.8).

22.3 Junior Members are welcome to sit on the steps in the Front Quadrangle in an orderly fashion, but conversations and noise should be kept at a reasonable level so as not to disturb others. No sunbathing is allowed. All litter, bottles, glasses or plastic cups must be removed.

22.4 Eating and drinking are permitted on the paved Terrace adjacent to the Beer Cellar but prohibited in the cloisters, the Quadrangles, around the Shulman Auditorium and other public areas of College.

22.5 The Fellows garden is reserved for the Fellows. However, at the discretion of the Fellows, the Fellows' Garden may be available to students for quiet study, but not for social gatherings or picnics. Students may not consume food or drinks in the Fellows Garden, other than bottled water. A Fellow may ask any student or all students to vacate the garden at any time without giving a reason. Students are obliged to comply with such requests immediately.

22.6 The Back Quad (steps in front of the library and around the flower column) and the alcoves of the Dining Hall and Chapel may not be used for lounging, eating or drinking.

22.7 Finalists may be allowed to use the cloisters and steps in the Front Quadrangle for brief, civilised celebrations directly subsequent to their final exam, but only if they have sought and received the consent of the duty porter. No 'trashing' of any form will be tolerated.

22.8 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:

➤ Weekdays: 13:00 – 17:00 and 19:00 – 21:00

➤ Sundays: 13:00 – 17:00 and 19:30 – 21:00

22.9 No more than 4 players are allowed on the lawn at the same time on the lawn on either side of the Front Quadrangle. Appropriate shoes must be worn on the grass at all times.

22.10 Barbecues are not allowed on College premises, except with permission and when supervised by the Steward's Office or the Groundskeeper.

22.11 No ball games are allowed on College premises except the College sports ground. Ball games are prohibited in College quadrangles and gardens, the Florey lawn, the yard in St. Aldate's House and the Carrodus Quad.

22.12 Students are allowed to use the Florey Lawn for quiet activities such as reading until sundown. Noise in this area can affect students trying to work in their rooms, so socialising is not permitted. No sunbathing is permitted. No eating or drinking is permitted apart from bottled water. The lawn should be left in a pristine state and no litter may be left on the lawn.

23 Smoking

23.1 All of College, i.e., all College premises including students' rooms are strictly non-smoking. The use of e-cigarettes counts as smoking.

23.2 Junior Members caught smoking in College, will be reported to the Decanal Team and may receive an instant fine.

23.3 Any member of College has the right to request that other members of the College or visitors stop smoking within the College and such requests should be complied with immediately.

24 Behaviour in the College Library

24.1 The Library is a place for quiet study and should not be used as a venue for conversations or socialising.

24.2 Users of the library must have their University 'Bod' card with them at all times in the library and must show this to a member of the library staff or college staff on request.

24.3 If you need to talk to someone then leave the library and talk to them outside the library. The JCR is near the library and is a suitable place for conversation. Junior Members caught disobeying this rule may receive an instant fine and may be banned from using the Library.

24.4 Do not arrange to meet people in the library as this may distract other library users.

24.5 Eating and drinking are strictly forbidden. Only plain water in spill-proof bottles with lids may be brought into the library. Junior Members caught disobeying this rule will be banned from using the Library. Food or drink found in the library may be confiscated and disposed of.

24.6 The use of mobile phones for conversations is strictly forbidden in the library. All mobile phones must be switched to silent before entering the library.

24.7 Watching videos on laptops or mobile phones is forbidden in the library.

24.8 There are CCTV cameras in the library and any misbehaviour outside the staffed hours will result in a penalty.

24.9 Only essential items for work should be brought into the library.

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- 24.10 Desks that are not in active use may be cleared to make space for other readers at various times during the day. Items such as laptops and other electronic devices may be unplugged by the library staff. Generally, all books and belongings whether the property of the Library or not will be removed from the tables at least twice daily in line with the clear desk policy.
- 24.11 Items left in the upper library will be locked in the upper library when it is closed.
- 24.12 Where storage crates or boxes are provided, they should only be used to temporarily store personal items, books and papers and will be cleared periodically.
- 24.13 Movement within the library should be quiet and running or playing games is strictly forbidden.
- 24.14 Damaging, defacing or marking of library books in any way is forbidden. This includes writing in pencil and folding page corners.
- 24.15 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. The failure of the self-issue system out of staffed hours will not be accepted as an excuse for removing items without authorisation.
- 24.16 All books are the responsibility of the borrower to whom they are issued and remain so until they are checked back in via the authorised procedure. Library staff have the authority to spot-check books and bags at any time.
- 24.17 The following books are confined to the Library:
- a) All books printed before 1850
 - b) All reference books
 - c) All books with a red spine label
 - d) All books with a red 'Confined to Library' stamp at the front
 - e) Damaged books at the discretion of Library staff
- 24.18 Library computers are provided for readers wanting to use the online catalogue or undertake library related activities and are not for checking email.
- 24.19 Junior members are not permitted to bring guests into the library without explicit permission from the library staff and then may only do so for a brief visit between 12 noon and 12:45 on Saturdays in full term. Outside this time permission for visits must be sought in advance from the Library Staff and will only be granted if other readers will not be disturbed.
- 24.20 Other members of the University who are not members of the College may not use the library without explicit permission from the library staff.

25 The College Gymnasium

- 25.1 Before using the College gymnasium, Junior Members must attend an introduction session. Dates for these sessions will be announced by the Decanal Team well in advance and are normally conducted at the beginning of the academic year.

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- 25.2 The gymnasium may only be used from 7 am to 10 pm and will be locked during the night. For safety reasons, Junior Members should abstain from training on their own. Furthermore, appropriate footwear and kit should be worn at all times.
- 25.3 The gymnasium is only to be used by members of The Queen's College and is not to be made accessible to anybody else, for example, for training sessions of University sports clubs. Junior Members caught doing so will be banned from using the gymnasium.
- 25.4 Misuse or tampering with the equipment provided is prohibited and no equipment is to be removed or borrowed from the gymnasium. Faulty equipment is to be reported to the Steward immediately.
- 25.5 For safety and security reason, the gymnasium is monitored by CCTV.

26 Guests in College

- 26.1 Junior members are allowed to bring guests to College. However, these guests should always be introduced to College via the Lodge and their admission is at the discretion of the duty porter. Guests brought in through the late gate should be introduced to the duty porter immediately, otherwise they might be asked to leave the College premises.
- 26.2 Junior members may book guests into College Guest rooms which can be booked through the Lodge.
- 26.3 Occasionally and not on a regular basis, guests may stay overnight in a junior member's room for no more than two nights in a given week. Equipment to facilitate having regular overnight guests, such as extra mattresses may be confiscated and a report made to the Decanal Team.
- 26.4 Junior Members are ultimately liable for the actions of their guests in College and will be held fully accountable in case of any misconduct or damage.

27 Fire Safety

- 27.1 Junior Members must make themselves familiar 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 pieces of fire equipment (e.g. fire blankets in kitchens).
 - d) hearing the Fire Alarms you 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.
- 27.2 Termly fire drills will be conducted without prior announcement. It is essential that Junior Members make every effort to evacuate their rooms as quickly as possible. Failure to do so will be reported to the Decanal Team.
- 27.3 A fine of at least £200 will be imposed for improper use of or damage to fire extinguishers or hoses and an extremely severe view will be taken of any interference with the Fire Alarm system, for example, covering smoke detectors.

- 27.4 Fire doors provided at entrances to staircases and across staircase landings and passages must be kept closed.
- 27.5 Any source of open fire, for example, matches, candles, incense and cigarettes are prohibited in Junior Members' rooms. Furthermore, appliances such as toaster, kettles, microwave ovens, irons, hair driers, hair irons and curling tongs should be used with care so that they do not present a fire risk or cause damage to the College fabric. They should not be left switched on overnight or when the room is empty. Junior Members will be charged for the cost of repairs or replacements.

28 The Lodge

- 28.1 Junior Members must give their names to the Porter on duty when requested to do so.
- 28.2 Hoods must be removed on entering the College.
- 28.3 The Lodge and adjacent telephone box are out of bounds. Separate access is available to the Lodge extension where Junior Members' mail boxes are installed. Captains and Secretaries of games may use the box (not in the Lodge) for telephone calls concerning Amalgamated Clubs business.
- 28.4 All residents of the College, members of the College and members of the College staff must provide a photograph to the Home Bursar's Office for the Lodge so that they can be identified on entering the College.
- 28.5 The Lodge staff are empowered to stop any junior member of the College from breaking a rule or regulation or from any activity that is a danger to the person involved, to other people or to the college or its property. They will report any breach of the rules and regulations to the Junior Deans or Dean who may take further action.

29 Exeats

- 29.1 No Junior Member is allowed to sleep out of his/her rooms or lodgings without first notifying his/her intention to do so by signing his name in the Exeat Book at the Lodge on the day on which they leave Oxford. Students should give their destination and, if possible, a telephone number where they can be reached in an emergency. On returning, the book should be signed again at the earliest opportunity and not later than midnight on the day of return. This procedure in no way releases Junior Members from their responsibilities to attend tutorials, classes or other required College or University appointments, and they are reminded of the residence requirements.

30 The Gates

- 30.1 The main gate will be locked at 9.00 p.m. Sunday to Friday, and 8.00 p.m. on Saturday. Please note that these times may be subject to change. After those times, the College main site can be accessed via the late gate in the back quadrangle near the library leading onto Queen's Lane or from late gate on the High Street adjacent to shops.

- 30.2 Junior Members are asked to be vigilant and not to let tailgaters into College. Please ensure the late gate closes properly behind you and do not prop the gates open in any way. Please immediately report any tailgaters to the Lodge.
- 30.3 Those entering or leaving College after midnight must be as quiet as possible. Severe measures will be taken against anyone causing a disturbance.
- 30.4 Junior Members must not disclose digital lock combinations for the late gate(s) or other College facilities to non-College members. This would be regarded as a matter for disciplinary action.

31 Insurance

Junior Members are advised to take out their own insurance for the loss of personal effects. This is important because the property of Junior Members living in College is insured by the College **only** against fire, explosion and theft (when forced entry can be proved) up to £500 per person. However, the insurance company does not accept liability for items specifically insured under another policy of insurance, bicycles, any item individually worth over £100 and losses of money or securities for money in excess of £25 per Junior Member. **It is essential that doors to rooms are kept locked at all times.**

32 Healthcare

- 32.1 The college doctors or the college nurse can be consulted for advice in the event of illness. Junior Members admitted to hospital or involved in accidents should always endeavour to inform the College as soon as possibly by contacting the Lodge, who will relay the information to the Junior Deans who can provide any appropriate assistance or advice. All information relayed will be treated in strict confidence unless there is a genuine and justifiable reason for disclosure.
- 32.2 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.
- 32.3 Those who wish to register with the College Doctor may do so through the College Nurse, who is available for help and advice on health problems of all kinds. All messages for the College Sister should be left at the Lodge.
- 32.4 The College Doctors are: Dr. Debbie Waller and Dr Andrew Schuman of 19 Beaumont Street, Oxford, OX1 2NA, telephone 01865 240501, www.19beaumontstreet.com .
- 32.5 The College Dentist will treat **emergency** cases under the National Health system and is available at Studental, Helena Kennedy Student Centre, Oxford Brookes University, Headington Hill Campus, Headington Road, Oxford OX3 0BP, Tel 01865, 484608, www.studental.co.uk .

- 32.6 In recent years there have been outbreaks of diseases such as mumps or measles in people who have not been vaccinated for these infections as children, If you have not been vaccinated you are at risk of infection and you are strongly encouraged to seek vaccination from your general practitioner before you come to Oxford. In general, all junior members are expected to ensure strongly encouraged to ensure that all of their vaccinations are up to date and that they catch up on any vaccinations that they missed as children. This is for their own protection and also for that of the College community.
- 32.7 Members of the College with serious food allergies must provide medical evidence of this and must inform the College Office and Catering Manager.
- 32.8 Junior members who have any medical or health problem that may reduce their fitness to study should report this to their Moral Tutor and seek appropriate medical advice. Any requirement for emergency hospital attention would fall into this category. The report they make to their Moral Tutor need not contain confidential information, but should alert the Tutor to any considerations that may be relevant to their study. The College may request a medical report to allow it to assess whether it is appropriate for the junior member to remain in residence or to continue to study.

33 Bicycles

- 33.1 The City Police Authorities require that bicycles of all Junior Members shall be numbered. Junior Members must obtain a tag and number from the Porters' Lodge. **Failure to tag bicycles may result in the removal of the bicycle.** For improved bicycle security the College has joined the University Central Registration Scheme (www.admin.ox.ac.uk/ouss/cra/cyclesecurity).
- 33.2 Cyclists are reminded that they should use lights at night and must obey traffic lights. The local police often impose penalties on cyclists for breaching traffic rules and riding without lights.
- 33.3 A bicycle store under the East side of the Front Quad (approached from Front Quad 6) is available for those residents in College and Junior Members in lodgings. There is also accommodation for bicycles through an entrance off the Carrodus Quad. Further bicycle racks are available in the Florey, Cardo and St. Aldate's Buildings for residents.
- 33.4 Bicycles must **not** be left in any part of the College, the Carrodus Quad, the Florey Building, the Cardo Building or St. Aldate's Building other than in the bicycles stores or the racks provided for them. Bicycles must not be left against the outside walls of the College.
- 33.5 No bicycles are to be stored in junior members' rooms. An exception to this rule may be made to allow a junior member to store in their room an expensive carbon fibre framed bicycle used in competitions, but only if the bicycle has been assessed by Dr R.B. Nickerson and sufficient evidence has been received to demonstrate that the junior member is actively involved in competitive racing. Where such permission is granted, the bicycle may not be propped against a wall without being covered by a blanket or other suitable protective material and the junior member will be responsible for any damage to college property resulting from the movement or storage of the bicycle.

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'College' includes aedes annexae (i.e. College accommodation and facilities outside the main College) unless otherwise stated. 'Junior Member' includes undergraduates, graduates and Associate Members of the Middle Common Room.

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1 Non-academic disciplinary procedures

1 Introduction

Problematic behaviour on the part of one person may affect the welfare of other members of the college or wider community. College rules and regulations are designed to help members of the college to live harmoniously with other members of the college or 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 rules and 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 who are bound by its Statutes and have developed a series of Bylaws and authorised rules and regulations affecting junior members. The College produces a compilation of the Rules and Regulations for junior members with which junior members should familiarise themselves. The Rules and Regulations for Junior Members, the Statutes and the Bylaws are all available through the College website or from the College Office. Guilt will be established in accordance with the balance of probability standard.

Members of the University are also bound by University 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 two sets of disciplinary regulations.

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

Within the college, the Dean is the person with day to day responsibility for disciplinary matters and is assisted in this role by three Junior Deans, three *virii probati* 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. Throughout these regulations, references to any other college officer shall include any nominee acting in a similar capacity. It is recognised that many disciplinary problems can arise in the context of other problems with a welfare dimension and such problems are a high priority for the College. Extensive welfare support is available from a wide range of sources in the college, in the university and in 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 in-determinate period or until the fulfilment of specified conditions where action is taken as an interim measure pending further investigation.

When a penalty of 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 or services (including entry for University examinations).

3 Standards and requirements of behaviour

A series of specific rules and regulations are contained in the document 'Rules and Regulations for Junior Members'. 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 Committee.

Misconduct includes but is not limited to:

Contravention of the College's Rules and Regulations, violent or threatening behaviour; drunk or disorderly behaviour; behaviour that disturbs the peace of the college community; fraud; theft; harassment; failure to comply with the provisions of the Code of Practice on Freedom of Speech; vandalism; intentional or reckless damage to buildings or property; contravention of the College's Information Technology Regulations; theft, 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; producing, procuring, possessing, using or supplying illegal drugs or other dangerous substances, or allowing College premises to be used for these purposes; interference with fire prevention, warning or any other equipment; 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 capable of attracting an immediate sentence of imprisonment (whether or not such a penalty is imposed); engaging in any other conduct which is gravely detrimental to the interests of the College.

The Dean or Disciplinary Committee have powers which include requiring a junior member to reside out of College premises, imposing a fine, suspension, banning, rustivating or expelling an offender. The Dean or Disciplinary Committee may attach further conditions to any penalty that they impose.

In addition, the Dean or Disciplinary Committee may choose to impose a penalty on a member of the College in relation to the breach of a university rule or regulation or in relation to a breach of the law. In general, criminal behaviour will be referred to the police. Junior members who are facing criminal prosecution or have been convicted of a criminal offence must inform the Provost and the Dean.

4 The Dean

If the Dean believes that a junior member has committed an offence the Dean may deal with it directly or may refer the case to the Disciplinary Committee. If the Dean deals with the matter directly, the junior members may appeal to the Disciplinary Committee against fines or other penalties imposed by the Dean. However, junior members are advised that the Disciplinary Committee 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 a precautionary and not a disciplinary sanction, and may continue during the investigation of any alleged misconduct and any subsequent disciplinary proceedings.

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

5 Disciplinary committee

The Disciplinary Committee will normally consist of the Dean and at least five members of the Governing Body nominated by the Provost. The Dean will not form part of the Disciplinary Committee panel for those parts of its business when the Disciplinary Committee is hearing an appeal against a judgement made by the Dean. In all other situations the Dean will chair the Disciplinary Committee unless the Dean or the Committee identify a clear conflict of interests. If the Dean is not a member of the Disciplinary Committee for a particular case, the senior member present will chair the Committee. Should any member of the Disciplinary Committee be a tutor of the junior member in question or have an interest in the subject matter of the charge, or be perceived to have such an interest, she or he shall not be present during consideration of the case in question and may, if the Committee deems necessary, be replaced by another member of the Governing Body co-opted by the other members of the Disciplinary Committee. 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. Should the chair be so replaced, the most senior fellow present shall chair the Disciplinary Committee. The Disciplinary Committee may, but is not obliged to, ask one or more assessors to be present at its deliberations and to advise it. Such a person shall have no vote. The Disciplinary Committee 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. The work of the Committee will be administered by the College Office under supervision from the Dean.

Except in exceptional circumstances, when referring a case to the Disciplinary Committee, the Dean or other person referring the case will circulate to the parties involved and to the committee and the relevant Moral Tutor written notice of the alleged misconduct and any other information which the Dean deems relevant.

The Disciplinary committee 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 Dean or Provost if there are matters that require more urgent attention.

Anyone appearing before the Disciplinary Committee may be accompanied by an advisor from within the university, but the name and status of the advisor must be provided to the committee at least 3 working days in advance via the College Office. Any party may call any witness and witnesses so called may be questioned by the parties present and by the Disciplinary Committee.

If a junior member is summoned before the Disciplinary Committee, attendance is mandatory. If a junior member fails or refuses to attend the Disciplinary Committee may proceed in the absence of the junior member.

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

The penalty may include: requiring the junior member to reside out of the College premises; a fine of any magnitude; suspension, banning, rustication or expulsion from the College. The Disciplinary Committee may attach such conditions as it sees fit to any penalty. The junior member shall be informed in writing of the Disciplinary Committee's decision by the chair of the committee. The junior member will also be advised of their right of appeal to the Governing Body.

The Chairman of the Disciplinary Committee shall at once report the Disciplinary Committee's decision to the Dean (if they were not present) 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. In the event of any appeal, it shall be available to members of the Governing Body.

6 Appeals to the Disciplinary Committee

If the Dean has imposed a penalty which the junior member believes to be unwarranted or excessive the junior member may make written representations to the Disciplinary Committee requesting a review of the penalty imposed. The appeal must be lodged in writing with the College Office within five days (not including Saturday or Sunday) 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. or the disproportionality of the penalty to the gravity of the offence.

The College Office will immediately copy the full appeal to the Dean who will copy it to the members of the Disciplinary Committee. Unless the matter is deemed urgent by the senior member of the committee other than the Dean, it will be dealt with at the next routine committee meeting. The Dean may submit to the committee a written response to the

appeal and/ or may elect to attend the committee 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 Committee may dispose of appeals without an oral hearing unless it considers it necessary or expedient to hold one. The Disciplinary Committee 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. If the junior member is not satisfied with the decision of committee he shall be entitled to appeal to the Governing Body. Any appeal to the Governing Body shall be made in writing specifying the grounds of the appeal within five days (not including Saturday or Sunday) of the receipt by the junior member of the response of the Disciplinary Committee.

The junior member shall be informed in writing of the Disciplinary Committee's decision by the chair of the committee. The junior member will also be advised of their right of appeal to the Governing Body. The Chairman of the Disciplinary Committee shall at once report the Disciplinary Committee's decision to the Dean (if they were not present) 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. In the event of any appeal, it shall be available to members of the Governing Body

7 Appeals to the Governing Body

The junior member must lodge any appeal against the findings or penalty of the Disciplinary Committee by writing to the Provost (or his nominee) within five days (not including Saturday or Sunday) of the communication of the Disciplinary Committee's decision to the junior member, stating the basis of his appeal.

The junior member may appeal on either or both of the following grounds:

- a. errors in the Disciplinary Committee'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 Committee.

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 Committee that heard the case will absent themselves from the proceedings except that the Dean and chair of the Disciplinary Committee (if not the Dean) 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 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 Dean and/ or chair of the Disciplinary Committee. The junior member may attend with a current member of the University as an advisor and make oral or written

representations on his grounds of appeal. The Dean or chair of the Disciplinary Committee may also attend and may each be accompanied by a current member of the University as an advisor and make oral or written representations on the Grounds of Appeal. The Governing Body may in any event request the attendance of the junior member, the Dean or chair of the Disciplinary Committee 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 Committee 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 Chair of the Governing Body shall at once report the Governing Body's decision to the Dean, the chair of the Disciplinary Committee and shall inform the Proctors 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 to the Conference of Colleges' Appeals Tribunal. If a junior member wishes to bring such an appeal, he shall file a written application with the secretariat of the Conference of Colleges within five days (not including Saturdays and Sundays) of the date of the decision appealed against.

If the Conference of Colleges Appeals Tribunal upholds the College's decision, the undergraduate 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 him or her at the College lodge or emailed to him or her. 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 three 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.

Appendix 1. Flow Diagram of Non-Academic Disciplinary Procedures

